

EMERGENCY SAFETY PROCEDURES



Donald E. Stephens Convention Center
5555 N. River Rd. Rosemont, IL. 60018
Security Desk 847-993-4001

EMERGENCY PHONE NUMBERS (24 Hours)

Fire • Police • Ambulance

Dial: 911

Donald E. Stephens Convention Center Office

9301 W. Bryn Mawr Ave.

Rosemont, IL. 60018

847-692-2220

Rosemont Exposition Services Office

9291 W. Bryn Mawr Ave.

Rosemont, IL. 60018

847-696-2208

INTRODUCTION

All building employees shall review the Emergency Safety Procedure and Evacuation Plan Manual. This manual will explain the roles and responsibilities of employees in an emergency or evacuation.

This contains quick reference information and checklist procedures on how to report an emergency, what to do, who will assist you and what will come from the building and professional emergency units during an emergency.

Emergencies and disasters are unpredictable and strike without warning. Failure to heed emergency preparations in advance could result in death, injury and potential loss or damage to facilities, property, and equipment.

In the interest of safety, it is important for all the occupants to review this guide and be familiar with the emergency procedures.

Donald E. Stephens Convention Center

CIVIL DISTURBANCE

We rely on local authorities to advise us of protective actions to be taken during a local disturbance in or around the premises. Emergency Procedures may include one or more of the following:

1. If you notice a civil disturbance, call Security at x 4001.
2. If the disturbance is in the area you are in, call Rosemont Police at 911 and secure all entrances, if safe to do so.
3. Prepare for evacuation; follow instructions from the Public Safety Department and Voice Communication System announcements.
4. Security will secure all entries to the building, stairwells and some elevators.
5. Stay in your respective work areas unless instructed otherwise by Public Safety Department.

POWER FAILURE

In the event of a power failure:

1. Remain calm and wait for instructions from the Public Safety Department or Voice Communications System announcement. The building Voice Communications System has battery and generator back-up power and is designed to operate in an outage.
2. If possible, call the Public Safety Department at 911 and advise them of your location and the nature of any problem.
3. Assist others in your immediate area that may be unfamiliar with the building/workspace.
4. Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.
5. If you are in a dark area, proceed cautiously to an area that has emergency light.
6. If you are on an elevator, stay calm. Use the elevator emergency telephone to alert the 911 Dispatch Center.

NATURAL HAZARD

In the event of an earthquake, severe weather or any other natural hazard emergency, it is necessary to remain calm.

1. Try to get as close to the center of the building as possible and position yourself under a sturdy table or desk.
2. Follow Public Safety Department or Voice Communication System instructions to proceed to the core areas on the interior of the building, if given.
3. Stay away from windows, mirrors, glass, and large unsecured objects such as file cabinets.
4. Do not use elevators.
5. Remain in the core area until the Public Safety Department or Voice Communication System has issued an "All Clear".
6. Evacuation Maps are posted throughout the building and on the last page of this Emergency Safety Procedures pamphlet.

WORKPLACE VIOLENCE - A

Workplace Violence includes verbal assaults, stalking, threats and physical assaults. If you experience a workplace violence situation, do the following:

1. If any kind of weapon is involved or a threat of physical violence, call Rosemont Police at 911.
2. Remain calm and do not aggravate the situation.
3. Keep as far from the hostile individual(s) as possible.
4. Limit hostile individual(s) access to interior building areas.
5. Save any evidence of threats (i.e. voicemail messages, notes, e-mail etc.)
6. If needed, arrange for a security escort for any threatened individuals when they leave the building.

Type of threats:

- **Electronic Threats:** Telephones, voicemail, social media, email etc.)
- **Stalking:** Following a person on or off site, repeatedly being in the same area when requested not to, etc.
- **Harassment:** Unwelcome acts, gestures, verbal communication, or physical contact not resulting in physical harm.
- **Overheard Threats:** Threats overheard which are directed against an employee or sabotage to property.

WORKPLACE VIOLENCE - B

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

- Have an escape route and plan in mind.
- Leave your belongings behind
- Keep your hands visible

2. Hide Out

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. How you should react when Law Enforcement arrives:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. Information you should provide to Law Enforcement or 911 Operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS

OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee. Alert your Human resources Department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

MEDICAL EMERGENCIES

In the event of an accident or illness to an employee or visitor, try to ascertain as much information about the injury and injured person as possible.

