

EMERGENCY ACTION PLAN

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A. Hotels within the PMMI Block

IMPORTANT EMERGENCY TELEPHONE NUMBERS

Convention Center Emergency:

Dial **6060** from a House Phone or **312-791-6060** from any outside line.

Show Management Office: **312-791-6800**

S401 – McCormick Place, South Hall

Emergency Action Plan

I. PURPOSE

The purpose of this document is to provide guidance and information to attendees and exhibitors with suggested steps to follow in case of an emergency on-site. This plan should not be interpreted as the sole solution to all emergencies. While all conceivable emergencies are not detailed, the responses in this document can be used for different types of emergencies than those listed. Our intent is to minimize the problems of confusion and indecision that often accompany emergency situations. Flexibility and rationality are keys to successfully managing any emergency. We stress human safety above material loss at all times.

REMEMBER! It is everyone's responsibility to be familiar with your surroundings. When entering a meeting room or public space take account of what is around you. Locate the nearest bathroom, main exit, and emergency exit. Determine where the closest house phone is to your location.

Upon arrival in your hotel room, locate the nearest fire exit and familiarize yourself with the route. Examine the evacuation plan posted on the back of the room entrance door and the instructions listed in the room directory. Furthermore, counting the doors between your room and the nearest fire exit and remembering how many there are, may be an enormous help in a smoke-filled hallway. Finally, choose a consistent place to keep your room card key at all times.

II. PREPARING FOR EMERGENCY SITATUATIONS

Proactive Measures:

- Be alert and aware of the surrounding area.
- Be aware of conspicuous or unusual behavior. Report suspicious people to McCormick Place Security at **6060 from a House Phone or 312-791-6060**.
- If you notice a package/bag unattended in a common area, contact McCormick Place Security at **6060 from a House Phone or 312-791-6060**.
- If you see someone abandon and walk away from a package/bag, call out to them to tell them, "you forgot your bag." If they ignore you, attempt to take their photo from a safe distance and/or note their physical description and then notify the McCormick Place Security **6060 from a House Phone or 312-791-6060**.
- Be prepared for loss of power, internet and cell service
- Locate available land lines in the event of a power outage

III. POTENTIAL EMERGENCIES AT MCCORMICK PLACE

A. GENERAL EMERGENCY PROCEDURES

In case of emergency:

1. Please immediately dial **6060 from a House Phone or 312-791-6060 from an outside line or cell phone.**
2. Remain calm.
3. Be prepared to provide the following information:
 - What is the emergency?
 - Location of emergency?
 - If someone is hurt, what is the injury?
 - What is the name of the person(s)?
 - What time did the emergency occur?
 - Give your name and a telephone number where you can be reached or from where you are calling.
4. Wait for direction/instructions from Security.
5. Replace the receiver/hang up after reporting the emergency if instructed to do so by Security (so that the phone line is open) or stay on the line if so instructed.
6. If safe, wait for emergency personnel to arrive. Direct them to the emergency.

B. MEDICAL EMERGENCIES

If you see an ill or injured person, one of the most important things you would do to assist the person is request medical help. Medical personnel will be stationed at the **First Aid Stations** at the following locations, during the following hours:

Locations

Building	
South & North	Level 2.5 west of FedEx Office
Lakeside Center	Level 1 near Arie Crown backstage entrance
West	Level 1, near the Transportation Center

Hours

Mon, 10/8-Fri, 10/12:	8 am- 4:30 pm
Sat, 10/13:	8 am- 8 pm
Sun, 10/14:	7 am- 5 pm
Mon, 10/15:	7 am- 5pm
	*2.5 level will stay open until 7 pm for PACK Gives BACK™
Tues, 10/16:	7 am- 5 pm
Wed, 10/17:	7 am- 9 pm
Thurs, 10/18- Sat, 10/20:	8 am- 4:30 pm

Should a medical emergency occur, you should follow the guidelines below:

- Remain calm.
- Keep the injured person lying down and covered to keep them warm.
- Do not move him/her.

