



NEW ORLEANS
ERNEST N. MORIAL
CONVENTION CENTER

Emergency Procedures

for
Show Management





Emergency Procedures for Show Management

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For the purpose of this document the New Orleans Ernest N. Morial Convention Center is referred to as MCCNO.

Emergency Phone Numbers

It is important to stay calm when reporting an incident. MCCNO has **RED Emergency Phones** conveniently located throughout the facility. In order to expedite a response, a MCCNO Public Safety Dispatcher is available 24 hours a day. The emergency number 504-582-3040 is the primary emergency number for the facility. The Dispatcher will dispatch EMS, Officers, Event Managers, etc. **Please refrain from calling 911.** The convention center is very large; Facility and Public Safety personnel coordinate the movement of emergency services to the scene. In addition to **RED Emergency Phones**, and calling Dispatch at 504-582-3040, Public Safety Officers are available should you need assistance.

RED Emergency Phones:



Public Safety Dispatch: (PRIMARY)
From a MCCNO Phone:

504-582-3040
Dial 3040

Locate a Public Safety Officer:

The MCCNO Officers wear the following:

- Public Safety officers wear Official Public Safety Brown Shirts.
- Black Pocket Accents.
- Black Shoulder Accents.
- Dark Blue Pants.
- Public Safety Badges.
- Public Safety Officers may also wear Blue Sweaters.
- Look for the New Orleans Ernest N. Morial Convention Center Logo. Example Below:



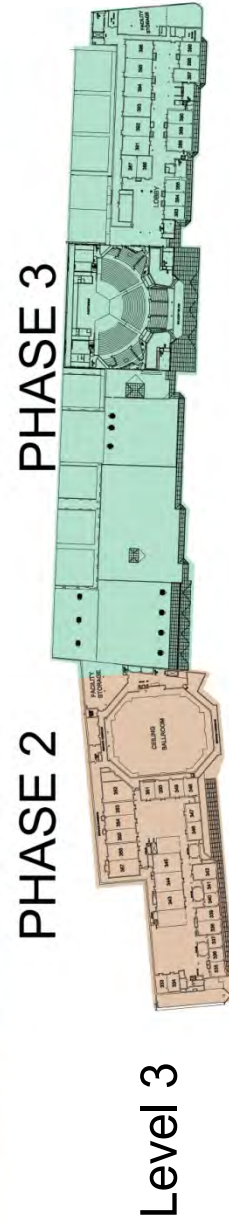
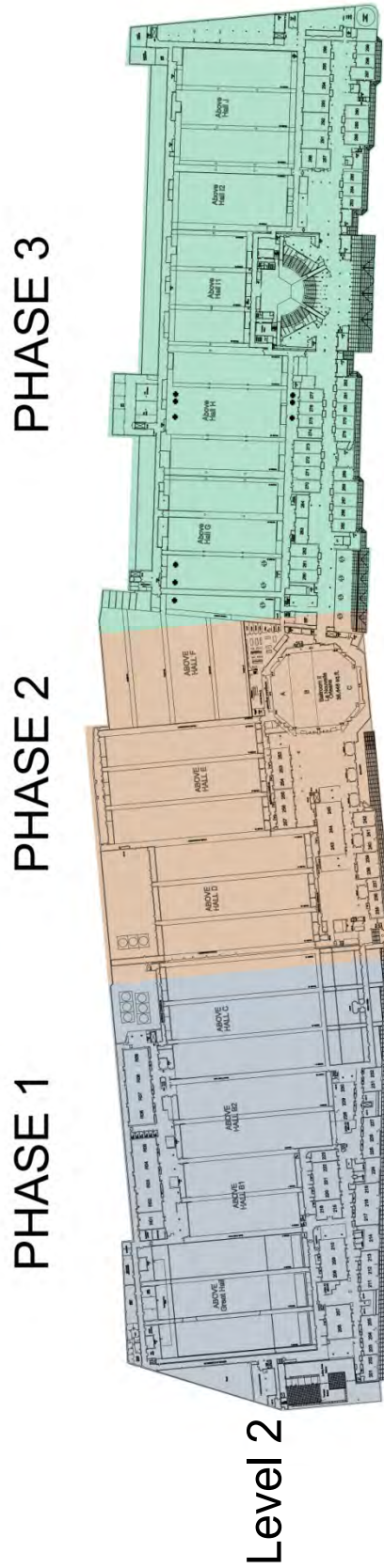
Contact and Event Manager via Show Management Radio (if applicable)

NON-EMERGENCY

Event Management Main Line:
From an MCCNO Phone:

504-582-3011
Dial 3011

Phases of the MCCNO



Evacuation Gathering Locations

Phase 1 (Great Hall, Exhibit Hall B1, Exhibit Hall B2, Exhibit Hall C)

1. Proceed in an orderly fashion toward the main exit doors (Glass Doors).
2. The closest gathering location is the "Whale" Lot (the parking lot between the MCCNO and the Hilton Hotel) it is directly across Julia Street from the Great Hall Main entrance to the building.

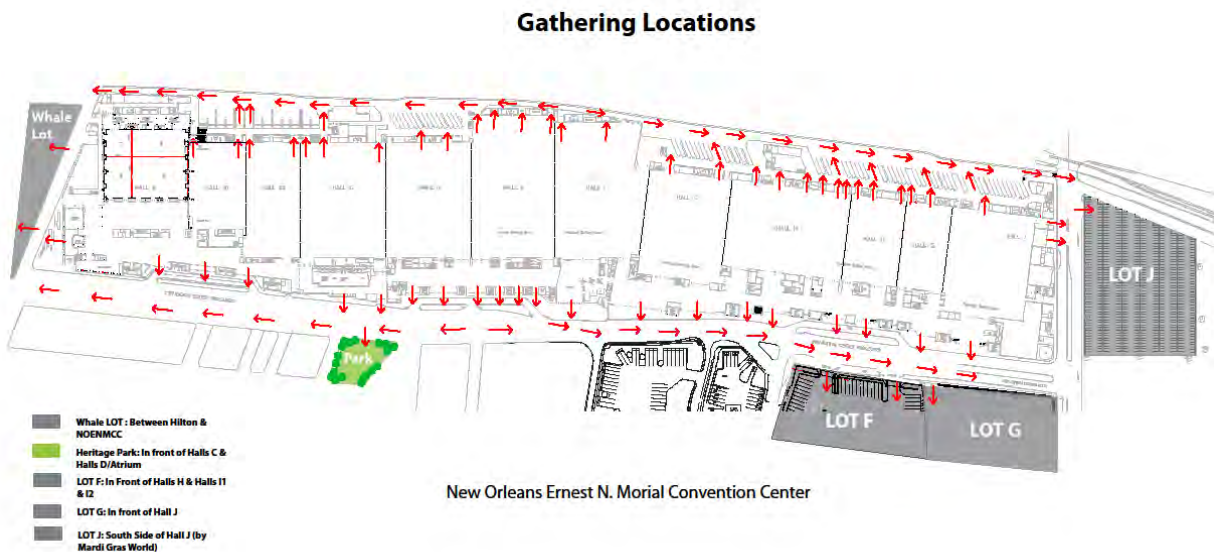
Phase 2 (Exhibit Hall D, Exhibit Hall E, Exhibit Hall F)

1. Proceed in an orderly fashion toward the main exit doors (Glass Doors).
2. The closest gathering locations are;
 - a. Heritage Park directly across Convention Center Boulevard from Hall D.
 - b. Parking Lot F directly across Convention Center Boulevard from Hall I.

Phase 3 (Exhibit Hall G, Exhibit Hall H, Exhibit Hall I1, Exhibit Hall I2, Exhibit Hall J)

1. Proceed in an orderly fashion toward the main exit doors (Glass Doors).
2. The closest gathering locations are;
 - a. Parking Lot F directly across Convention Center Boulevard from Hall I.
 - b. Parking Lot G directly across Convention Center Boulevard from Hall J.
 - c. Parking Lot J directly across Henderson Street from the dock main entrance (Back of Hall J).

