



# McCormick Place/SMG

## EVENT EMERGENCY PLAN

**Telephone Numbers:**  
(On-Site locations)

Headquarters Office: \_\_\_\_\_

Press Office: \_\_\_\_\_

Show Management: \_\_\_\_\_

### EMERGENCY RESPONSE PROCEDURES

If an emergency occurs, immediately call McCormick Place Security at:

**McCormick Place: “312/791-6060” (or “6060” from a house phone)**

They will contact the City of Chicago 9-1-1 Center via their direct line. McCormick Place Fire Safety and Security Officers are trained to handle emergencies and will also respond to the incident.

If you choose to call “9-1-1” yourself, be sure to call McCormick Place Security at the above number, immediately thereafter.

#### General information you will need when reporting the incident:

- 1.) What is the nature of the emergency ?
- 2.) Where is it located ?  
(If inside an exhibit hall, report the number near the top of the closest column)

#### If the emergency involves someone who is ill or injured:

- 1.) State the overall condition of the ill or injured person.
- 2.) State the gender and approximate age of this person.

## **SPECIFIC EMERGENCY SITUATIONS**

For **McCormick Place** Emergencies: **312/ 791-6060**...or “**6060**” from a house phone

### **MEDICAL EMERGENCY**

- 1.) Don't *Panic* ! It can cause an ill or injured person to become more excited.
- 2.) Notify Security immediately by calling the appropriate number above.
- 3.) If you cannot leave this person, yell loudly, “*Help... Medical Emergency!*” and give your location.
- 4.) If the person is conscious, ask if he (she) would like you to help him (her).
- 5.) Do not move the person unless his/her life is in further danger.
- 6.) Only perform first aid techniques in which you are trained.
- 7.) Try to avoid any blood exposure. If exposed, advise the EMS personnel.
- 8.) Attempt to keep the ill/injured person calm, warm and re-assured.
- 9.) Protect the person's privacy, and try to avoid letting him/her see any injury.
- 10.) Avoid giving the ill/injured person anything to eat or drink.
- 11.) Once help arrives, lend assistance only if needed or asked.
- 12.) If an AED is needed, there are 92 at McCormick Place, most located in public spaces throughout these facilities. Once the door of an AED cabinet is opened, a signal will be transmitted to our Security Control Center, and in-house emergency personnel will be dispatched at once.

### **FIRE ALARM, FIRE and/or SMOKE SITUATION**

- 1.) If you hear a fire alarm, see a fire or smell smoke, immediately call Security at the appropriate number above, or by two-way radio. They will notify the Chicago Fire Department, if needed. If you call “9-1-1”, be sure to call McCormick Place Security immediately thereafter. McCormick Place has certified fire personnel on-duty who can quickly handle this situation.
- 2.) If an evacuation is needed, the Chicago Fire Department and/or Security will make an announcement over the building's P.A. system. They have specific plans, depending on the situation, to inform and direct all building occupants in a calm and clear manner. If it is deemed necessary to evacuate the building, specific instructions will be given by McCormick Place Management. **However, if a “clear and present danger” exists, begin evacuating those in danger to a safer location...**as you report the emergency to McCormick Place Security.
- 3.) Once outside the building, **DO NOT RE-ENTER** under any circumstances until you are told it is safe to do so. If you believe someone is still in the building, immediately notify the Fire Department or your Supervisor.

### **HAZARDOUS MATERIAL INCIDENT**

- 1.) Follow the same instructions as given above in Steps #1 through #4 for the “FIRE ALARM, FIRE and/or SMOKE SITUATION”.
- 2.) Otherwise, keep away from the area of any hazardous spill or leak so that you are not injured or harmed in any way. Many situations involving hazardous materials may not be easily seen or have any odor associated with them. Just because they could not be seen or smelled does not mean the situation is not dangerous.

### **BOMB THREAT CALL**

- 1.) A bomb threat should **ALWAYS** be taken seriously.

- 2.) Remain calm and attentive. Keep the caller on the phone as long as possible.
- 3.) Use a “bomb threat checklist”. If one is not readily available, ask the caller what the bomb looks like, when it will go off, and where/why it was placed.
- 4.) Listen for identifying characteristics and distinguishing background noises, and write them down, as well as the caller’s responses.
- 5.) If your phone has “Caller ID”, write down the number or “display” words.
- 6.) If there is someone else in the room, silently notify them of the call by pointing at the words “bomb threat” in your notes. Do not stop talking to the caller. The second person should call or locate Security immediately by land-line telephone or person-to-person contact. CELLULAR PHONES OR TWO-WAY RADIOS MUST NOT BE USED. They could accidentally detonate the device if within range or frequency.
- 7.) When the caller has hung up, notify McCormick Place Security and Show Management of the situation, again by a “land-line” telephone or person-to-person contact.
- 8.) Remain calm and wait for a follow-up threat from the caller.
- 9.) Do not tell anyone else about the threat.

### **SUSPICIOUS PACKAGE OR OBJECT**

- 1.) If for some reason an envelope, package or object appears suspicious as a possible explosive device, **DO NOT MOVE OR TOUCH IT !.**
- 2.) Immediately notify McCormick Place Security. Describe the object and why you feel it is suspicious. DO NOT USE A CELLULAR PHONE OR TWO-WAY RADIO. Use a land-line telephone or person-to-person contact. This reduces the risk of the device being accidentally activated.
- 3.) Facility staff and McCormick Place Security will clear the immediate area of people until proper authorities arrive and take control of the situation. If the facility deems it appropriate to evacuate the building, Show Management will be notified and appropriate steps will be taken.

### **SUSPICIOUS INDIVIDUAL(S)**

Pay attention to your surroundings. Alert McCormick Place Security immediately if you encounter anyone:

- 1.) Photographing, videotaping or sketching areas not commonly recorded in this manner - such as air intakes, corridors, exits, security checkpoints, etc.
- 2.) Monitoring or asking unusual/specific questions about the event or facility operations, personnel, deliveries, security, etc.
- 3.) Attempting to obtain or steal an event or facility ID badge/pass.
- 4.) Entering or attempting to enter a “restricted” area.
- 5.) Carrying and/or leaving a “suspicious” package or container.
- 6.) Making threatening remarks about the event or our facility.
- 7.) Behaving in a disruptive or an offensive manner.
- 8.) In general, anyone whose conduct appears “out-of-place” with regard to the event or convention industry.