If possible, ask someone to stay with the person while you proceed to the next steps:

- Locate the nearest house phone and dial **6060 from a House Phone or 312-791-6060**.
- Notify them of the location of the person requiring medical attention, along with a description of the person and their injury.
- Return to the individual.
- Reassure the individual and try to keep him/her as comfortable as possible.
- Do not attempt to perform first aid unless you are trained and certified to do so.
- Stay with the individual until emergency personnel arrive.

a. AED UNITS ONSITE

- **Ninety-two (92)** Automated External Defibrillators (AEDs) have been strategically placed throughout the **McCormick Place complex**.
- The AEDs are mounted in highly-visible cabinets placed throughout McCormick Place and in each security vehicle.
- When needed anyone who has taken a CPR/AED course can utilize them, as can our own certified personnel.

C. FIRE, FLAMES OR SMOKE:

If you see fire or smell smoke, follow these guidelines to report the situation and exit the building:

- Remain calm. There is a sophisticated and efficient fire alarm and suppression system and many exit doors.
- Locate the nearest house phone and dial **6060 from a House Phone or 312-791-6060** from any cellular phone.
- Give them the exact location of the fire or smell of smoke if known (room number, aisle number, area description, etc.).
- Proceed calmly to the nearest Emergency Exit and exit the building immediately.
- When an alarm is activated, the system will automatically transmit a signal to Chicago's 9-1-1 Center, the City's emergency communications center. This will initiate an immediate response from the Chicago Fire Department.
- Do not attempt to use elevators or escalators.
- Try to assist elderly persons or those with disabilities who may need assistance exiting the building.
- Do not re-enter the building until instructed to do so by security or fire department personnel.

D. BUILDING EVACUATION

Evacuation Assembly Area

If evacuation is needed, use the closest marked "EXIT" or follow directions from building personnel. The evacuation or rally points can differ depending on where in the building the emergency is taking place. The facility staff will direct everyone.

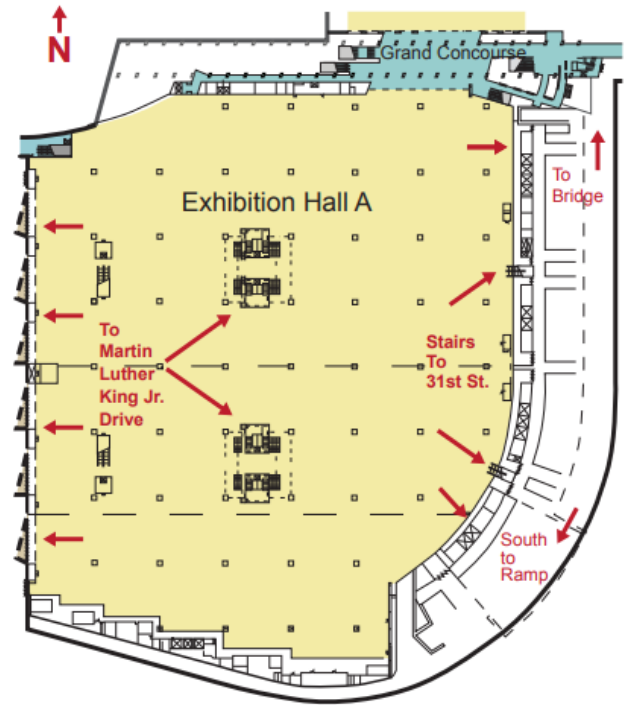
**SOUTH BUILDING
Hall "A":**

West exits - proceed into the West terrace, go down stairs and exit on King Dr.

East exits - proceed into the dock area and walk left (North) to the bridge and open grass area, or walk right (South) to the vehicle ramp and proceed down the ramp to exit on King Drive.

East "Stair" exits - go down stairs into our vehicle tunnels, and proceed south to exit into the 31st Street Parking Lot.