A larger drawing of the gathering locations is available in Appendix A: Gathering Locations



Evacuation Procedures

In the unlikely event that a full building evacuation is ordered, the staff of MCCNO is prepared to lead you through an evacuation. The Public Safety Department will notify your Event Manager of the need to evacuate. The Public Safety Staff along with your Event Security Provider will lead attendees to safe locations outside of the facility. Prepare your staff and attendees by asking them to follow the instructions from safety and security personnel. Further, provide your staff a gathering location.

YOUR PREDETERMINED GATHERING LOCATION: _____

EVACUATION GATHERING LOCATIONS (See Appendix A)

DETAILED EVACUATION ROUTES BY ROOM NUMBER AND STAIRWELL NUMBER (See Appendix B)

EXITING

Exhibit Hall Exits

All exhibit hall exits are located front and back of the hall. All exits are clearly marked with EXIT signs. The front doors of the exhibit halls provide access to the main lobbies. The rear doors lead to the receiving dock area. If exiting on the receiving dock (Riverside) proceed to the farthest point away from the building. Follow directions and exit the dock area through the either the main exit (Julia Street Gate House) or main entrance (Henderson Street Gate House).

Exiting into the Lobby (Cityside):

1. Proceed in an orderly fashion toward the main exit doors (Glass Doors).
2. Once outside and safe proceed to your designated gathering location.

Exiting onto the Dock (Riverside)

1. Proceed in an orderly fashion out of the rear exit doors.
2. Watch your step and proceed to the loading dock ramp.
3. Proceed down the ramp.
4. You will be instructed to turn toward the closest dock exit (Henderson Street or Julia Street).
5. Once outside and clear of the dock area, proceed to your designated gathering location.

Meeting Rooms, Theater, and Ballroom Exits

All meeting rooms in the MCCNO have more than adequate exits available. Follow the EXIT signs to the Emergency Stairwells. Meeting rooms on the second and third floors have exit stairwells within a few steps of each room. The stairwells lead to one of two places: the main lower lobby or outside of the building. If the stairwell leads to the main lower lobby, there is an outside exit door close by providing immediate egress.

Exiting the New Orleans Theater

1. Proceed in an orderly fashion out of each row and into the aisle.
2. Proceed to exit through the closest exit portal.
3. Proceed to the closest exit stairwell.
4. Proceed to the bottom of the stairwell.
5. If you exit into the lobby proceed to the lobby main exit doors.
6. Once outside and safe, proceed to your designated gathering location.

Evacuation Procedures

Exiting the Ballroom or a Meeting Room on the Cityside (Room Numbers 200 through 300)

1. Proceed in an orderly fashion to the exit stairwell.
2. Proceed to the bottom of the stairwell.
3. If you exit into the lobby proceed to the lobby main exit doors.
4. Once outside and safe, proceed to your designated gathering location.

Exiting a Meeting Room Riverside (Numbers R01-R09)

1. Proceed in an orderly fashion to the exit stairwell.
2. Proceed to the bottom of the stairwell.
3. You will exit on the Riverside (Dockside) of the building.
4. Once outside and safe, proceed to the Julia Street Dock Exit and your gathering location.

EVACUATION INSTRUCTIONS

Event Security Instructions

1. Prior to the start of the event move in, review the exit doors and pathways with the event security staff. Provide the designated gathering location to the event security team.
2. Upon receiving instructions from Public Safety Personnel, push open as many doors as possible and leave them in the open position.
3. Public Safety Personnel will provide directions for where the public should evacuate (avoiding unsafe areas).
4. Guide persons toward the nearest exit in the building.
5. Officers posted in the rear of the halls should direct people from the halls and toward the nearest dock exit. (Henderson Street or Julia Street).
6. Use roving personnel to assist Public Safety Personnel with checking the hall to insure all persons have evacuated.
7. Upon completion of these duties, immediately evacuate all Event Security Personnel from the building.
8. Once outside of the building, Event Security Personnel and Guests may proceed to designated gathering locations.

General Show Management Staff Instructions

1. Prior to the start of the event move in, review the exit doors and pathways with the show management staff. Provide the designated gathering location to the show management team.
2. Follow the directions from Public Safety and Emergency Personnel.
3. Calmly proceed to the closest exit or stairwell and begin to exit the facility.
4. Once outside and safe, proceed to your designated gathering location.
5. Do not attempt to re-enter the facility until the "All-Clear" is given
6. Wait for the "All Clear".
7. Once the "All Clear" is received, follow the directions from Public Safety Personnel for re-entering the facility.

EVACUATION SAFETY

1. Leave the facility through the nearest exit as instructed. Do attempt to retrieve personal property.
2. Be calm, courteous, and quiet.
3. **DO NOT ATTEMPT TO USE ELEVATORS OR ESCALATORS.**
4. Assist elderly and disabled persons.
5. Listen for instructions from via the public address system.
6. Do not loiter or wait for others.
7. Proceed directly to the designated gathering location.
8. Do not attempt to re-enter the facility until the "All-Clear" is given
9. Once the "All Clear" is received, follow the directions from Public Safety Personnel for re-entering the facility.

Shelter in Place Procedures

In the event that severe weather (tornados and strong thunderstorms) or an incident requires all guests to shelter in place, the staff of MCCNO is prepared to lead you to safer locations within the facility. The Public Safety Department will notify your Event Manager of the need to shelter in place. The Public Safety Staff along with your Event Security Provider will lead attendees to safer locations inside of the facility. Prepare your staff and attendees by asking them to follow the instructions from safety and security personnel. Further, it is recommended that you provide the following locations to your staff for sheltering purposes.

SHELTER IN PLACE LOCATION DIAGRAM (See Appendix C)

SHELTER IN PLACE LOCATIONS

The primary shelter in place locations are within the second (2nd) floor most interior meeting rooms. The secondary shelter in place locations are within the exhibit halls. Inside the exhibit hall, guests shall proceed to the Cityside or Main Entrance side of the hall. Guests are asked to stand along the walls.

Exhibit Halls

Calmly proceed to the Cityside or Main Entrance side of the exhibit hall. Guests should position themselves along the walls of the Cityside of the hall. **Do Not Stand In Front of Doors. Stand Along the Walls.**

Meeting Rooms

The third (3rd) floor meeting rooms have adequate exit stairwells to move down one level to the second (2nd) floor. Calmly proceed down one floor into the interior second (2nd) floor meeting rooms. Guests in the second (2nd) floor meeting rooms located on the Cityside overlooking Convention Center Boulevard shall calmly relocate to an interior room. The second (2nd) floor interior meeting rooms will shelter in place. Refer to the list of meeting room numbers below.

Locations Instructions

1. Follow the directions of Public Safety and Emergency Personnel.
2. Calmly proceed to the interior meeting rooms (primary) or Cityside wall of the exhibit halls (secondary).
 - a. Phase 1 (Primary).
 - i. RO1-RO9.
 - ii. 206 – 223.
 - b. Phase 1 (Secondary).
 - i. The Great Hall sections A and B Cityside
 - ii. Exhibit Halls B – C Cityside – **DO NOT STAND IN FRONT OF DOORS.**
 - c. Phase 2 (Primary).
 - i. 243-252.
 - d. Phase 2 (Secondary).
 - i. Exhibit Halls D – F Cityside – **DO NOT STAND IN FRONT OF DOORS.**
 - e. Phase 3 (Primary).
 - i. 260-277.
 - ii. 286-296.
 - f. Phase 3.
 - i. Exhibit Halls G – J Cityside – **DO NOT STAND IN FRONT OF DOORS.**
3. **DO NOT ATTEMPT TO USE ELEVATORS OR ESCALATORS DURING A SHELTER IN PLACE MOVEMENT.**
4. Do not leave the designated shelter locations until the “All-Clear” is given.
5. Follow the directions from Public Safety Personnel for returning to your place of origin.