1. **Do not attempt to move** a person who has fallen.
2. Keep the victim warm and comfortable.
3. Call 911 to request an ambulance.
4. Give this information to dispatcher:
 - Building address
 - Area of the building and location of the emergency
 - Any details about the accident or illness
 - Injured person's name
5. Prepare to receive and direct ambulance team to the victim.
6. If the victim is pulse-less, locate & deploy an AED.
7. Comfort the victim and reassure them that medical assistance is on the way.
8. Be aware of hazards associated with Blood-borne Pathogens. Do not come into contact with bodily fluids.
9. After the victim's immediate needs have been taken care of, remain to assist security/medical services with pertinent information about the incident.
10. Notify victim's supervisor or associates, if possible.

FIRE/VISIBLE SMOKE

In the event of a fire/visible smoke, the following procedures should be adhered to:

1. Notify the Rosemont Fire Department at 911 and provide the following information:
 - Building address
 - Location of smoke or fire, if possible
 - Your name
 - Area of concern
2. If trained to do so and if possible, attempt to extinguish a small controllable fire.
3. Notify your Supervisor or Show Manager.
4. If instructed to do so by the Public Safety Department or Voice Communication System message, begin evacuation procedures. Do not use elevators.
5. If you exit the building, quickly move from the exit to your designated assembly area, where you will not interfere with Emergency Personnel and will be safe from falling debris.
6. Do not attempt to re-enter the building until advised by the Fire Department.

If you smell an unusual odor (electrical, chemical, and other) and do not suspect a fire, immediately notify the Public Safety Department at 911.

SUSPICIOUS MATERIAL

Suspicious materials can be found by any person at anytime. Use these steps to identify whether or not the material might be dangerous.

1. Do not touch the package.
2. Stay clear of the material item, advise others in the area to do the same.
3. Call 911, if you believe the suspicious materials can be a harmful agent and advise them of the location of the materials.
4. Follow Public Safety Department/Security instructions.
5. Make your Supervisor immediately aware of the item.
6. When in a safe area, remove any contaminated clothing and wash hands.
7. Inform Public Safety Responders of any suspicious individuals in the area where suspicious material/item was found.

EXPLOSIVE DEVICES/THREAT

Telephone threats can be received by any person at anytime, but usually will be received by security, a main switchboard operator or persons in a sensitive area. Mail bombs or bomb threats may be received by a number of means including standard mail, package delivery service or truck. Always err on the side of safety.

If you feel that the parcel may indeed be an explosive device, calmly alert individuals in your area to leave quietly and contact Building Security immediately.

1. Call 911 if you receive a telephone threat, remain calm and attempt to ascertain as much information from the caller as possible. (use the Bomb Threat Checklist on the following page)
2. If you receive a telephone threat or suspect a dangerous package, notify the Rosemont Public Safety Department at 911.
3. Notify your Supervisor of the incident.
4. The Public Safety Department and Building Security will visually search the immediate area for any strange or unusual objects, and evacuate the area. **Never** disturb a suspicious object or package or use cell phones, radios or any other electronic device in the area.
5. Keep this information as confidential as possible, and follow the instructions of the authorities.
6. If there is a need to evacuate, do not re-enter the area until advised by the authorities.

BOMB THREAT CHECKLIST

Keep the caller on the line as long as possible. Remain calm and courteous. Listen carefully. Do not interrupt. Note the following items:

Person receiving call: _____ Date: _____
Time call received: _____ Time call ended: _____
Number the call came in on: _____
State the exact word and demands of the caller

Ask the caller the following questions:

Where is the bomb?
Where exactly is it located?
When will it explode?
What does the bomb look like?
What kind of bomb is it?
Did you place the bomb?
Why?
Are you an employee?
Where are you calling from?
Sex of the caller: _____ Age: _____ Race: _____

Callers Voice:

calm	laughing	serious	deep breathing
angry	crying	joking	cracking voice
excited	normal	lisp	disguised
slow	distinct	raspy	accent
loud	slurred	deep	familiar
rapid	nasal	ragged	
soft	stutter	clearing throat	

Background Sounds:

music	clear	local call	street noises
dishes	motor	long distance	factory machines
voices	house noises	animal noises	phone booth
PA system	office machines	static	other:

Threat Language:

well spoken	foul	incoherent	message read by
educated	irrational	taped	threat maker

Additional Information?