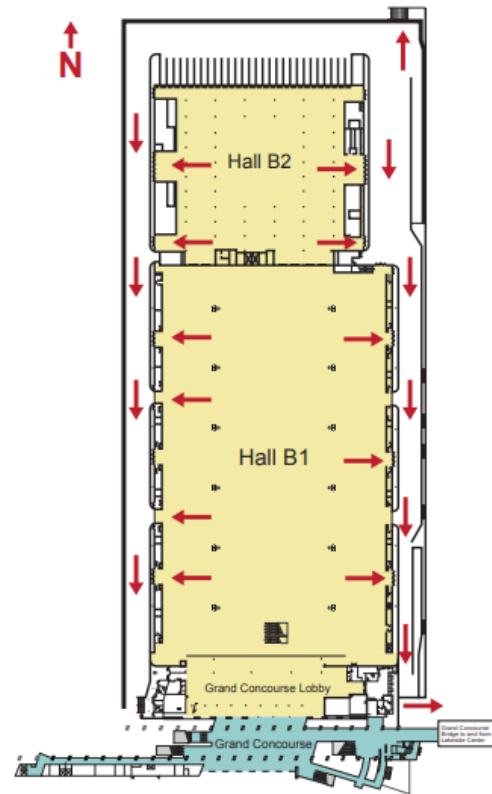
Center exits (Food Pods) – go down the stairs into the vehicle tunnel, and proceed south to exit on King Drive.



**NORTH BUILDING
Hall "B":**

West exits - proceed into the West roadway, and walk left (South) to the vehicle ramp. Continue down the ramp and turn left to King Drive, or walk down the stairs and re-enter McCormick Place proceeding to the closest exits (West) into McCormick Square (fountain area) and then walk to King Drive.

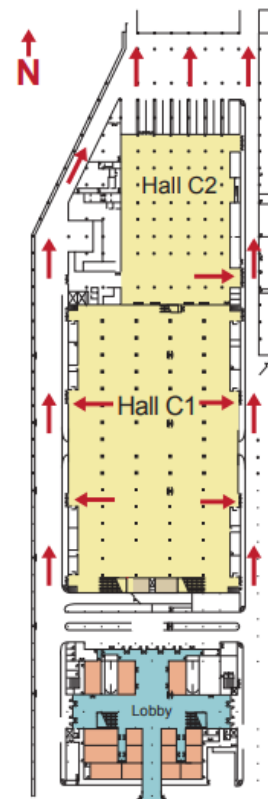
East exits – proceed into the East roadway and walk right (South) across the bridge to grass area, or walk left (North) to the outside stairs and go down those stairs to exit into the North Parking Lot.



**NORTH BUILDING
Hall "C":**

West exits - proceed into the West tunnel and walk right (North) into the North Parking Lot.

East exits – proceed into the East tunnel and walk left (North) into the North Parking Lot.



**WEST BUILDING
Hall "F":**

West exits - proceed down the stairs and exit on Indiana Avenue

East exits – proceed down the stairs and exit on King Drive

South exits – proceed down stairs and exit into the 24th Place "open tunnel". Turn right and walk West to Indiana Avenue, or turn left and walk east to King Drive, whichever is closer.

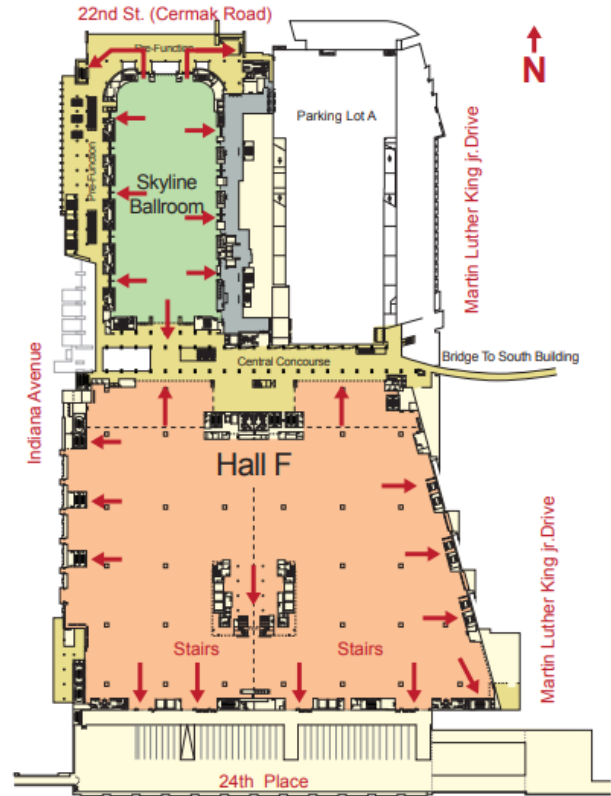
Food pod exits – proceed down the stairs and exit into the Prairie Avenue "tunnel". Walk south to 24th Place "open tunnel" and then continue west to Indiana Avenue or East to King Drive, whichever is closer.