Shelter in Place Procedures

SHELTER IN PLACE INSTRUCTIONS

Event Security

1. Prior to the start of the event move in, review the shelter in place locations with all event security staff.
2. Upon receiving instructions from Public Safety Personnel, guide guests to the nearest shelter locations or stairwells.
3. Officers posted in the rear of the halls should direct people to the main entrance Cityside walls.
4. Use roving personnel to assist Public Safety Personnel with clearing the lobbies. Send guests to the meeting rooms.
5. Upon completion of these duties, immediately move all Event Security Personnel to the designated shelter locations.
6. Once sheltered, Event Security Personnel shall assist with keeping guests calm and informed.
7. Public Safety Personnel will continue to provide officers with information.

General Show Management Staff

1. Prior to the start of event move in, review the shelter in place locations with the show management staff.
2. Follow the directions of Public Safety and Emergency Personnel.
3. Calmly proceed to the closest stairwell toward the second (2nd) floor interior meeting rooms or the Cityside of the Exhibit Halls.
4. Once sheltered, keep clear of glass windows and doors.
5. Do not attempt to return to your original location before receiving the "All-Clear".
6. Await the "All Clear".
7. Once the "All Clear" is received, follow the directions from Public Safety personnel for returning to your place of origin.

SHELTER IN PLACE SAFETY

1. Be calm, courteous and quiet.
2. **DO NOT ATTEMPT TO USE ELEVATORS OR ESCALATORS.**
3. Assist elderly and disabled persons.
4. Listen for instructions via the public address system.
5. Do not loiter or wait for others.
6. Proceed directly to the shelter in place locations
7. Do not attempt to return to your original location before receiving the "All-Clear".
8. Once the "All Clear" is received, follow the directions from Public Safety Personnel for returning to your place of origin

Medical Emergency Procedures

Emergency Phone Number: 504-582-3040

If you witness a Medical Emergency, **REMAIN CALM**. The MCCNO has the New Orleans Fire Department EMS stationed in permanent Medical Rooms located in Lobby B, Lobby E, and Lobby H, during move in, event hours, and move out. Medical facilities are clearly identified with visual and Braille signs. Outside each room is an emergency phone directly connected to the MCCNO Public Safety Department. See Appendix D for a location diagram.

TO REPORT AN EMERGENCY:

- 1) Call MCCNO DISPATCH AT 504-582-3040 OR PICK UP THE RED EMERGENCY TELEPHONE.
- 2) DIAL 3040 FROM ANY MCCNO INSTALLED PHONE.
- 3) CONTACT YOUR EVENT MANAGER VIA YOUR SHOW RADIO.
- 4) USE THE TELEPHONE IN THE GREEN BOX OUTSIDE THE MEDICAL ROOMS IN LOBBY B, LOBBY E, OR LOBBY H.

IF YOU WITNESS A MEDICAL EMERGENCY:

1. Notify Public Safety Dispatch at 504-582-3040
2. Remain Calm. Describe the nature of your call (Medical Emergency).
3. Describe your location.
Location (level in building, exhibit aisle number, column number, lobby, loading docks, ballroom, meeting room number, etc.)
4. Describe the Medical Emergency – Is the patient breathing? Responsive?
5. Describe how the injury occurred (if known).
6. Describe the patient's complaint – chest pains, shortness of breath.
7. Stay with the injured person until EMS arrives.
8. **The EMS staff will assess the situation and determine if an ambulance or additional personnel are necessary.**
9. An official representative of MCCNO will advise Show Management of the patient's condition, and provide updates as necessary.

WHILE WAITING FOR MEDICAL ASSISTANCE:

1. Speak to the patient in a calm voice. Reassure him/her that help is on the way. **REMAIN CALM.**
2. **Do not move any injured person unless his/her present position is life threatening.**
3. Perform first aid only if you are trained and validated in proper techniques.
4. Do not let the injured person see his/her injuries.
5. Do not give an injured person anything to eat or drink.

Fire or Smoke Emergency Procedures

Emergency Phone Number: 504-582-3040

If you see a fire, flames, or smell smoke, **REMAIN CALM**. The MCCNO has a sophisticated and efficient fire alarm and suppression system, many exit doors, and personnel specifically trained in fire suppression. It is recommended that you review the evacuation procedures and gathering locations with your staff.

YOUR PREDETERMINED GATHERING LOCATION: _____

TO REPORT AN EMERGENCY:

- 1) Call MCCNO DISPATCH AT 504-582-3040 OR PICK UP THE RED EMERGENCY TELEPHONE.
- 2) DIAL 3040 FROM ANY MCCNO INSTALLED PHONE.
- 3) CONTACT YOUR EVENT MANAGER VIA YOUR SHOW RADIO.
- 4) USE THE TELEPHONE IN THE GREEN BOX OUTSIDE THE MEDICAL ROOMS IN LOBBY B, LOBBY E, OR LOBBY H.

IF YOU SEE FIRE, FLAMES OR SMELL SMOKE:

1. Notify Public Safety Dispatch at 504-582-3040
2. Remain Calm.
3. Describe your location.
Location (level in building, exhibit aisle number, column number, lobby, loading docks, ballroom, meeting room number, etc.)
4. Describe the extent of fire severity (smell and/or see smoke, flames blazing, etc.).
5. State if you or anyone else is in danger.
6. **EVACUATE THE AREA. (DO NOT USE ELEVATORS OR ESCALATORS).**

WHEN THE FIRE ALARM SOUNDS:

When the fire alarm sounds it activates a voice message instructing attendees to leave the building via the nearest emergency exit. Exit signs stay illuminated and strobe lights will flash. Follow instructions for safety and security personnel. Follow the evacuation procedures on Page 5.

1. Follow the Emergency Evacuation Procedures (Page 5).
2. Follow all instructions from Public Safety Personnel and the Building Public Address System.
3. Calmly proceed to the closest exit or stairwell and begin to exit the facility.
4. **IF YOU ENCOUNTER SMOKE ON YOUR WAY TO AN EXIT, TURN AROUND AND USE ANOTHER EXIT.**
5. **DO NOT ATTEMPT TO USE ESCALATORS OR ELEVATORS DURING A FIRE.**
6. Once outside and safe, proceed to your designated gathering location.
7. Do not attempt to re-enter the facility until the "All-Clear" is given
8. Once the "All Clear" is received, follow the directions from Public Safety Personnel for re-entering the facility.

Bomb Threat Emergency Procedures

Emergency Phone Number: 504-582-3040

Should you or any of your guests or employees receive a Bomb Threat **REMAIN CALM. DO NOT HANG UP THE PHONE.** It is recommended that the **Bomb Threat Checklist** be provided to all of your staff. Familiarize your staff with the Bomb Threat Checklist contents. See Appendix E for a copy of the Bomb Threat Checklist.

YOUR PREDETERMINED GATHERING LOCATION: _____

TO REPORT AN EMERGENCY:

- 1) Call MCCNO DISPATCH AT 504-582-3040 OR PICK UP THE RED EMERGENCY TELEPHONE.
- 2) DIAL 3040 FROM ANY MCCNO INSTALLED PHONE.
- 3) CONTACT YOUR EVENT MANAGER VIA YOUR SHOW RADIO.
- 4) USE THE TELEPHONE IN THE GREEN BOX OUTSIDE THE MEDICAL ROOMS IN LOBBY B, LOBBY E, OR LOBBY H.

IF YOU RECEIVE A BOMB THREAT:

1. **REMAIN CALM.** Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking.
4. If possible, write a note to a colleague to call Public Safety Dispatch at 504-582-3040.
5. If the caller hangs up, **DO NOT HANG UP** use a different phone and immediately notify Public Safety Dispatch at 504-582-3040.
6. If your phone has a display, copy the number and/or letters on the window display.
7. Use the Bomb Threat Checklist. Write down as much detail as you can remember. Try to remember the exact words.

The MCCNO Public Safety Department will notify the New Orleans Fire Department and the New Orleans Police Department. The MCCNO President/General Manager and the Director of Public Safety will ultimately decide if a partial or full building evacuation is necessary, and will attempt to convey such decisions to Show Management prior to any decision being implemented.

