



KAY BAILEY HUTCHISON
CONVENTION CENTER DALLAS

SAFETY GUIDE



214.939.2940

The Kay Bailey Hutchison Convention Center Dallas (KBHCCD) is one of the largest convention centers in the nation. The facility is comprised of more than two million square feet under one roof and is connected by a pedestrian sky bridge to the Omni Dallas hotel.

This Safety Guide is intended as a handy reference for Event Organizers and their contracted Security Providers hosting events in the facility. The guide covers basic procedures to be followed in potential emergency and non-emergency situations. For details on the facility's Emergency Operations procedures, contact the KBHCCD Security Team at (214)939-2700.



The KBHCCD defines an emergency situation as any incident or situation that affects or has the potential to affect the safety or security of persons in or near the facility, and/or causes damage destruction to the facility. Non-emergency situations are defined as any which disrupt normal facility operations. In the event of an emergency or non-emergency, we want you to know who to call, the do's, the don'ts, and what to remember, depending on the nature of the incident.

Familiarizing yourself with these safety guidelines and our Building Evacuation Map will help assure that you and your guests have a safe and productive experience in our facility.

An emergency situation is defined as any incident or situation that affects or has the potential to affect the safety or security of persons in or near the facility, and/or causes damage/ destruction to the facility.

EMERGENCY



Legal violations, incidents of violence, or threats of violence which could jeopardize the lives, property, or safety of others should be reported immediately to the police. These could include, but are not limited to: assaults, bomb threats, drug use, robberies, suspicious packages or persons, theft, or weapon possessions, etc.

CALL

- KBHCCD Security Dispatch at 214-939-2940 or 2941
- **KBHCCD Security Dispatch will call 9-1-1.**
- Your KBHCCD Event Coordinator



DO

- If there is immediate danger, leave the area and do not make contact with the perpetrator or threat.
- Describe the perpetrator or threat (*height, weight, age, appearance, size, smell, sounds, etc.*) when reporting the situation to Security Dispatch.
- Identify, if possible, any witnesses and keep others away from the area.

DON'T

- Attempt to disarm, disengage, or neutralize the perpetrator or threat yourself.
- Touch or move suspicious or dangerous objects.

REMEMBER

- Tell Dispatch the exact location of the emergency (*room number, exhibit hall, lobby, floor/level*).
- Describe in as much detail as possible what happened or what was discovered that posed a threat.
- Do not try to resolve the situation yourself.
- Once the incident has been reported, limit radio communication regarding the incident.
- Direct media inquiries about incidents at the KBHCCD to the facility's Communications department.

POLICE



The Kay Bailey Hutchison Convention Center has many fire prevention features, fire alarm pull stations, a horn, light alarm system, and multiple fire extinguisher units. All are monitored and serviced for quality assurance on a regular basis. However smoke, extreme heat, burning smells and sparks can intensify, spread quickly, and destroy both property and lives. These should not be ignored. Fires and fire dangers should be contained if small and reported at the first sign to minimize damage and to protect those in their paths.

CALL

- KBHCCD Security Dispatch at 214-939-2940 or 2941
- **KBHCCD Security Dispatch will call 9-1-1.**
- Your KBHCCD Event Coordinator



DO

- Explain in as much detail as possible what has happened to KBHCCD Security Dispatch
- Stay calm then cover, contain, or use fire extinguishers to control small flames.
- Activate the fire alarm system.
- Touch doors to assure they're not hot before opening.
- Assist others and move quickly and in an orderly fashion to the nearest EMERGENCY EXIT and evacuate to the designated meeting location.
- If smoke is present, cover your nose and mouth and avoid standing while leaving the area.
- Listen carefully and follow any instructions given over the public address system.

DON'T

- Elevators and escalators should not be used to evacuate the facility.

REMEMBER

- Tell Dispatch the exact location of the emergency (*room number, exhibit hall, lobby, floor/level*).
- If anyone is unable to evacuate due to injury or physical disability, notify Security or Fire personnel immediately and give the person's exact location.
- Once safely evacuated, stay at the designated meeting location until the all clear has been communicated.

FIRE



In the event of a medical emergency at the KBHCCD facility, e.g. heart attack, stroke, or seizure, the time required to get medical attention can make a difference.

