

Georgia International Convention Center

# LIFE SAFETY GUIDE



# LifeSafetyGuide

## Georgia International Convention Center Emergency Response Plan

### Telephone Numbers

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Convention Center Security Center	(770) 907-3080
Convention Center Security Center (in-house telephone)	3080
City of College Park emergency services	911

### Plan Purpose

The purpose of this plan is to communicate procedures taken by the Georgia International Convention Center (GICC) staff to ensure the safety of our clients, exhibitors, and patrons prior to, during and after an emergency. This dynamic plan of action takes into account the interests of the facility, its staff, our clients, attendees, exhibitors, and vendors.

An emergency is an unexpected occurrence requiring immediate action. It may be manmade or natural and include, but is not limited to flood, tornado, fire, chemical spill, civil disturbance, toxic gas release, explosion or violence resulting in bodily harm or trauma.

The procedures in this plan establish a coordinated effort between GICC staff and local authorities. The goal is to reduce the loss of life and provide clear, concise communication during an emergency situation.

### Plan Overview

**Protecting the health and safety of everyone in the facility is the first priority during any emergency.**

Senior management on-site becomes the primary contact during the emergency—the Emergency Response Management Team (ERMT). The ERMT is responsible for overseeing all emergency activities. The ERMT duties include:

- Ensuring outside emergency agencies are contacted as needed.
- Evacuation of all persons when necessary.
- Directing the orderly shutdown of operations when necessary.

The GICC Event Coordinator is responsible for communicating with their client or Show Management about the emergency reported.

The client or Show Management assists the GICC in the evacuation process of event attendees and exhibitors, if necessary.

During an emergency, use the fastest line of communication possible (radio, telephone, face to face, etc.)

In-house telephones are located throughout the facility, see diagram A. The Security Center may be reached by dialing 3080.

The Security Center has a uniformed officer 24 hours per day, 7 days per week. When a general alarm sounds, evacuation of the facility is required. The ERMT and First Responders (usually the fire department) determines when re-entry of patrons is allowed.

Exit doors open in the direction of the exit path.

Room capacities vary depending on the set up and may not be exceeded.

Attendees are not allowed to stand in aisles or doorways.

Exit doors, fire alarm pull stations, fire hose cabinets, and exit signs may not be blocked or covered by displays or equipment. They must be accessible at all times.

**During an emergency do not congest radio frequencies.**

## Evacuation

**Remain calm** and proceed in an orderly manner.

Evacuation is required when an alarm sounds.

An announcement over the public address system advising all persons to proceed to the nearest exit is made. Under normal weather conditions, evacuation to the outside of the facility is required.

During inclement weather evacuation to the pre-function area may only be required.

GICC employees respond to their assigned area, follow the evacuation procedures, and wait for further instruction.

GICC Security personnel contacts 911 and ensures the proper notification of emergency response agencies.

- Event Coordinators monitor the radio emergency channel to determine the nature and the location of the emergency.
- Event Coordinators communicate with clients on the status of the emergency.
- Event Coordinators will coordinate the evacuation of attendees with their client.

GICC Security personnel will meet the responding emergency vehicles as directed.

College Park Fire Department or responding agency assumes command and dispatches their emergency personnel to the incident.

College Park Fire Department or responding agency official determines when the emergency situation is safe.

The ERMT confirms the safety condition of the facility and determines when to allow re-entry of patrons.

### **North Side or Front of the GICC:**

Most of the persons in this facility enter through the front doors or main entrances when attending an event. In case of an evacuation, attendees will generally exit from that same location. During an evacuation, attendees will be directed to the following refuge locations

1. Lot E (Backside)
2. West Lawn
3. East Lawn

See diagram B. Parking Attendants will have a portable bull-horn to communicate further instructions.

### **South Side or Back of the GICC:**

In the case of attendees who exit the facility from the south side of the facility, there are two (2) refuge locations. The first refuge area is located across the street near the Spring Hill Suite Hotel. The Open field next to the office building is available for persons exiting the South of the facility in an emergency. The Parking Manager, the Office Manager, the Business Manager or the Zone Leader will be available to direct attendees to this area. The second refuge location is the West Lawn. Attendees should come out of the exhibit hall exit doors, turn right and walk straight to the West Lawn refuge area. See diagram B.

## **Fire**

### **Life safety is the primary concern during any emergency**

Any person that sees, smells, or is informed of smoke or fire in the Georgia International Convention Center should initiate one or all of the following:

- Telephone 911 (no money is required on a pay phone)
- Activate A fire alarm pull station
- Telephone 770-907-3080, GICC Security Center
- Telephone 3080, from a GICC in-house telephone
- Radio GICC Manager on Duty
- In person Face-to-face contact

Speak slowly when communicating an emergency.