Skyline Ballroom:

West exits - proceed the into the lobby/hallway and down the stairs to exit on Indiana Avenue

North exits – proceed into the lobby, go down the stairs, and exit on 22nd St. (Cermak Road)

South exits – proceed into the Parking Garage, go down the stairs, and exit into the Prairie Avenue "tunnel". Proceed North in the tunnel to exit at 22nd Street.



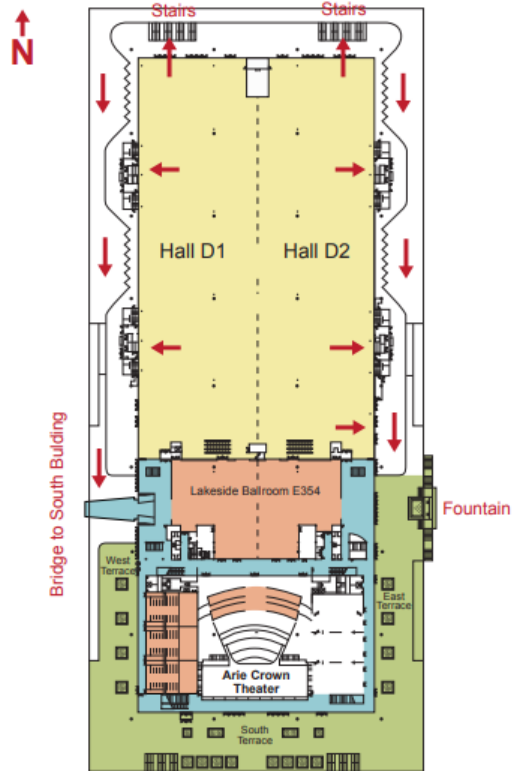
LAKESIDE CENTER

Hall "D":

West exits - proceed into the West roadway and walk left (South) to the bridge and grass area.

East exits - proceed into the East roadway and walk right (South) to the fountain area. Continue down the stairs or vehicle ramp to the lakefront.

North exits - proceed to the East or West outdoor stairs, and walk down and then North to the lakefront.

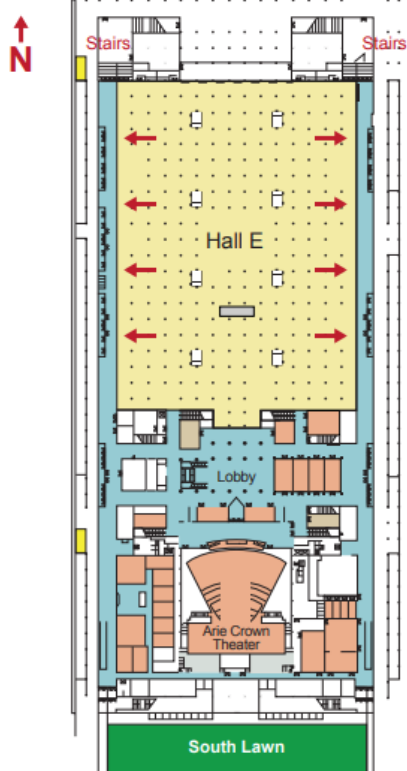


LAKESIDE CENTER

Hall "E":

West exits - proceed into the West corridor and walk right (North) to the stairs leading into Soldier Field Parking Lot.

East exits - proceed into the East corridor and walk left (North) to the stairs leading to the lakefront.



E. SUSPICIOUS PACKAGES

IF YOU SEE SOMETHING, SAY SOMETHING!