CALL

- KBHCCD Security Dispatch at 214-939-2940 or 2941
- **KBHCCD Security Dispatch will call 9-1-1.**
- Your KBHCCD Event Coordinator



DO

- Explain in as much detail as possible what has happened to KBHCCD Security Dispatch
- Administer CPR or first aid, if possible.
- AEDs are located throughout the facility and include instructions. (*Please see Emergency Procedure Map*)
- Keep the person as calm and comfortable as possible, and let them know that help is on the way.
- Help keep area around the person clear to create room for first responders carrying equipment.

DON'T

- Do not attempt to move an injured person

REMEMBER

- Tell Security Dispatch exactly where in the building the emergency occurred (room number, exhibit hall, lobby, floor/level).
- Minor injuries such as bruises, sprains, etc. should be reported to your contracted Security Provider.

MEDICAL



Texas' tornado season runs from March through June annually. KBHCCD Security has overall responsibility for the exercise and conduct of tornado/severe weather preparedness for the KBHCCD. In a tornado or any other weather-related emergency, KBHCCD Security will communicate with and work to protect clients, guests and staff, minimize the disruption to normal facility operations and event activities, and reduce property losses.

DO

- Follow instructions received from KBHCCD Security
- Avoid the following areas:
 - Spaces adjacent to exterior glass panels (*windows, doors*)
 - Exterior of the facility
 - Loading Docks
 - Catwalks
 - Elevators
 - Escalators
 - Electrical Rooms
- Remain in sheltered location until instructed by KBHCCD Security

DON'T

- Move or attempt to move vehicles, or go outside the facility.

REMEMBER

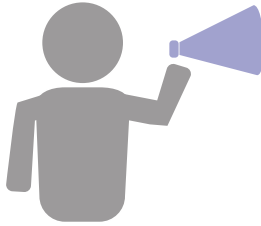
- Should a severe weather warning be issued, you will be notified and briefed ahead of time on KBHCCD Emergency Operations Procedures by KBHCCD Security.
- KBHCCD Security staff will be onsite to direct you and attendees if the weather emergency warrants onsite sheltering.
- Contracted Event Security is responsible for following KBHCCD Security directions and assuring that event guest are evacuated as directed.

SEVERE WEATHER

Non-emergency situations are defined as any which disrupt normal facility or event operations.

NON EMERGENCY

SOCIAL DEMONSTRATION



Social demonstrations can range from a small confrontation to a large crowd of protestors located inside or outside the facility. If a demonstration occurs in your leased space, contact your contracted Event Security Provider. The Contracted Event Security Provider will then notify KBHCCD Security who will coordinate assistance, as needed, from the Dallas Police Department.

If a demonstration occurs outside leased spaces, clients should contact KBHCCD Security.

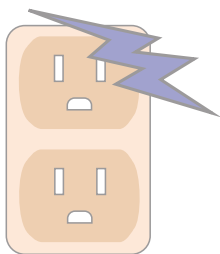
As a government-owned, public facility, the KBHCCD does not have designated demonstration areas and will comply with the wishes of clients in social demonstration situations at the facility.

At the your request, KBHCCD Security will ask any individual (or individuals) whose activity is contrary to the protocol of events in-house to cease and desist the following actions:

- 1. Distribution of materials, programs, pamphlets*
- 2. The formation of a protest and/or demonstration.*

Individuals who fail to obey KBHCCD Security's cease and desist instructions may be asked to leave the facility. If a disturbance turns violent at any time, call KBHCCD Security Dispatch at 214-939-2941 and provide details of your location within the facility. KBHCCD Security will coordinate assistance, as needed, from the Dallas Police Department.

UTILITY DISRUPTION



In the event of a power outage, the KBHCCD is supplied emergency power by generators. These generators will activate within a few minutes of any power disturbance. Once activated, there is a general level of power provided to those areas affected by power loss.

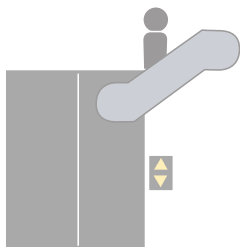
CALL

- Your KBHCCD Event Coordinator

DO

- Remain calm and in place until help arrives or service is restored. This is especially important in exhibit halls.
- If inside a classroom, open the doors to provide lighting until service is restored.

ELEVATOR/ ESCALATOR



CALL

- Your KBHCCD Event Coordinator

DO NOT

- Use escalators which are not moving or have been turned off.