An AUDIBLE ALARM sounds over the public address system throughout the facility.

Follow the Evacuation Procedures. GICC will dispatch the Building Services staff to the location of the emergency and they will meet the responding Fire Department units.

The Fire Department Senior Ranking Officer on site notifies the ERMT when the emergency is under control.

The ERMT determines when re-entry to the facility is safe. Public safety is the primary concern when determining re-entry to the facility.

## **Medical Emergency**

Any person may dial 911 at anytime.

GICC Security Center may be reached by calling (770) 907-3080 or by dialing 3080 from an in-house telephone.

Do not attempt to render aid unless you are qualified to do so.

Automated External Defibrillators (AED) units are located throughout the facility for emergency use, see diagram A.

- Speak slowly when communicating an emergency.
- Notify the Manager on Duty of the medical emergency.
- Inform the Manager on Duty of the location and if 911 was called.
- **DO NOT attempt to move the person**

GICC Security personnel will meet the Medical Response Team and escort them to the location.

## **Automated External Defibrillator (AED) Unit Locations**

### **Exhibit Halls C & D**

On the wall, in between the entrances to the halls C and D

### **Exhibit Halls A & B**

Located beside the ATM machine, between the entrances to halls A and B

### **International Meeting Rooms (Suites)**

Located across from the Business Center, near the vending machines and family restrooms

### **North Ballroom Lobby**

Close to Salon 1, between the men's and ladies restrooms

### **South Ballroom Lobby**

Close to Salon 8, between the men's and ladies restrooms

## **Weather**

On receipt of severe weather watches or warnings issued by the National Weather Service (NWS), the following procedures are to be followed:

### **Severe Weather or Tornado**

#### **Remain Calm**

The GICC Event Coordinator notifies the client.  
The relocation order will sound throughout the facility, if necessary.  
GICC personnel will meet the emergency team responding.  
The ERMT will determine when evacuation is necessary.

## **Bomb Threat**

**Discontinue all wireless communication- radio, cell phone, pager, etc.**

All communications must be conducted via hard line telephone or personal contact. Do not announce the threat publicly. Do not search for the bomb unless instructed by local authorities.

Georgia International Convention Center  
 2000 Convention Center Concourse  
 College Park, GA 30337  
 Phone (770-997-3566) Fax (770-994-8559)



# GICC Emergency "Quick Tips"

### Facility Management

Name	Address	City	State	Zip Code	Phone Number	Fax Number
Mercedes Miller	2000 Convention Center Concourse	College Park	GA	30337	770-997-3566	770-994-8559

### GICC Security

Name	In-House Extention	Direct Dial In	Cell Number	E-mail Address	Fax Number
Robbie Christian	3080	770-907-3080	404-328-5483	<a href="mailto:rchristian@gicc.com">rchristian@gicc.com</a>	770-994-8559

### General Questions

Is Security staff 24h?	Is Security staff trained in the following? First Aid, CPR, AED Any other relevant training? Trained Crowd Manager	What other staff is trained First Aid, CPR, AED?	How are clients notified of an emergency? Horn/Strobes and PA System	Is there any alternative method? In Person
Yes, limited		Various		
Does your venue/facility have backup electrical power generators in the event of a power failure?	Who will assist and direct guests out of the building if the emergency requires evacuating the facility or relocating to another part of the building?	Where is the main staging area for clients and guests?	Is there an alternate staging area?	
Yes	Zone Leaders: Various Departments	Outside in the back of the Parking Lot and West Lawn	The open field next to the Springhill Suites	

If guests can not return to the building does the facility have a temporary housing plan for the guests? No

### Hotel Information

Name	Address	City	State	Zip	Phone Number
Marriott Gateway	2020 Convention Center Concourse	College Park	GA	30337	404-763-1544

### What message or directions are they given for the type of emergency?

Fire	Earthquake	Power Outage
May I have your attention. May I have your attention, please. The facility is being evacuated, please move calmly and orderly to the nearest exit.	May I have your attention. May I have your attention, please. Please move toward the ballroom to take shelter.	May I have your attention. May I have your attention, please. The facility is being evacuated, please move calmly and orderly to the nearest exit.

Tornado	Windstorm
May I have your attention. May I have your attention, please. Please move toward the ballroom to take shelter.	May I have your attention?! May I have your attention, please?! Please move toward the ballroom to take shelter.

### Are there any other methods of notifying the clients/guests?

The various Zone Leaders will notify all clients and guests with bullhorns and complimenting hand signals.

### How will this information be disseminated to the guests?

Announcements will be made via the PA (public address) system by individual staff members.