IF AN EVACUATION IS ORDERED DO THE FOLLOWING:

1. Follow the Emergency Evacuation Procedures (Page 5).
2. Follow all instructions from Public Safety Personnel and the Building Public Address System.
3. Calmly proceed to the closest exit or stairwell and begin to exit the facility.
4. **DO NOT ATTEMPT TO USE ESCALATORS OR ELEVATORS.**
5. Once outside and safe, proceed to your designated gathering location.
6. Do not attempt to re-enter the facility until the "All-Clear" is given.
7. Once the "All Clear" is received, follow the directions from Public Safety Personnel for re-entering the facility.

Suspicious Packages Emergency Procedures

Emergency Phone Number: 504-582-3040

Should you or any of your guests and employees encounter a suspicious package or receive suspicious mail, **REMAIN CALM** and notify Public Safety Dispatch immediately. All suspicious items are taken seriously. The MCCNO Public Safety Department will conduct a full assessment and involve the appropriate authorities as necessary.

YOUR PREDETERMINED GATHERING LOCATION: _____

TO REPORT AN EMERGENCY:

- 1) Call MCCNO DISPATCH AT 504-582-3040 OR PICK UP THE RED EMERGENCY TELEPHONE.
- 2) DIAL 3040 FROM ANY MCCNO INSTALLED PHONE.
- 3) CONTACT YOUR EVENT MANAGER VIA YOUR SHOW RADIO.
- 4) USE THE TELEPHONE IN THE GREEN BOX OUTSIDE THE MEDICAL ROOMS IN LOBBY B, LOBBY E, OR LOBBY H.

IF YOU ENCOUNTER A SUSPICIOUS PACKAGE

1. Notify Public Safety Dispatch at 504-582-3040.
2. Remain Calm.
3. Describe your location.
Location (level in building, exhibit aisle number, column number, lobby, loading docks, ballroom, meeting room number, etc.).
4. Describe the suspicious item.
 - a. Backpack, box, suitcase, briefcase.
 - b. Describe the labels.
5. **EVACUATE (CLEAR) THE AREA** and wait for instructions from MCCNO Public Safety Personnel.

IF AN EVACUATION IS ORDERED DO THE FOLLOWING:

1. Follow the Emergency Evacuation Procedures (Page 5).
2. Follow all instructions from Public Safety Personnel and the Building Public Address System.
3. Calmly proceed to the closest exit or stairwell and begin to exit the facility.
4. **DO NOT ATTEMPT TO USE ESCALATORS OR ELEVATORS.**
5. Once outside and safe, proceed to your designated gathering location.
6. Do not attempt to re-enter the facility until the "All-Clear" is given.
7. Once the "All Clear" is received, follow the directions from Public Safety Personnel for re-entering the facility.

Hazardous Materials Emergency Procedures

Emergency Phone Number: 504-582-3040

If you encounter a Hazardous Material, **REMAIN CALM** and contact MCCNO Public Safety Dispatch at 504-582-3040. The building ventilation and fire suppression systems are monitored by both the Public Safety and Engineering Departments. Should you suspect or smell something out of the ordinary, report the situation to Public Safety Dispatch at 504-582-3040. If you suspect that a chemical has been spilled (dock, exhibit floor, lobby, etc.), report the situation to Public Safety Personnel at 504-582-3040.

YOUR PREDETERMINED GATHERING LOCATION: _____

TO REPORT AN EMERGENCY:

- 1) Call MCCNO DISPATCH AT 504-582-3040 OR PICK UP THE RED EMERGENCY TELEPHONE.
- 2) DIAL 3040 FROM ANY MCCNO INSTALLED PHONE.
- 3) CONTACT YOUR EVENT MANAGER VIA YOUR SHOW RADIO.
- 4) USE THE TELEPHONE IN THE GREEN BOX OUTSIDE THE MEDICAL ROOMS IN LOBBY B, LOBBY E, OR LOBBY H.

IF YOU ENCOUNTER A SPILL OR SUSPECT A HAZARDOUS MATERIAL DISCHARGE

1. Notify Public Safety Dispatch at 504-582-3040.
2. Remain Calm.
3. Describe your location.
Location (level in building, exhibit aisle number, column number, lobby, loading docks, ballroom, meeting room number, etc.).
4. Describe what you smell, see, or hear.
 - a. Smell gasoline, rotten eggs, vehicle exhaust, and/or smoke.
 - b. See a large spill, sticky substance, oily substance.
 - c. Hear a hissing sound.
6. **EVACUATE (CLEAR) THE AREA** and wait for instructions from MCCNO Public Safety Personnel.

IF AN EVACUATION IS ORDERED DO THE FOLLOWING:

1. Follow the Emergency Evacuation Procedures (Page 5).
2. Follow all instructions from Public Safety Personnel and the Building Public Address System.
3. Calmly proceed to the closest exit or stairwell and begin to exit the facility.
4. **DO NOT ATTEMPT TO USE ESCALATORS OR ELEVATORS.**
5. Once outside and safe, proceed to your designated gathering location.
6. Do not attempt to re-enter the facility until the "All-Clear" is given.
7. Once the "All Clear" is received, follow the directions from Public Safety Personnel for re-entering the facility.

Civil Disorder Emergency Procedures

Emergency Phone Number: 504-582-3040

Emergencies of this nature range from verbal confrontations, protests, strikes or riots. These disturbances are not limited to persons only. The disturbance could also come in the form of willful physical damage to the building, event or exhibitor equipment. The MCCNO Public Safety Department monitors activity inside and outside of the facility. The Public Safety Department will notify the appropriate authorities as necessary.

TO REPORT AN EMERGENCY:

- 1) Call MCCNO DISPATCH AT 504-582-3040 OR PICK UP THE RED EMERGENCY TELEPHONE.
- 2) DIAL 3040 FROM ANY MCCNO INSTALLED PHONE.
- 3) CONTACT YOUR EVENT MANAGER VIA YOUR SHOW RADIO.
- 4) USE THE TELEPHONE IN THE GREEN BOX OUTSIDE THE MEDICAL ROOMS IN LOBBY B, LOBBY E, OR LOBBY H.

IF YOU WITNESS A DISTURBANCE WITHIN (OR OUTSIDE OF) THE BUILDING:

1. Notify Public Safety Dispatch 504-582-3040.
2. Describe your location.
Location (level in building, exhibit aisle number, column number, lobby, loading docks, ballroom, meeting room number, etc.).
3. Do not attempt to enter into, defend either side of the confrontation, or subdue any person(s) in any type of disturbance.
4. If the confrontation escalates beyond the control of in-house security, the MCCNO Public Safety Department will notify the New Orleans Police Department.
5. The MCCNO Public Safety Department will ask onlookers to leave the incident area.
6. Follow the instructions from Public Safety Personnel. Do not stay to watch or loiter.

Hurricane Emergency Procedures

Emergency Phone Number: 504-582-3040

The MCCNO Public Safety Department monitors all tropical depressions and severe weather activity. Tropical depressions that may develop into a hurricane or affect the Louisiana Gulf Coast are reported to show management as necessary.

The MCCNO official representatives will coordinate all activities necessary to protect attendees, employees, and the building. MCCNO President/General Manager and Directors will meet on a regular basis with Show Management to discuss the storm's path, severity, and any possible impact on your event.