The Public Safety Department needs as much information as possible.

LEVEL 1 EVACUATION ROUTE



↑ Emergency Exits
Out of Building

■ Disaster Shelter Area
In center of Building:
Hall B & Hall D

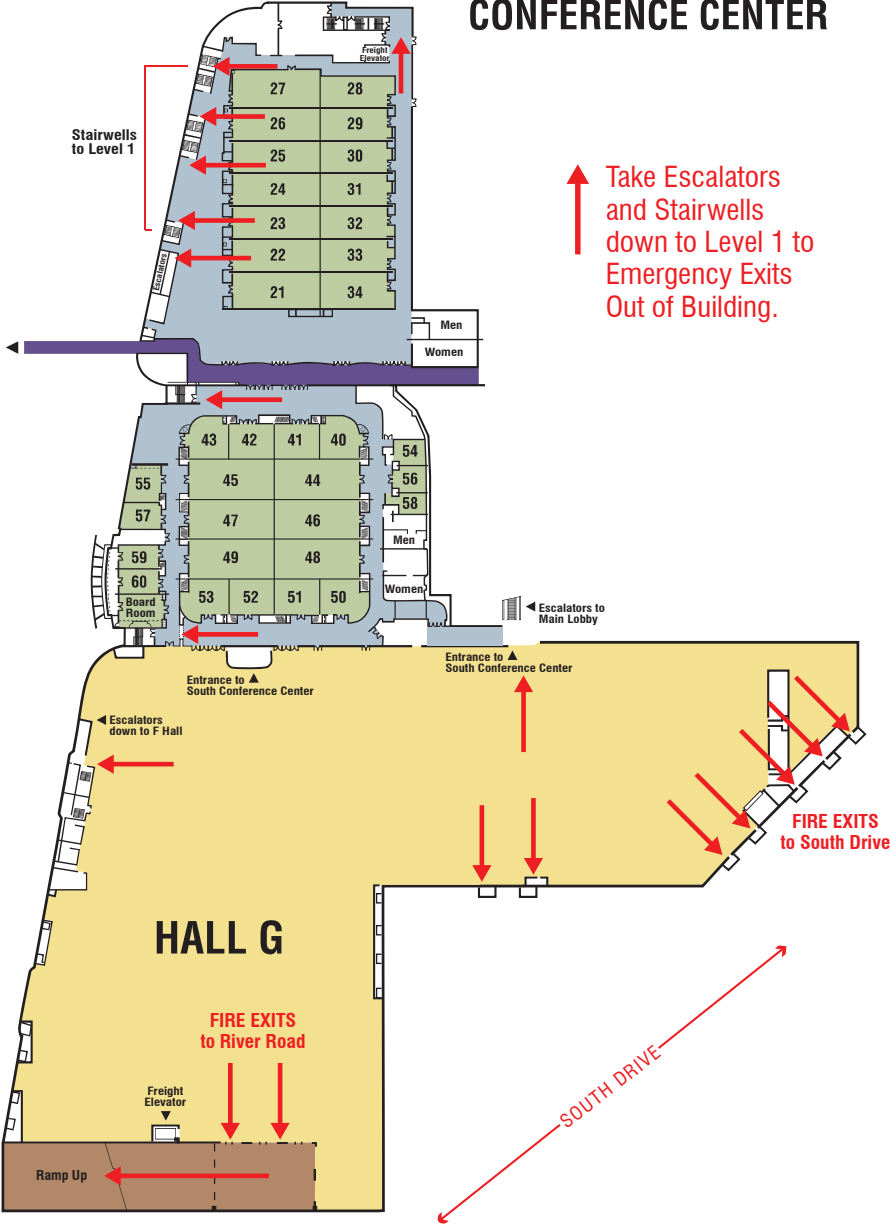


LEVEL 2 EVACUATION ROUTE



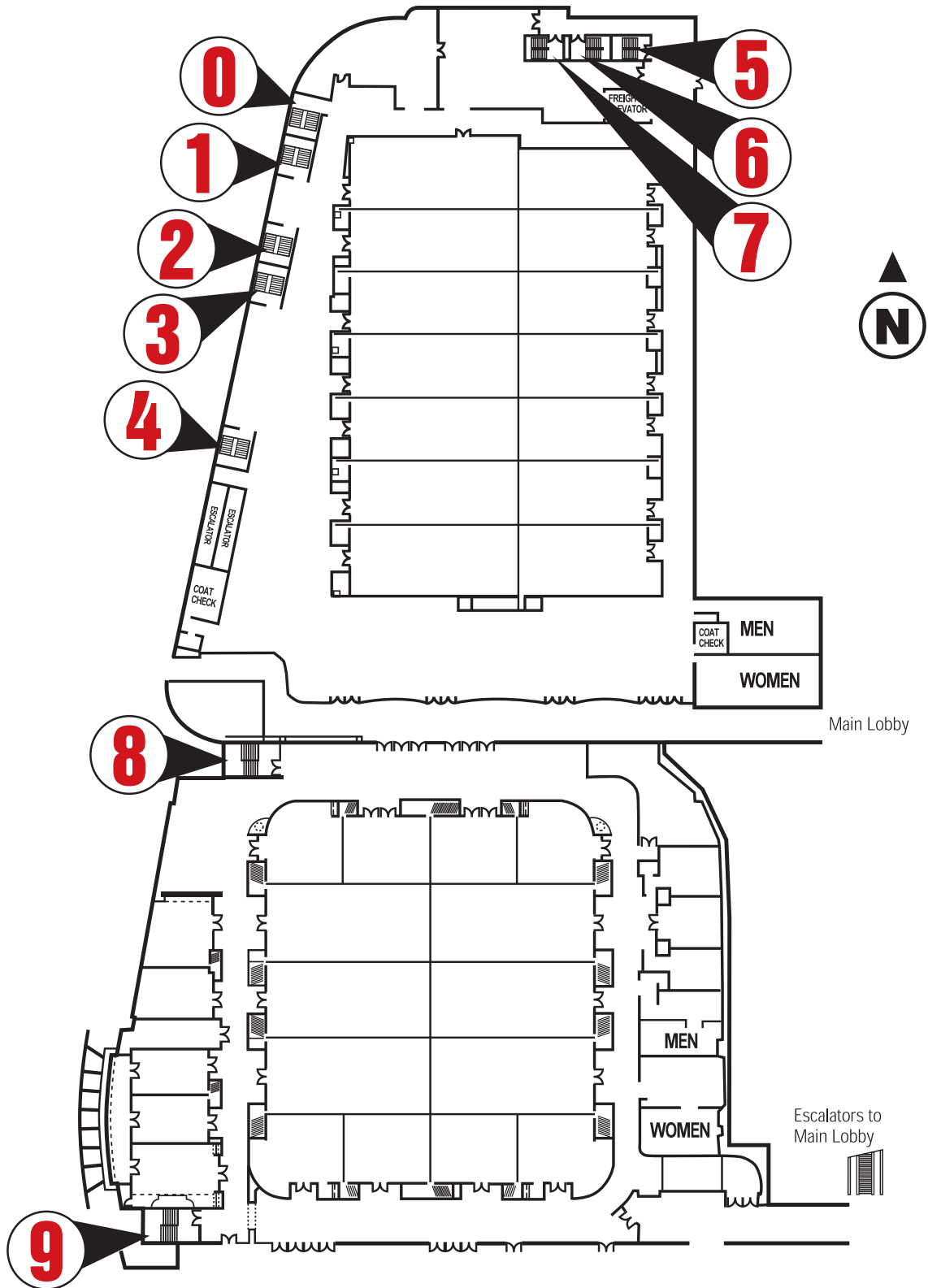
← BRYN MAWR AVENUE →

CONFERENCE CENTER



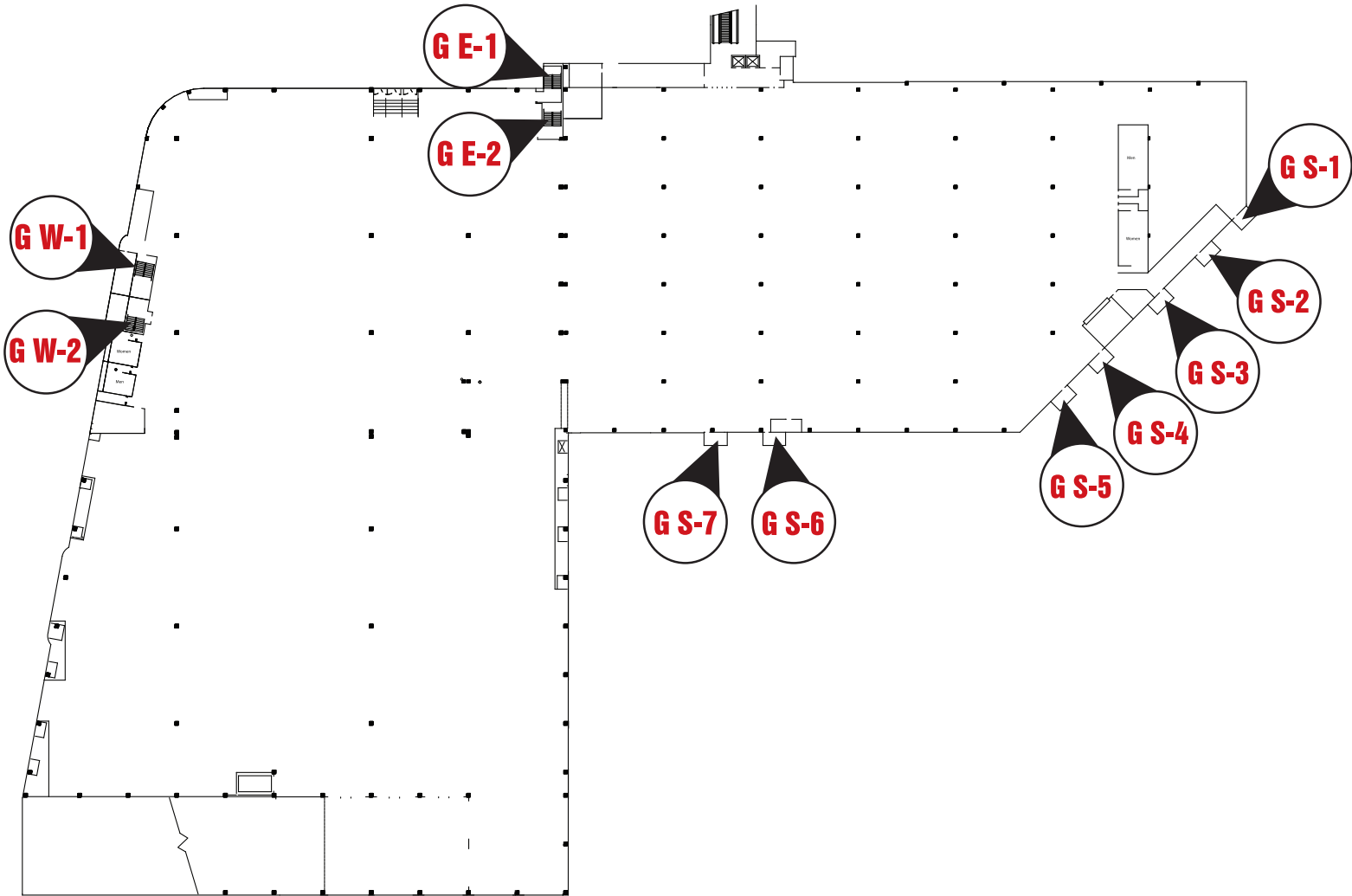
EMERGENCY EXIT STAIRWELL LOCATIONS

CONFERENCE CENTER - LEVEL 2