Does the facility/venue have medical staff on site? No

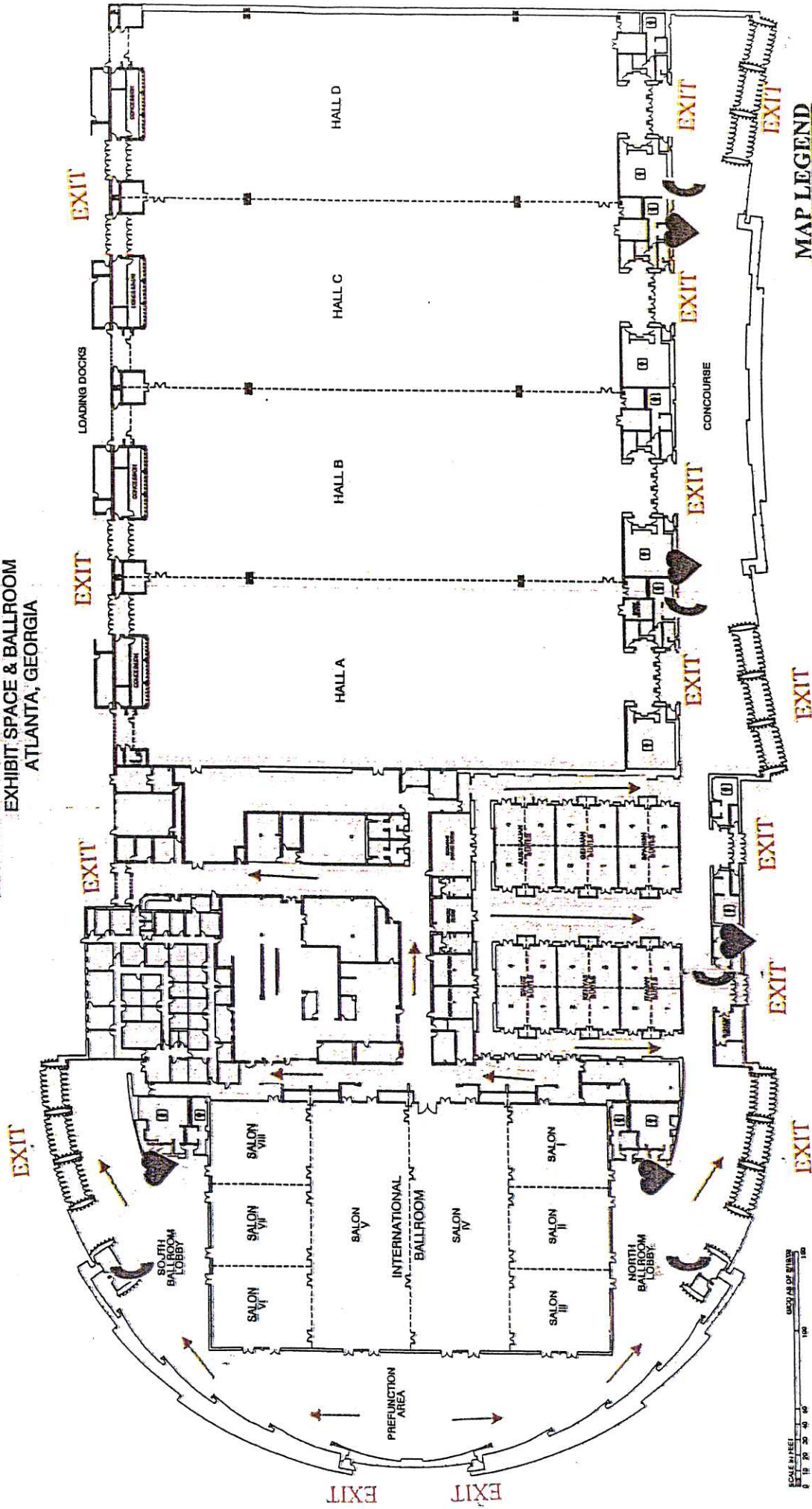
### If yes, where ?

Nearest Hospital	Address	City	State	Zip	Phone Number
South Fulton Medical Center	1170 Cleveland	East Point	GA	30344	404-466-1170

If a client/guest needs to be transported to a medical facility who or what agency is called?					
Name	Address	City	State	Zip	Phone Number
College Park Fire Department	3737 College Street	College Park	GA	30337	404-766-8284
Is above listed hospital used by Fire Departments Paramedics or other agency when it is necessary to transport?					Yes
What is the closest clinic or hospital for non-life threatening illnesses or injuries?					
Name	Address	City	State	Zip	Phone Number
Summit Urgent Care	3515 Camp Creek Parkway	East Point	GA	30344	404-344-7337
Emergency and non-emergency phone numbers for:					
	Police Department	Fire Department	Ambulance		
Emergency Contact	911	911	911		
Non-Emergency Contact	404-766-3618	404-766-8248	404-766-8248		
Are in room safes available?			Are safety deposit boxes/safes available?		
N/A			No. We can rent from an outside source.		
Other information that should be considered for the safety of clients/guests using your facility.					
Please see attachment.					