Incidents After Show Hours

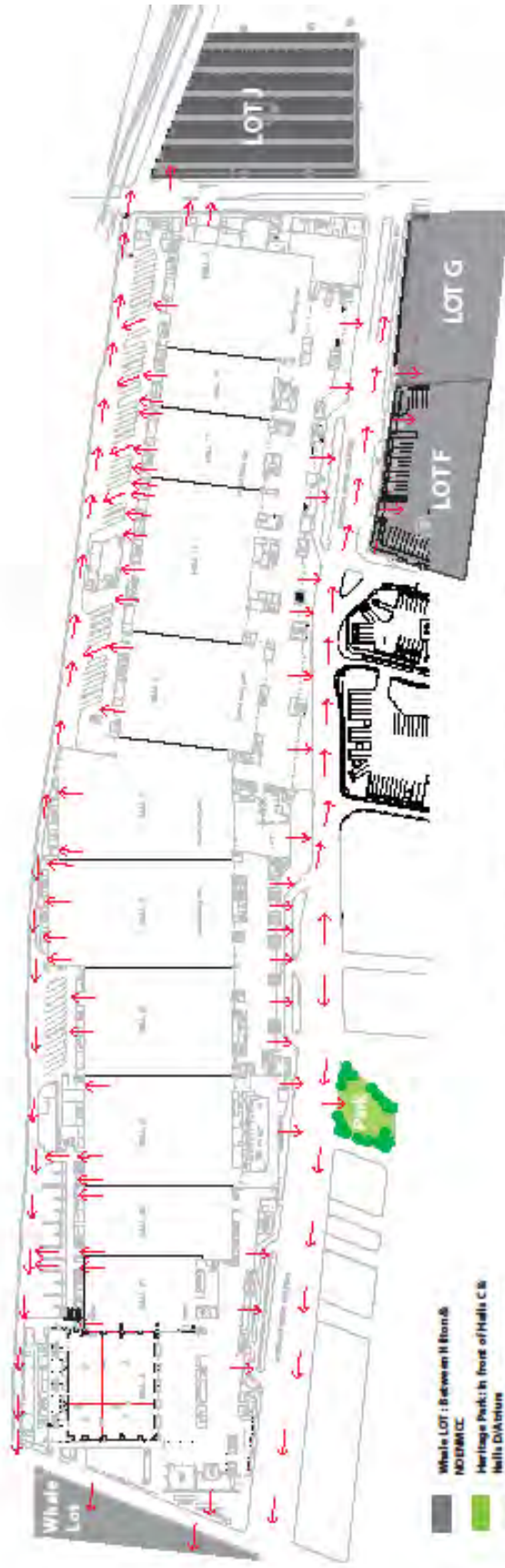
Emergency Phone Number: 504-582-3040

In addition to patrolling lobbies, common spaces, and the perimeter of the MCCNO, the Public Safety Department monitors the building safety systems 24 hours a day. In the event of an afterhours incident or emergency (fire, threats, medical), the MCCNO Public Safety Department will respond and notify the MCCNO President/General Manager, Public Safety Director, Event Manager, and other Directors as necessary.

Your MCCNO Event Manager will contact Show Management to inform Show Management Personnel of the incident and assess damages as necessary.

Appendix A: Evacuation Gathering Locations

Gathering Locations



New Orleans Ernest N. Morial Convention Center

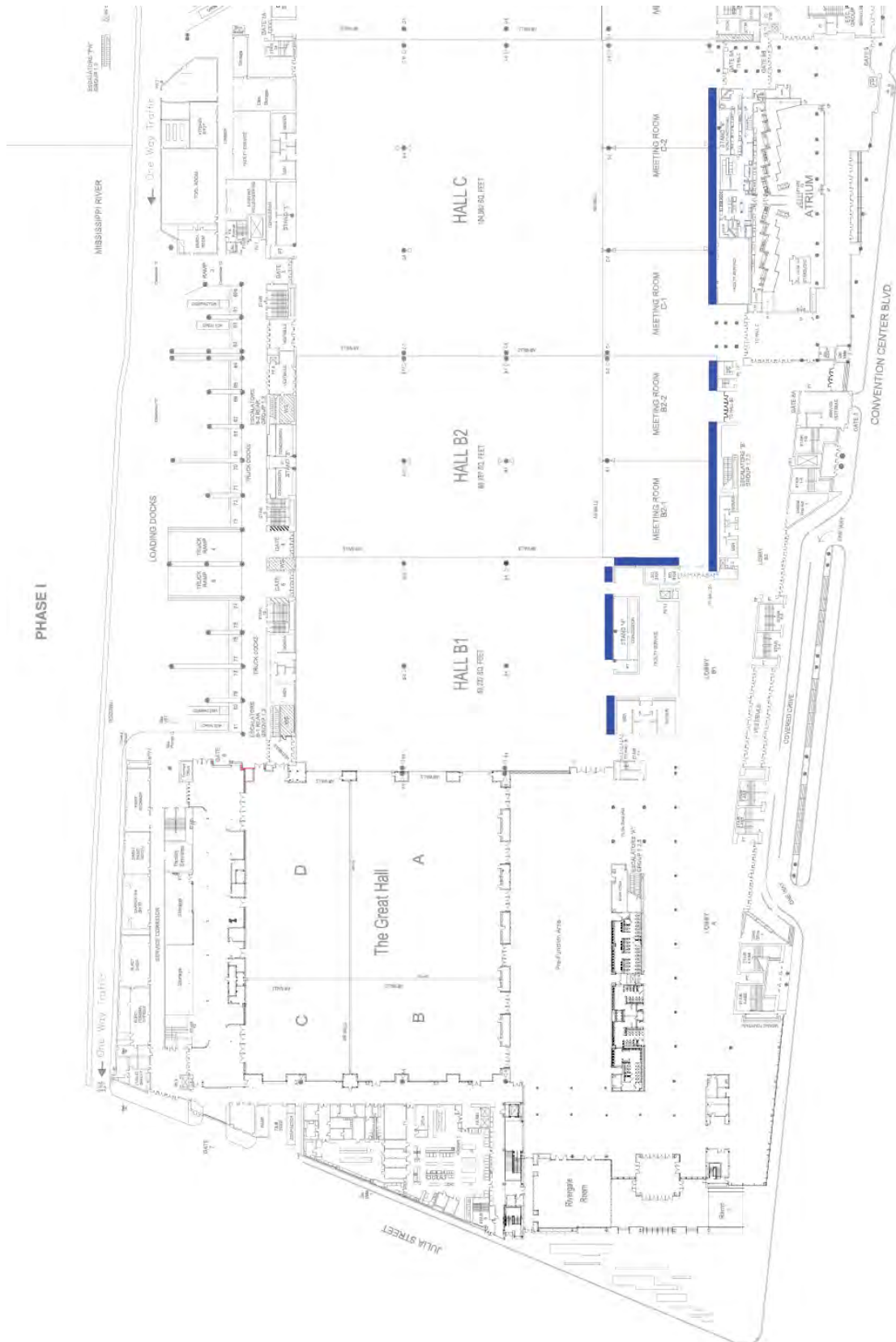
- Whole LOT: Between H Room & MOEMBAAC
- Heritage Park: In front of Halls C & Halls D/A/B/C
- LOT F: In front of Halls H & Halls I & I2
- LOT G: In front of Hall J
- LOT J: South Side of Halls I & J (by Mardi Gras World)

Appendix B: Detailed Evacuation Routes by Room Number and Stairwell Number

The Evacuation Routes by Room Number and Stairwell Number contains the routes from meeting rooms, the ballroom, and the New Orleans Theater to the emergency exits of the MCCNO. The information is an appendix that accompanies this emergency preparedness document.