Report Suspicious Activity. Call Security at **6060 from a House Phone or 312-791-6060**

F. ACTIVE SHOOTER

Below are common recommendations for how to proceed. Use your best judgement to quickly determine the most reasonable way to protect your own life.

1. Run
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind.
 - c. Keep your hands visible.
2. Hide
 - a. Hide in an area out of the active shooter's view; place your phone on vibrate.
 - b. Block entry to your hiding place with heavy furniture, if available, and lock the doors, if possible.
3. Fight
 - a. As a last resort and only when your life is in imminent danger.
 - b. Attempt to incapacitate the active shooter.
 - c. Act with physical aggression and throw items at the active shooter.

G. SOCIAL DISTURBANCES

Protester, riots, property damage, threatening individuals – all disturbances should be reported

- Remain calm
- Alert **Show Management** at **312-791-6800**
- If it is safe to do so, wait for emergency personnel to arrive. Direct them to the emergency.
- Do not attempt to enter into, defend a position, or subdue anyone involved in a disturbance
- If disturbance turns violent call dial **6060 from a House Phone or 312-791-6060** from any cellular phone.
- Do not loiter. Leave the area immediately. Return to the facility if you are outside.

IV. LOCAL MEDICAL SERVICES

- Chicago Ambulance and Fire Department
Address: 212 W. Cermak Road
Distance in Miles: .75 miles

- First District Police Station
Address: 1718 S. State Street
Phone: 312-745-4290
Distance in Miles: .8 miles

- Hospital - Mercy Hospital
Address: 2525 South Michigan Avenue
Phone: 312-567-2000
Distance in Miles: .8 miles

- Hospital with Trauma Center-Northwestern Memorial Hospital
Address: 251 East Huron Street Phone: (312) 926-2000
Distance in Miles: 6.2 miles

- Closest 24 - Hour Pharmacy
Address: 316 W. Cermak Road (Walgreens)
Phone: 312-791-0392
Distance in Miles: .9 Miles

APPENDIX A
List of Hotels within the PMMI Block

Hotel Phone #	Address	City, ST ZIP
AC Hotel Chicago Downtown 312-981-6600	630 North Rush St	Chicago, IL 60611
ACME Hotel Company Chicago 312-894-0800	15 East Ohio St	Chicago, IL 60611
Alise Hotel (formerly Burnham) 312-728-1111	One West Washington Street	Chicago, IL 60602
Allegro Hotel Chicago, A Kimpton Hotel 312-236-0123	171 West Randolph St	Chicago, IL 60601
Aloft Chicago City Center 312-661-1000	515 N Clark St	Chicago, IL 60654
Best Western Grant Park 312-922-2900	1100 South Michigan Ave.	Chicago, IL 60605
Blackstone, Autograph Collection 312-447-0955	636 S Michigan Ave	Chicago, IL 60605
Cambria Hotel & Suites Chicago Loop/Theatre District 312-763-3822	32 W Randolph St	Chicago, IL 60601
Cambria Hotel & Suites Chicago Mag Mile 312- 787-6000	166 E Superior St	Chicago, IL 60611
Chicago Athletic Association 312-940-3552	12 Michigan Avenue	Chicago, IL 60603
Chicago Marriott Downtown Magnificent Mile 312-836-0100	540 North Michigan Ave	Chicago, IL 60611
Congress Plaza Hotel (312) 427-3800	520 South Michigan Ave	Chicago, IL 60605
Conrad Chicago 312-667-6700	101 E Erie Street	Chicago, IL 60611