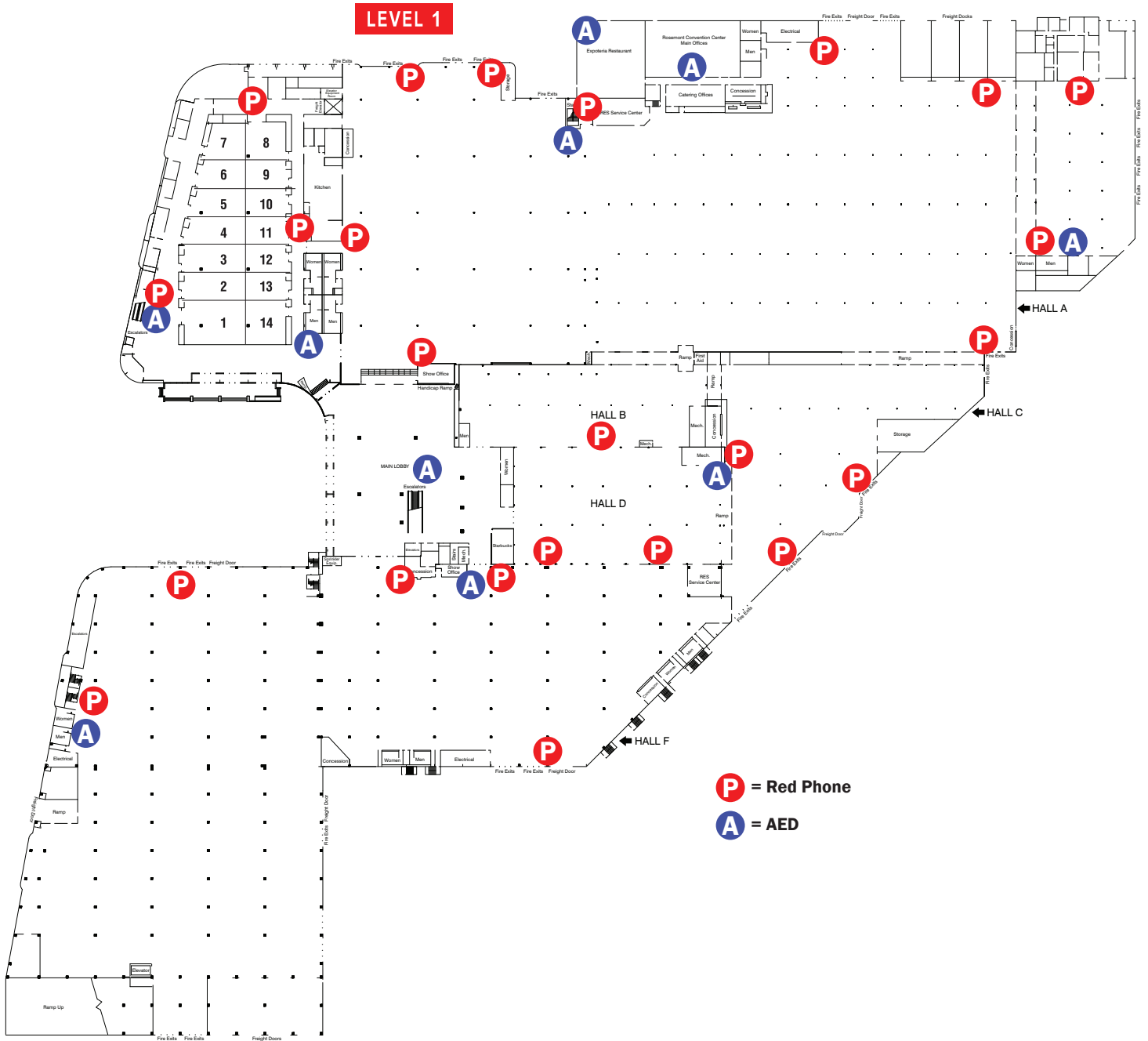
EMERGENCY EXIT STAIRWELL LOCATIONS

EXHIBIT HALL G - LEVEL 2



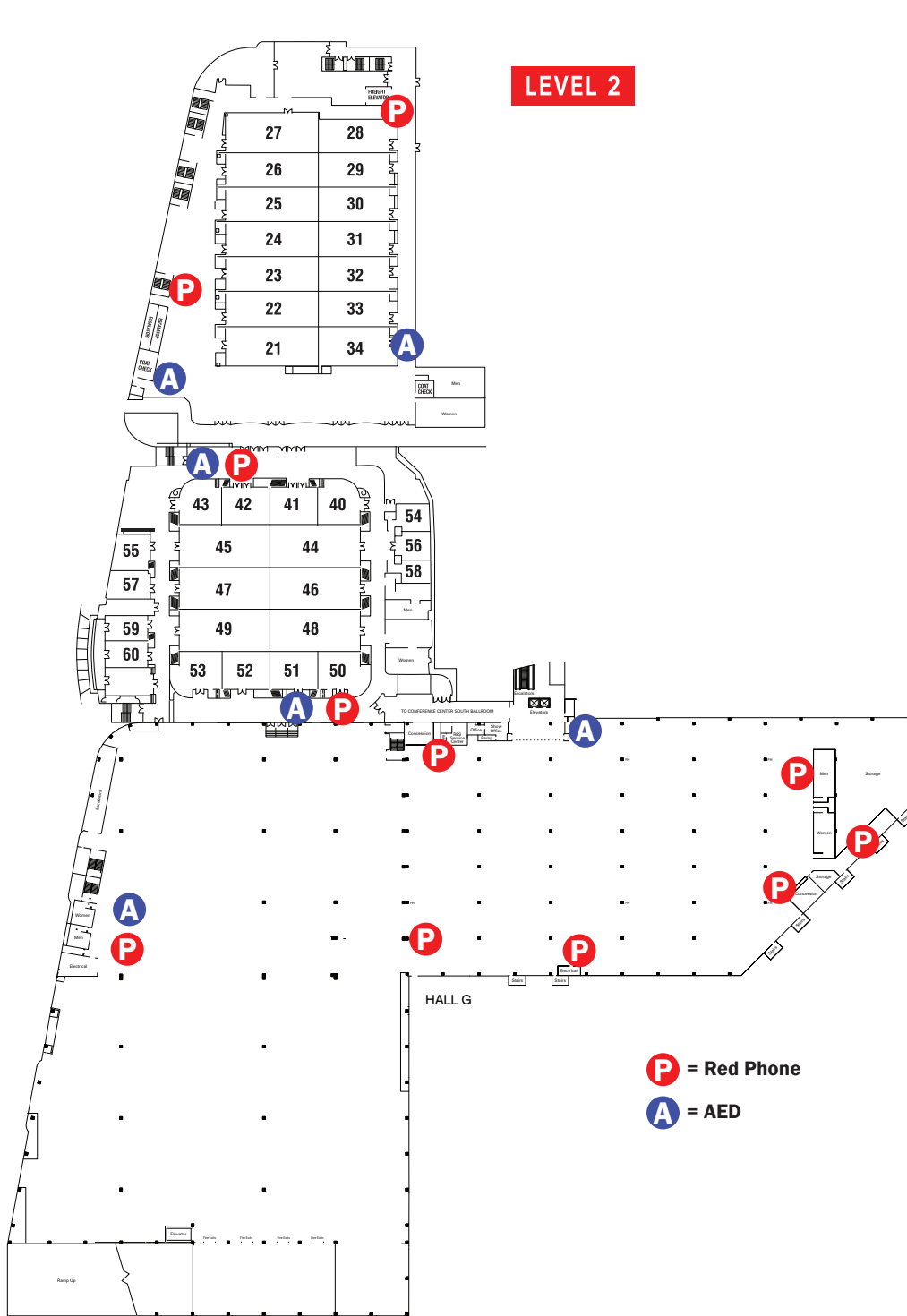
RED PHONE/AED LOCATIONS

EXHIBIT HALLS A-F



RED PHONE/AED LOCATIONS

2ND FLOOR CONFERENCE CENTER & EXHIBIT HALL G



RED PHONE LOCATIONS

Outside A Hall Show Office
Alcove A Hall to Conference Center
Bailey Overhead Doors
AN 26 Fire Door
Expoteria Lobby
Hall A Overhead Door
A Dock (between A3/4 & A1/2)