Appendix C: Shelter in Place Locations

Page 1 of 3 pages of Shelter in Place Locations



Appendix C: Shelter in Place Locations

Page 2 of 3 pages of Shelter in Place Locations



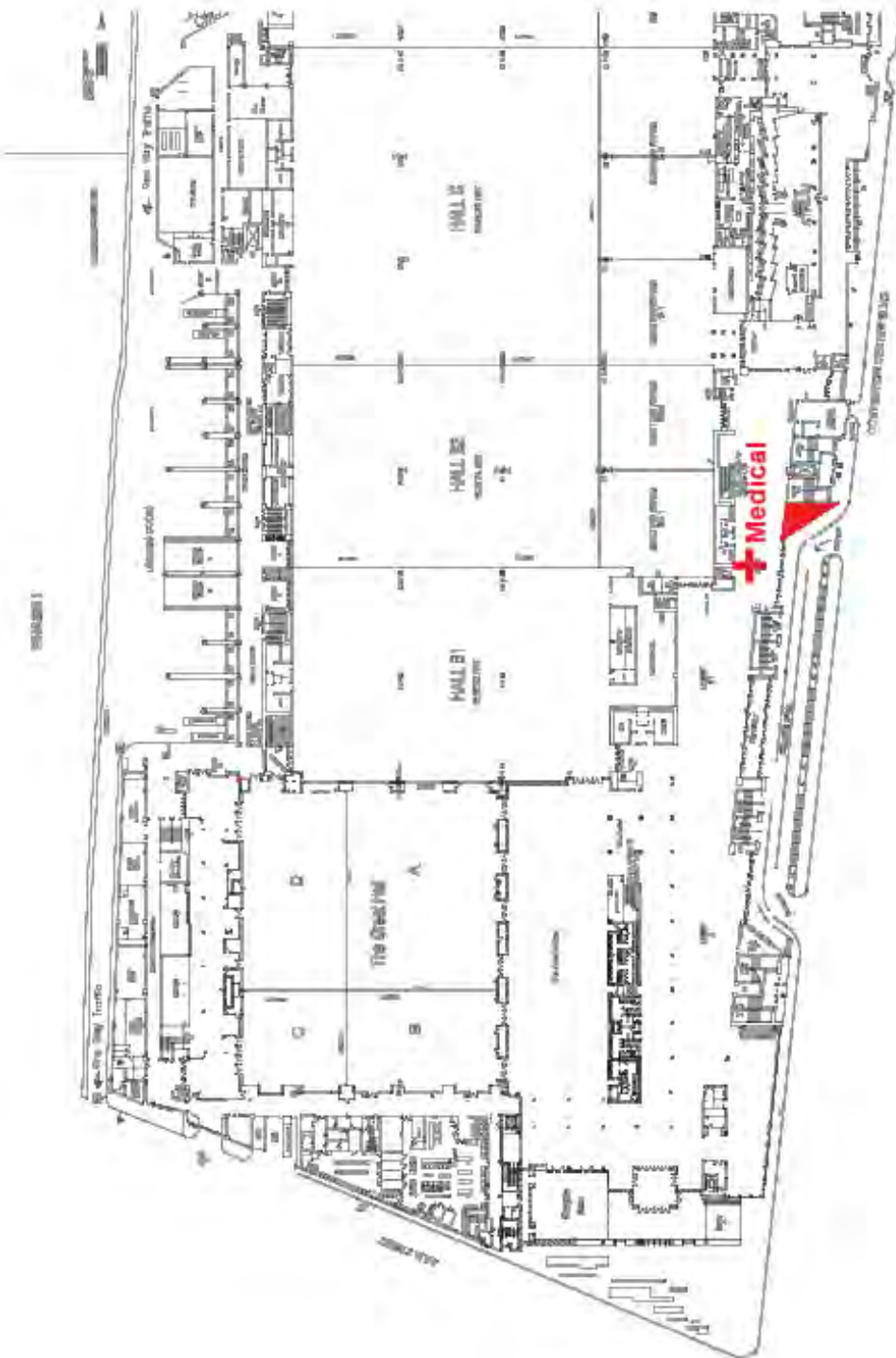
Appendix C: Shelter in Place Locations

Page 3 of 3 pages of Shelter in Place Locations



Appendix D: Medical/First Aid Room Locations

Phase 1



Appendix D: Medical/First Aid Room Locations

Phase 3



MEDICAL ROOM SYMBOL 

Appendix E: Bomb Threat Checklist

Printable Form On The Next Page

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

ASK THE CALLER

- 1) WHERE IS THE BOMB LOCATED?
- 2) WHEN WILL THE BOMB GO OFF?
- 3) WHAT DOES THE BOMB LOOK LIKE?
- 4) WHAT WILL MAKE THE BOMB EXPLODE
- 5) DID YOU PLACE THE BOMB? YES NO
- 6) WHY? (WHY DID YOU PLACE THE BOMB?)
- 7) WHAT IS YOUR NAME

EXACT WORDS OF THREAT

INFORMATION ABOUT THE CALLER:

- 1) WHERE IS THE CALLER LOCATED (BACKGROUND NOISE, INSIDE, OUTSIDE)
- 2) ESTIMATED AGE:
- 3) IS THE VOICE FAMILIAR? IF SO, WHO DOES IT SOUND LIKE
- 4) OTHER POINTS:

CALLERS VOICE		BACKGROUND SOUNDS	THREAT LANGUAGE	OTHER INFORMATION
ACCENT	LAUGHTER	ANIMAL NOISE	INCOHERENT	
ANGRY	LISP	HOUSE NOISE	MESSAGE READ	
CALM	LOUD	KITCHEN NOISE	TAPED	
CLEARING THROAT	MALE	STREET NOISES	IRRATIONAL	
COUGHING	NASAL	BOOTH	PROFANE	
CRACKING VOICE	NORMAL	PA SYSTEM	WELL-SPOKEN	
CRYING	RAGGED	CONVERSATION		
DEEP	RAPID	MUSIC		
DEEP BREATHING	RASPY	MOTOR		
DISGUISED	SLOW	CLEAR		
DISTINCT	SLURRED	STATIC		
EXCITED	SOFT	OFFICE MACHINERY		
FEMALE	STUTTER	FACTORY MACHINERY		
		LOCAL		
		LONG DISTANCE		



*DETAILED EVACUATION
ROUTES BY ROOM
AND STAIRWELL NUMBER*



WHEN EXITING ANY ROOM OR AREA, FOLLOW
EMERGENCY EXIT SIGNS AND ARROWS
LEADING TO STAIRWELLS AND EXIT DOORS.

Phase I

MEETING ROOMS (MR) RIVERSIDE LEVEL 2

Main Lobby Stairwell Locations for MEETING ROOMS (MR) R01-R09

Stairwell 10: Across from R03

Stairwell 9: Across from R05

Stairwell 8: Across from R08/R09

MR R01-R02

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 10
- Take the **Back Exit** to the service corridor **Turn Left** to Stairwell 11
- Take the **Back Exit** to the service corridor **Turn Right** , **Turn Right** into the Lobby **Right** to Stairwell 9

MR R03

- Take the **Main Entrance Straight** to Stairwell 10
- Take the **Back Exit** to the service corridor **Turn Left** to Stairwell 11
- Take the **Back Exit** to the service corridor **Turn Right** , **Turn Right** into the Lobby **Right** to Stairwell 9

MR R04 – R05

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 10
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 9
- Take the **Back Exit** to the service corridor **Turn Left** to Stairwell 11
- Take the **Back Exit** to the service corridor **Turn Right** , **Turn Right** into the Lobby **Right** to Stairwell 9

MR R06 – R08

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 9
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 8
- Take the **Back Exit** to the service corridor **Turn Left**, **Turn Left** into the lobby **Right** to Stairwell 9
- Take the **Back Exit** to the service corridor **Turn Right** , **Turn Right** down the corridor, **Turn Right** into the lobby to Stairwell 8

MR R09

- Take the **Main Entrance** out of the room **Straight** to Stairwell 8
- Take the **Back Exit** to the service corridor **Turn Right** , **Turn Right** down the corridor, **Turn Right** into the lobby to Stairwell 8
- Take the **Back Exit** to the service corridor **Turn Left**, **Turn Left** into the lobby **Turn Right** to Stairwell 9

Phase I

MEETING ROOMS (MR) CITYSIDE LEVEL 2

Main Lobby Stairwell Locations for MEETING ROOMS (MR) 201-232

Stairwell 4A and 4B: Across from MR 207 & Between MR 205 and MR 211

Stairwell 3A and 3B: Across from MR 210 & Adjacent to MR 214

Stairwell 2A and 2B: Across from MR 221 & Adjacent to MR 224

Stairwell 1A and 1B: Across from MR 228/229 & Between 227 and MR 231

MR 201-202

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 5
- Take the **Main Entrance** out of the room and **Turn Right** to Stairwells **4A and 4B**
- Take the **201 Back Entrance** out of the room and **Directly into** Stairwell 5

MR 203-205

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 5
- Take the **Main Entrance** out of the room and **Turn Right** to Stairwells **4A and 4B**

MR 206

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwells **4A and 4B**
- Take the **Main Entrance** out of the room and **Turn Right** into the service corridor to Stairwell 5
- Take the **Back Exit** to the service corridor **Turn Left, Turn Left** into the lobby. **Turn Right** to Stairwells 5.
- Take the **Back Exit** to service corridor **Turn Right**, follow the corridor **Turn Right** into the lobby. **Straight** to Stairwells **4A and 4B**.