NOTES

Event Coordinator's name:

Event Coordinator's number:


Location: (room #, exhibit hall, lobby, floor/level, etc.)


Incident:


Witness(es)

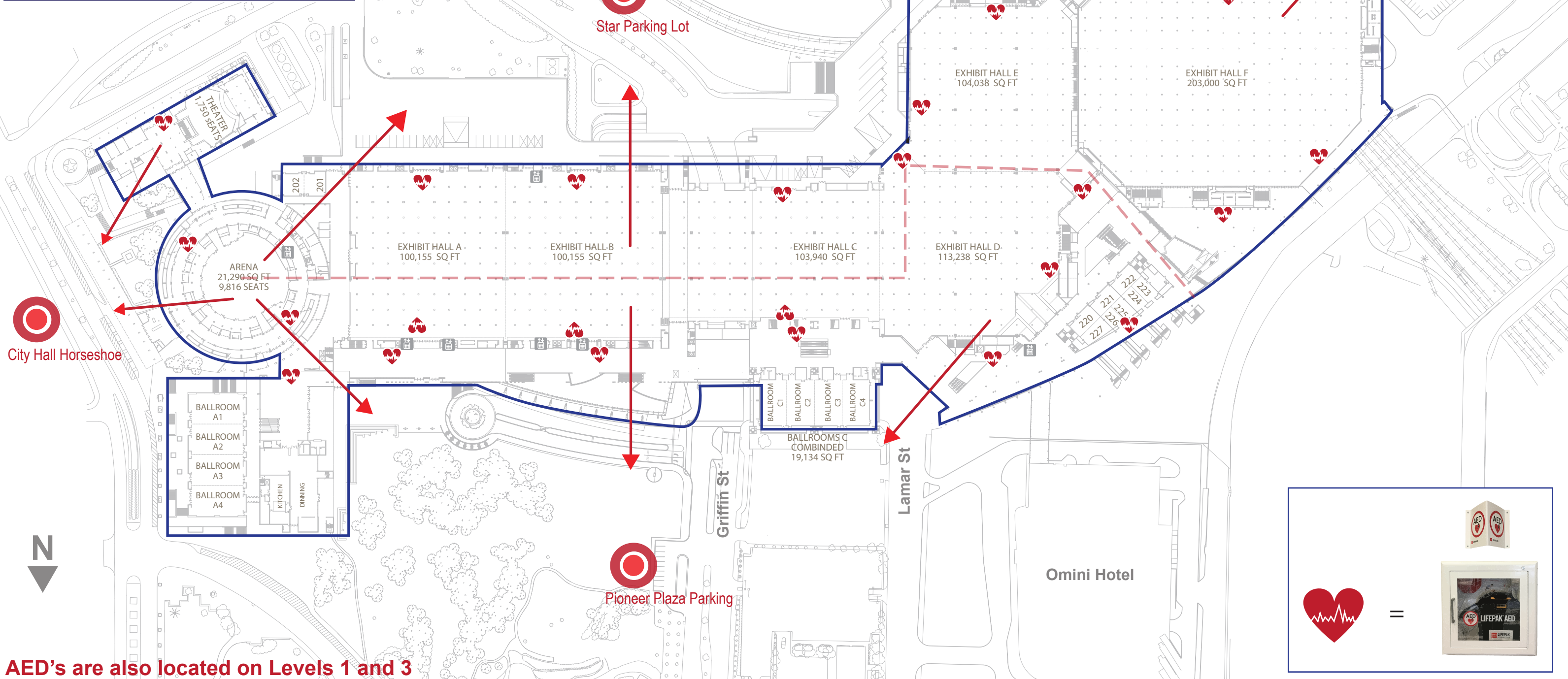
Other:

LEVEL 2

Evacuation meeting point 

AED Location 

Evacuation route 



AED's are also located on Levels 1 and 3

LEVEL 1:
NOT SHOWN ON MAP

Lower A Lobby
Lower C Lobby
Lower D Lobby (nearest D168)

LEVEL 3:
NOT SHOWN ON MAP

A Meeting rooms (nearest A307)
Upper D Lobby (Tinity Fork)
Arena Upper Floor

REMEMBER IN THE EVENT OF AN EVACUATION:

-  STAY CALM.
-  SAFELY LEAVE THE BUILDING USING NEAREST EXIT.
-  MOVE TO THE NEAREST MEETING POINT AS SHOWN