Courtyard by Marriott Magnificent Mile	165 East Ontario St	Chicago, IL 60611
312- 573-0800		
Courtyard Chicago River North	30 East Hubbard St	Chicago, IL 60611
312-329-2500		
Doubletree Hotel Chicago Magnificent Mile	300 East Ohio St.	Chicago, IL 60611
312-787-6100		
Drake Hotel	140 East Walton Place	Chicago, IL 60611
312-787-2200		
Embassy Suites Chicago Downtown	600 North State St	Chicago, IL 60654
312-943-3800		
Embassy Suites Chicago Mag Mile	511 North Columbus Dr	Chicago, IL 60611
312-836-5900		
Fairfield Inn & Suites Chicago Magnificent Mile	216 East Ontario St	Chicago, IL 60611
312-787-3777		
Fairfield Inn & Suites Chicago River North	60 West Illinois St	Chicago, IL 60654
(312) 836-1700		
Fairmont Chicago, Millennium Park	200 North Columbus Dr	Chicago, IL 60601
312-565-8000		
Four Seasons Hotel Chicago	120 East Delaware Pl	Chicago, IL 60611
312-280-8800		
Gwen Hotel Chicago (formerly Conrad)	521 North Rush Street	Chicago, IL 60611
(312) 645-1500		
Hampton Inn & Suites Chicago Downtown	33 W Illinois St	Chicago, IL 60654
(312) 832-0330		
Hampton Inn Chicago Downtown/N Loop/Michigan Ave	68 E Wacker Pl,	Chicago, IL 60601
312-419-9014		
Hampton Inn Chicago Mag Mile	160 East Huron St.	Chicago, IL 60611
(312) 706-0888		

Hampton Inn Majestic Chicago Theatre District	22 West Monroe	Chicago, IL 60603
(312) 332-5052		
Hampton Inn Chicago McCormick Place	123 E. Cermak Road	Chicago, IL 60661
(312) 528-0122		
St. Jane Chicago (formerly Hard Rock)	230 North Michigan Ave	Chicago, IL 60601
312-345-1000		
Hilton Chicago	720 South Michigan Ave	Chicago, IL 60605
312-922-4400		
Hilton Garden Inn Chicago Downtown Magnificent Mile	10 East Grand Ave	Chicago, IL 60611
(312) 595-0000		
Hilton Garden Inn Chicago McCormick Place	123 E. Cermak Road	Chicago, IL 60661
(312) 791-1121		
Hilton Suites Chicago Magnificent Mile	198 East Delaware Place	Chicago, IL 60611
(312) 664-1100		
Holiday Inn Chicago Mart Plaza	350 North Orleans St	Chicago, IL 60654
(312) 836-5000		
Home2 Suites Chicago McCormick Center	123 E. Cermak Road	Chicago, IL 60661
(312) 528-0210		
Homewood Suites Chicago Downtown	40 East Grand Avenue	Chicago, IL 60611
(312) 644-2222		
Homewood Suites Chicago Mag Mile	152 East Huron Street	Chicago, IL 60611
(312) 787-2900		
Hotel Cass - A Holiday Inn Express	640 North Wabash Ave	Chicago, IL 60611
(312) 787-4030		
Hotel Chicago Downtown, Autograph Collection	333 North Dearborn St	Chicago, IL 60610
(312) 245-0333		
Hotel EMC2, Autograph Collection	228 E Ontario St	Chicago, IL 60611
312-915-0000		

Hyatt Centric Chicago Loop	100 W Monroe St	Chicago, IL 60603
(312) 236-1234		
Hyatt Centric Chicago Magnificent Mile	633 North St. Clair St	Chicago, IL 60611
312-787-1234		
Hyatt Place Chicago Downtown Loop	28 N Franklin St	Chicago, IL 60606
(312) 955-0950		
Hyatt Place Chicago River North	60 West Illinois St	Chicago, IL 60654
(312) 755-1600		
Hyatt Regency Chicago	151 E Upper Wacker Dr	Chicago, IL 60601
312-565-1234		
Hyatt Regency McCormick Place	2233 South Dr. Martin Luther King Jr. Drive	Chicago, IL 60616
(312) 567-1234		
Inn of Chicago	162 East Ohio St	Chicago, IL 60611
312-787-3100		
InterContinental Chicago Magnificent Mile	505 North Michigan Ave	Chicago, IL 60611
312-944-4100		
James Chicago	55 East Ontario St	Chicago, IL 60611
312-337-1000		
JW Marriott Chicago	151 West Adams St	Chicago, IL 60604
312-660-8200		
Kimpton Gray Hotel	122 W Monroe St	Chicago, IL 60603
312-750-9012		
Kinzie Hotel	20 West Kinzie St	Chicago, IL 60610
312-395-9000		
La Quinta Inn & Suites Chicago Downtown	One South Franklin Street	Chicago, IL 60606
(312) 558-1020		
Langham Chicago	330 N Wabash Ave	Chicago, IL 60611
(312) 923-9988		