MR 207

- Take the **Main Entrance** out of the room and proceed **Straight** into to Stairwell **4A and 4B**
- Take the **Back Exit** to the service corridor **Turn Left, Turn Left** into the lobby. **Turn Right** to Stairwells 5.
- Take the **Back Exit** to service corridor **Turn Right**, follow the corridor **Turn Right** into the lobby. **Straight** to Stairwells **4A and 4B**.

MR 208-210

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwells **4A and 4B**
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwells **3A and 3B**
- Take the **Back Exit** out of the room and **Turn Left, Turn Left** into the lobby. **Straight** to Stairwells **4A and 4B**

MR 211-213

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwells **4A and 4B**
- Take the **Main Entrance** out of the room and **Turn Right** to Stairwells **3A and 3B**

MR 214

- Take the **Left Entrance** out of the room and **Turn Right** to Stairwells **3A and 3B**
- Take the **Right Entrance** out of the room and **Turn Left** to Stairwells **3A and 3B**

MR 215

- Take the **Main Entrance** to the lobby out of the room and **Turn Right** to Stairwells **3A and 3B**
- Take the **Main Entrance** to the lobby out of the room and **Turn Left** to Stairwells **2A and 2B**
- Take the **Right Exit** (back of the room) and **Turn Left, Turn Right** at the main lobby to Stairwells **3A and 3B**

MR 216

- Take the **Left Exit** out of the room and **Turn Left, Turn Right** at the main lobby to Stairwells **3A and 3B**
- Take the **Right Exit** (back of the room) and **Turn Left, Turn Left** toward the lobby, **Turn Right** at the main lobby to Stairwells **3A and 3B**

MR 217-219

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwells **2A and 2B**
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwells **3A and 3B**

MR 220

- Take the **Main Entrance** out of the room and **Turn Left, Turn Right** to Stairwells **2A and 2B**
- Take the **Back Exit** to the service corridor **Turn Left, Turn Left** into the lobby, **Turn Right** into the main lobby to Stairwells **3A and 3B**.

MR 221-222

- Take the **Main Entrance** out of the room and **Go Straight** to Stairwells **2A and 2B**
- Take the **Back Exit** to the service corridor **Turn Left, Turn Left** into the lobby, **Turn Right** into the main lobby to Stairwells **3A and 3B**.
- Take the **Back Exit** to the service corridor **Turn Right, Turn Right** down the corridor, **Turn Right** into the Lobby, **Turn Left** to Stairwells, **2A and 2B**

MR 223

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwells **2A and 2B**
- Take the **Back Exit** to the service corridor **Turn Right, Turn Right** down the corridor, **Turn Right** into the Lobby, **Turn Left** to Stairwells, **2A and 2B**

MR 224

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwells **2A and 2B**

MR 225-227

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwells **1A and 1B**
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwells **2A and 2B**

MR 228-229

- Take the **Main Entrance** out of the room **Straight** to Stairwells **1A and 1B**

MR 230

- Take the **Main Entrance** out of the room **Turn Right** to Stairwells **1A and 1B**

MR 231-232

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwells **1A and 1B**

Phase II

MEETING ROOMS (MR) CITYSIDE LEVEL 2

Main Lobby Stairwell Locations for MEETING ROOMS (MR) 235-257

Stairwell 22 and 23: By the Passenger Elevator (14) & Across from MR 235

Stairwell 26: Adjacent to MR 236 and MR 237

Stairwell 28: Adjacent to MR 240 and MR 241 & Across from 243

Stairwell 29: Across from MR 255 & By Passenger Elevator (17)

Stairwell 30: Across from MR 245

Stairwell 31 and 32: Adjacent to the Balcony & Between the MR block and Ballroom 2

MR 235-236

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwell 26
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 22 or 23

MR 237

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 26

MR 238-239

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwell 28
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 26

MR 240

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwell 28

MR 241

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 28

MR 242

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwell 30
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 28

MR 243

- Take the **Main Entrance** out of the room and proceed **Straight** to Stairwell 28
- Take the **Back Exit** out of the room and **Turn Left** to Stairwell 27

MR 244

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwell 28
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 30
- Take the **Back Exit** out of the room and **Turn Left** to Stairwell 27

MR 245

- Take the **Cityside Entrance** out of the room and proceed **Straight** to Stairwell 30
- Take the **Riverside Entrance** out of the room and **Turn Right** to Stairwell 29

MR 252-254

- Take the **Main Entrance** out of the room proceed **Straight Passed the Escalators** to Stairwells 31 and 32
- Take the **Back Exit** out of the room and **Turn Left, Turn Left** again; follow the corridor to the end **Turn Right**. Proceed to Stairwell 29

MR 255

- Take the **Main Entrance** out of the room proceed **Straight** to Stairwell 29
- Take the **Back Exit** out of the room and **Turn Left, Turn Left** again; follow the corridor to the end **Turn Left** into the lobby to Stairwell 29

MR 256-257

- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell 29
- Take the **Back Exit** out of the room and **Turn Left, Turn Left** again; follow the corridor to the end **Turn Left** into the lobby to Stairwell 29

Phase II

MEETING ROOMS (MR) CITYSIDE LEVEL 3

Main Lobby Stairwell Locations for MEETING ROOMS (MR) 333-357

Stairwell 22 and 23: By the Passenger Elevator (14) & Across from MR 335

Stairwell 26: Adjacent to MR 336 and MR 337

Stairwell 28: Across from MR 343 & Adjacent to MR 340 and 341

Stairwell 30: Across from MR 345 & Between MR 342 and MR 346

Stairwell 29: Across from MR 356

MR 333-334

- Take the **Main Entrance** out of the room **Turn Right, Turn Right** to Stairwell **22 and 23** by the Elevator
- Take the **Main Entrance** out of the room **Turn Right, Turn Left** to Stairwell **26**

MR 335-336

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwell **26**
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell **22**

MR 337

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell **26**

MR 338-339

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell **26**
- Take the **Main Entrance** out of the room **Turn Right** to Stairwell **28**

MR 340

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell **28**

MR 341

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell **28**

MR 342

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell **30**
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell **28**

MR 343

- Take the **Main Entrance** out of the room and proceed **Straight** to Stairwell **28**
- Take the **Back Exit** out of the room and **Turn Left** to Stairwell **27**

MR 344

- Take the **Main Entrance** out of the room and **Turn Right** to Stairwell **28**
- Take the **Main Entrance** out of the room and **Turn Left** to Stairwell **30**
- Take the **Back Exit** out of the room and **Turn Left** to Stairwell **27**

MR 345

- Take the **Main Entrance** out of the room and proceed **Straight** to Stairwell **30**
- Take the **Back Exit** out of the room and **Turn Right** to Stairwell **29**

MR 346-347

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell **30**

MR 348

- Take the **Main Entrance** out of the room **Turn Right** to the main lobby, **Turn Left** to Stairwell **30**
- Take the **Back Exit** out of the room **Turn Left**, **Turn Left** into the main lobby **Straight** to Stairwell **29**

MR 349

- Take the **Main Entrance** out of the room proceed **Straight** to Stairwell **30**
- Take the **Back Exit** out of the room **Turn Left**, **Turn Left** into the main lobby **Straight** to Stairwell **29**

MR 350-351

- Take the **Main Entrance** out of the room **Turn Left**, **Turn Right** to Stairwell **30**
- Take the **Back Exit** out of the room **Turn Left**, **Turn Left** into the main lobby **Straight** to Stairwell **29**

MR 352

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell **29**
- Take the **Back Exit** out of the room **Turn Right** to Stairwell **38**
- Take the **Back Exit** out of the room **Turn Left**, follow the corridor **Turn Left**, **Turn Left** into the main Lobby to Stairwell **29**

MR 353-355

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell **29**
- Take the **Main Entrance** out of the room **Straight Passed the Escalators**, **Turn Right** to Stairwell **30**
- Take the **Back Exit** out of the room **Turn Right** to Stairwell **38**
- Take the **Back Exit** out of the room **Turn Left**, follow the corridor **Turn Left**, **Turn Left** into the main Lobby to Stairwell **29**