East Ballroom North Wall by R.E.S. Offices
Carpenter's Shop
AS-1 Fire Door
Hall C Overhead Door
Hall C by C-S-7 Fire Door
Hall D Overhead Door by R.E.S. Service Center
Outside First Aid Room
South Wall in Hall B by Pull Station
Hall D Fire Doors into Hall F by Pull Station
Outside Hall F Show Office
Hall F by West Entrance from Lobby
F-N-7 Fire Door
Hall F West Wall by Restrooms
Old Hall F Overhead Door
East Angled Wall by Men's Restroom
Between Compactor & G-S-1
Between G-S-3 & Catering's Storage Room
South Wall of East Concession Stand Hall G
South Wall by Electric Room Hall G
Hall G Column (South Wall, Double Column)
West Wall by Women's Restroom Hall G
North Wall by Fire Exits Hall G
2nd Floor Freight Elevator by Kitchen

Automated External Defibrillator (AED) Locations

Middle of Main Lobby on Column in front of Escalator

Conference Center Lower Lobby by Escalator

Conference Center Lower Lobby East Hallway

Conference Center Upper Lobby by Escalator

Conference Center Upper Lobby East Hallway

Entrance to Hall G (inside Hall G)

West end of Hall G by Restrooms

Hall F by Show Office

West end of Hall F by Restrooms

First Aid Wall

Expoteria Entrance from Hall A

Expoteria Restaurant

South Ballroom Entrance off Walkway

South Ballroom Entrance back Hallway off Hall G

DES Office Area

East Ballroom by Restroom Area