Loews Chicago Hotel	455 North Park Drive	Chicago, IL, 60611
(312) 840-6600		
LondonHouse Chicago	85 E Upper Wacker Dr	Chicago, IL, 60601
(312) 357-1200		
Marriott Marquis Chicago at McCormick Place	2121 S Prairie Ave	Chicago, IL 60616
(312) 824-0500		
Millennium Knickerbocker Hotel Chicago	163 East Walton Place	Chicago, IL 60611
(312) 751-8100		
Monaco Chicago, A Kimpton Hotel	225 North Wabash Ave	Chicago, IL 60601
(312)960-8500		
MOXY Chicago	530 North LaSalle Dr.	Chicago, IL 60654
(312)527-7200		
Omni Chicago Hotel	676 North Michigan Ave	Chicago, IL 60611
(312) 944-6664		
Palmer House Hilton	17 East Monroe St	Chicago, IL 60603
312-726-7500		
Palomar Chicago, A Kimpton Hotel	505 N State St	Chicago IL 60654
(312) 755-9703		
Park Hyatt Chicago	800 North Michigan Ave	Chicago, IL 60611
(312) 335-1234		
Peninsula Hotel	108 East Superior Street	Chicago, IL 60611
(312) 337-2888		
Radisson Blu Aqua Hotel Chicago	221 N Columbus Drive	Chicago, IL 60601
312-565-5258		
Renaissance Chicago Downtown Hotel	One West Wacker Dr	Chicago, IL 60501
312-372-7200		
Residence Inn Chicago Loop	11 South LaSalle Street	Chicago, IL 60603
(312) 223-8500		

Residence Inn Chicago Magnificent Mile	201 E Walton Place	Chicago, IL 60611
312-943-9800		
Residence Inn Chicago River North	410 N Dearborn St	Chicago, IL 60610
312-494 9301		
Ritz-Carlton Chicago	160 East Pearson St	Chicago, IL 60611
312-266-1000		
Sheraton Grand Chicago	301 East North Water Street	Chicago, IL 60611
312-464-1000		
Silversmith Hotel Chicago Downtown	10 South Wabash Ave	Chicago, IL 60603
(312) 372-7696		
Springhill Suites Chicago Downtown River North	410 N Dearborn St	Chicago, IL 60610
312-644-4071		
St. Clair (formerly Red Roof Inn)	162 East Ontario St	Chicago, IL 60611
(312) 787-3580		
Swissotel Chicago	323 East Wacker Dr	Chicago, IL 60601
(312) 565-0565		
theWit Hotel - A DoubleTree by Hilton	201 N. State St	Chicago, IL 60611
312-467-0200		
Tremont Chicago Hotel at Magnificent Mile	100 East Chestnut St	Chicago, IL 60611
(312) 751-1900		
Trump International Hotel & Tower Chicago	401 North Wabash Avenue	Chicago, IL 60611
(312) 588-8000		
Virgin Hotels Chicago	203 N Wabash Ave	Chicago, IL 60601
855-946-6600		
W Chicago City Center	172 W Adams St	Chicago, IL 60603
(312) 332-1200		
W Chicago Lakeshore	644 North Lake Shore Dr	Chicago, IL 60611
(312) 943-9200		

Warwick Allerton Hotel Chicago	701 North Michigan Ave	Chicago, IL 60611
312-440-1500		
Westin Chicago River North	320 North Dearborn Ave	Chicago, IL 60610
(312) 744-1900		
Westin Michigan Avenue Chicago	909 North Michigan Ave	Chicago, IL 60611
(312) 943-7200		
Whitehall Chicago	105 E Delaware PL	Chicago, IL 60611
312-944-6300		
Wyndham Grand Chicago Riverfront	71 E Upper Wacker Dr	Chicago, IL 60601
312-346-7100		