MR 356

- Take the **Main Entrance** out of the room proceed **Straight** to Stairwell **29**
- Take the **Back Exit** out of the room **Turn Right** to Stairwell **38**
- Take the **Back Exit** out of the room **Turn Left**, follow the corridor **Turn Left, Turn Left** into the main Lobby to Stairwell **29**

MR 357

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell **29**
- Take the **Back Exit** out of the room **Turn Right** to Stairwell **38**
- Take the **Back Exit** out of the room **Turn Left**, follow the corridor **Turn Left, Turn Left** into the main Lobby to Stairwell **29**

Phase III

MEETING ROOMS (MR) CITYSIDE LEVEL 2

Main Lobby Stairwell Locations for MEETING ROOMS (MR) 260-298

Stairwell 44: Next to MR 260

Stairwell 45: Across from MR 262 and 263 & Next to MR 265

Stairwell 46: Across from MR 272 & Between MR 269 and MR 278

Stairwell 47 and 48: Next to MR 282 & Between the MR 282 and the Theater

Stairwell 50 and 52: Between MR 283 and the Theater

Stairwell 53: Between MR 285 and MR 288

Stairwell 54: Across from MR 294 & Between MR 290 and MR 297

MR 260-262

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 44
- Take the **Main Entrance** out of the room **Turn Left, Turn Right** to Stairwell 45
- Take the **Back Exit** out of the room **Turn Left, Turn Left** to Stairwell 44
- Take the **Back Exit** out of the room and **Turn Right** follow the corridor, **Turn Right** into the main lobby, **Turn Right** to Stairwell 45

MR 263

- Take the **Main Entrance** out of the room proceed **Straight** to Stairwell 45
- Take the **Back Exit** out of the room **Turn Right** follow the corridor, **Turn Right** into the main lobby. **Turn Right** to Stairwell 45
- Take the **Back Exit** out of the room **Turn Left** follow the corridor, **Turn Left** to Stairwell 44

MR 264

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 45
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 46
- Take the **Back Exit** out of the room **Turn Right** follow the corridor, **Turn Right** into the main lobby. **Turn Right** to Stairwell 45
- Take the **Back Exit** out of the room **Turn Left** follow the corridor, **Turn Left** to Stairwell 44

MR 265-269

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 46
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 45

MR 270-271

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 45
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 46
- Take the **Back Exit** out of the room **Turn Right, Turn Right** into the main lobby **Turn Right** to Stairwell 46
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby **Turn Left** to Stairwell 46

MR 272-273

- Take the **Main Entrance** out of the room proceed **Straight** to Stairwell 46
- Take the **Back Exit** out of the room **Turn Right, Turn Right** into the main lobby **Turn Right** to Stairwell 46
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby **Turn Left** to Stairwell 46

MR 274-277

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 46
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 47
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Right** to Stairwell 46
- Take the **Back Exit** out of the room **Turn Right, Turn Right** into the main lobby proceed **Straight** to Stairwell 47

MR 278-282

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 47
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 46

MR 283

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 53
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 52
- Take the **Back Exit** out of the room **directly into** Stairwell 52

MR 284-285

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 53
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 52

MR 286

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53
- Take the **Main Entrance** out of the room **Straight Passed the Escalators, Turn Left** to Stairwell 52

MR 287

- Take the **Main Entrance** out of the room **Turn Left, Turn Left** to Stairwell 53
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Left** to Stairwell 53

MR 288

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 54
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53
- Take the **Back Exit** out of the room, **Turn Right** to Stairwell 53

MR 289

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 54
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53

MR 290

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 54
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53
- Take the **Back Exit** out of the room, **Turn Left, Turn Right** to Stairwell 54

MR 291-292

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 53
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 54
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Left** to Stairwell 53

MR 293-294

- Take the **Main Entrance** out of the room proceed **Straight** to Stairwell 54
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Left** to Stairwell 53

MR 295-296

- Take the **Main Entrance** out of the room **Turn Right , Turn Left** to Stairwell 54
- Take the **Back Exit** out of the room **Turn Left** follow the corridor, **Turn Left** into the main lobby, **Turn Left** to Stairwell 53
- Take the **Back Exit** out of the room **Turn Right, Veer Right** to Stairwell 56

MR 297

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 54
- Take the **Back Exit** out of the room **Directly into** Stairwell 54

MR 298-299

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 54

Phase III

MEETING ROOMS (MR) CITYSIDE LEVEL 3

Main Lobby Stairwell Locations for MEETING ROOMS (MR) 383-399

Stairwell 52: Next to MR 383 & Between MR Block and Theater

Stairwell 53: Between MR 385 and MR 388

Stairwell 54: Across from MR 394 & Between MR 390 and MR 397

MR 383-385

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 53
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 52

MR 386

- Take the **Main Entrance** out of the room **Turn Left, Turn Left** to Stairwell 53

MR 387

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53
- Take the **Main Entrance** out of the room proceed **Straight Passed the Escalators** to Stairwell 52 on the **left**.
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Left** to Stairwell 53

MR 388

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 54
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53
- Take the **Back Exit** out of the room, **Turn Right** to Stairwell 53

MR 389

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 54
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53

MR 390

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 54
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 53
- Take the **Back Exit** out of the room, **Turn Left, Turn Right** to Stairwell 54

MR 391-392

- Take the **Main Entrance** out of the room **Turn Right** to Stairwell 53
- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 54
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Left** to Stairwell 53

MR 393-394

- Take the **Main Entrance** out of the room proceed **Straight** to Stairwell 54
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Left** to Stairwell 53

MR 395-396

- Take the **Main Entrance** out of the room **Turn Right , Turn Left** to Stairwell 54
- Take the **Back Exit** out of the room **Turn Left, Turn Left** into the main lobby, **Turn Left** to Stairwell 53
- Take the **Back Exit** out of the room, **Turn Right, Veer Right** to Stairwell 55

MR 397

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 54
- Take the **Back Exit** out of the room **Directly Into** Stairwell 54

MR 398

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 54
- Take the **Back Exit** directly into Stairwell 54

MR 399

- Take the **Main Entrance** out of the room **Turn Left** to Stairwell 54

Phase II Ballroom II

Main Lobby Stairwell Locations for Ballroom II

Stairwell 30, 31, and 32: Between MR 245 and Ballroom II (North Side by Escalators)

Stairwell 34, 35, 36, and 37: Between MR 260 and Ballroom II (South Side of the Ballroom)

{Cityside is West, Riverside is East, MR 245 is North, MR 260 is South}

Ballroom II A

- Take the **Main Entrance** toward the Escalators (North) Turn Left to Stairwell 32, 31, and 30.
- Take the **Main Entrance** toward MR 260 (South) Turn Right toward Stairwell 37 and 36

Ballroom II B

- Take the **Main Entrance** toward the Escalators (North) Turn Left to Stairwell 32, 31, and 30.
- Take the **Main Entrance** toward MR 260 (South) Turn Right to Stairwell 34 and 35

Ballroom II C

- Take the **Main Entrance** toward the Escalators (North) Turn Left to Stairwell 32, 31, and 30
- Take the **Cityside Exits (West)** toward the lobby Turn Right to Stairwell 32
- Take the **Cityside Exits (West)** toward the lobby Turn Left to Stairwell 34 and 35

Phase III New Orleans Theater

Main Lobby Stairwell Locations for the New Orleans Theater

All Stairwells are across the main lobby

Stairwell 51: Between Sections A and B

Stairwell 50 and 52: By the Balcony directly in front of Section A/B Entrance

Stairwell 48 and 47: By the Balcony directly in front of Section B/C Entrance

Stairwell 49: Between Sections B and C

- All Sections of the Theater must exit by using the aisles provided. Once in the Lobby Section A proceeds Straight to Stairwell 50, 51, and 52. Section B Veers Left to Stairwell 50 and 52 and Veers Right to Stairwell 47 and 48. Section C proceeds Straight to Stairwells 47, 48, and 49.
- Mid-house level exits into the Lobby. Section A proceeds to Stairwell 50, Section B Turns Left to Stairwell 50 and Right to Stairwell 48. Section C proceeds to Stairwell 48.