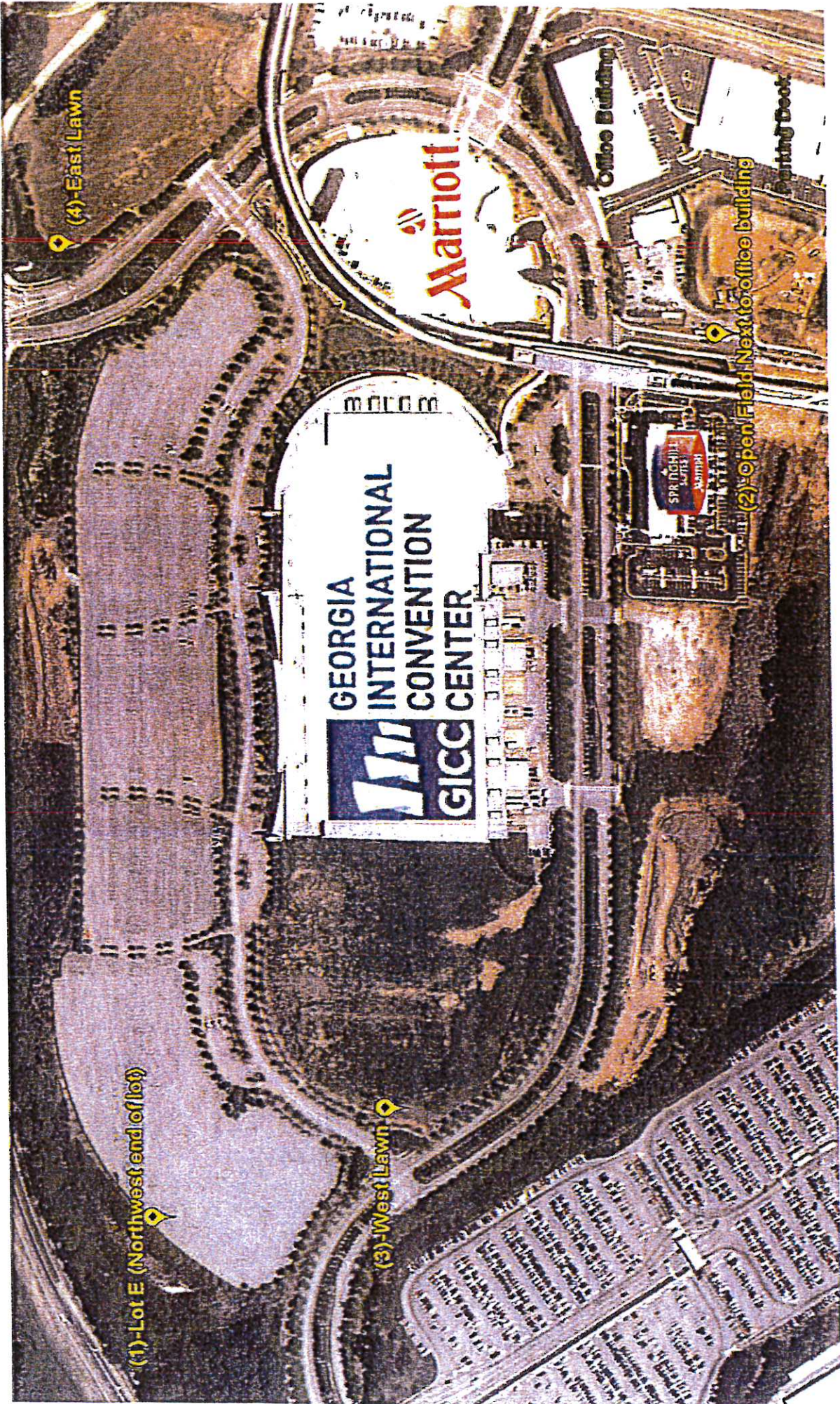


GEORGIA INTERNATIONAL CONVENTION CENTER  
EXHIBIT SPACE & BALLROOM  
ATLANTA, GEORGIA



Emergency Building Layout

- MAP LEGEND**
-  In-House Telephone
  -  Heart Defibrillators



(4) - East Lawn

Marriott

Office Building

Parking Deck

(2) - Open Field Next to office building

GEORGIA  
INTERNATIONAL  
CONVENTION  
CENTER

GICC CENTER

(1) - Lot E (Northwest end of lot)

(3) - West Lawn

SPRITCHIE  
HOTEL