



Convention & Performing Arts District

EMERGENCY ACTION PLAN 2025



**On-site
Security:
279-203-6068
916-808-5740**



In partnership with our valued clients and suppliers, the SAFE Credit Union Convention Center strives to create a safe and secure environment for everyone's enjoyment. The following guidelines are strongly recommended in order to support our collective efforts in ensuring smooth and successful event activities.

BUILDING SECURITY

The SAFE Credit Union Convention Center has a 24-hour general building security augmented with both cameras and alarm systems. Cameras scan interior and exterior public areas and house security staff can be dispatched quickly to investigate situations as necessary.

EMERGENCY PREPAREDNESS

The SAFE Credit Union Convention Center has an ongoing program of emergency response training for all key personnel including management, official suppliers, security and staff. Emergency preparedness plans are updated regularly and drills are conducted annually. Should there be an emergency; the facility's **Chain of Command, starting with On-Site Security** will lead the implementation of the plans and procedures.

On-site Security

279-203-6068

916-808-5740

MEDICAL EMERGENCIES

In the event of an emergency, **alert our on-site security office team at 279-203-6068 or 916-808-5740** or dial 911. Security will respond immediately and will further contact external emergency agencies as needed.

“Chain of Command” will alert all employees via facility two-way radios and/or by verbal personal contact.

When department heads and supervisors hear the alert, they are immediately responsible for notifying all employees on their shift regarding the emergency, discretely and away from the public that a facility emergency is in progress.

EVACUATIONS

If for any reason the facility or one part of the facility must evacuate, instructions will be given via the facility’s public address system. Once the announcement is made, please exit quickly but calmly following the directions of the public announcement and of SAFE Credit Union Convention Center staff in the area. If possible, take staff and attendee lists and proceed to the appropriate “muster station” where SAFE Credit Union Convention Center staff will be positioned. Please remain at this location until SAFE Credit Union Convention Center staff advises that it is safe to return to the facility.

When Evacuating

- Remain quiet and alert for additional instructions.
- Do not use elevators or escalators.
- If there is smoke, stay low to the ground and keep moving.
- When exiting staircases at street level, continue moving away from the building.
- Always follow police and fire department directions.
- Do not re-enter the building without authorization.

Once the entire building has been evacuated, staff will make a final check of all public areas. No one will be allowed to re-enter the facility. This is necessary to avoid the injuries and/or traffic collision resulting from the reversing flow of pedestrians and vehicles trying to re-enter.

When the decision is made by the police and/or fire department to re-enter the facilities, the **“Chain of Command”** and staff should enter the building first to get all show areas ready to resume the event. Once the **"Chain of Command"** has determined the building "Show Ready," show managers and exhibitors should be allowed in and given time to get ready for patron re-entry.

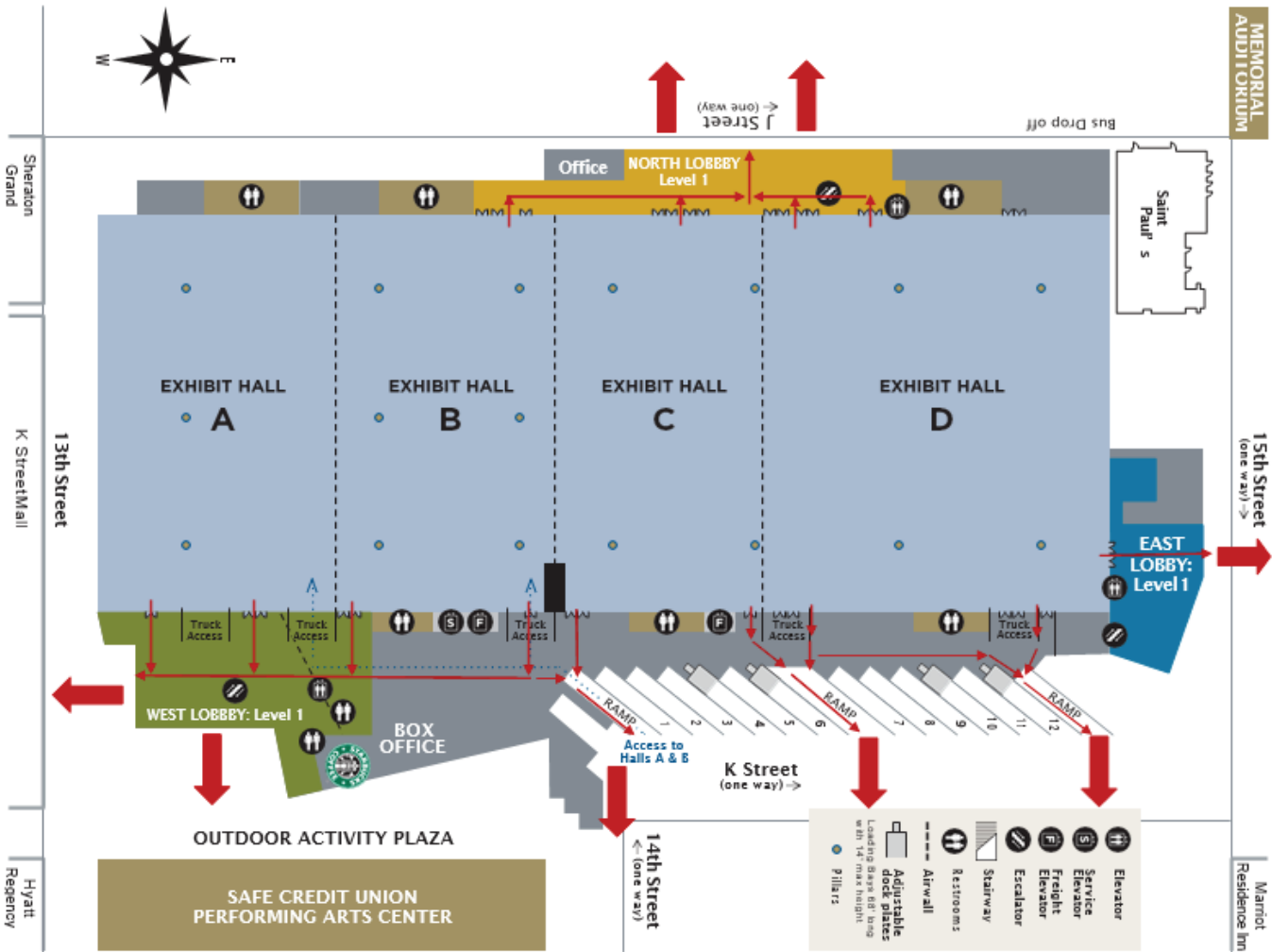
ACTIVE ASSAILANTS

As Active Assailant situations are unpredictable and evolve quickly, any personnel whom may find themselves in an Active Assailant scenario should follow our guidelines dependent on the threat posed to them (something only each individual will be in a position to assess):

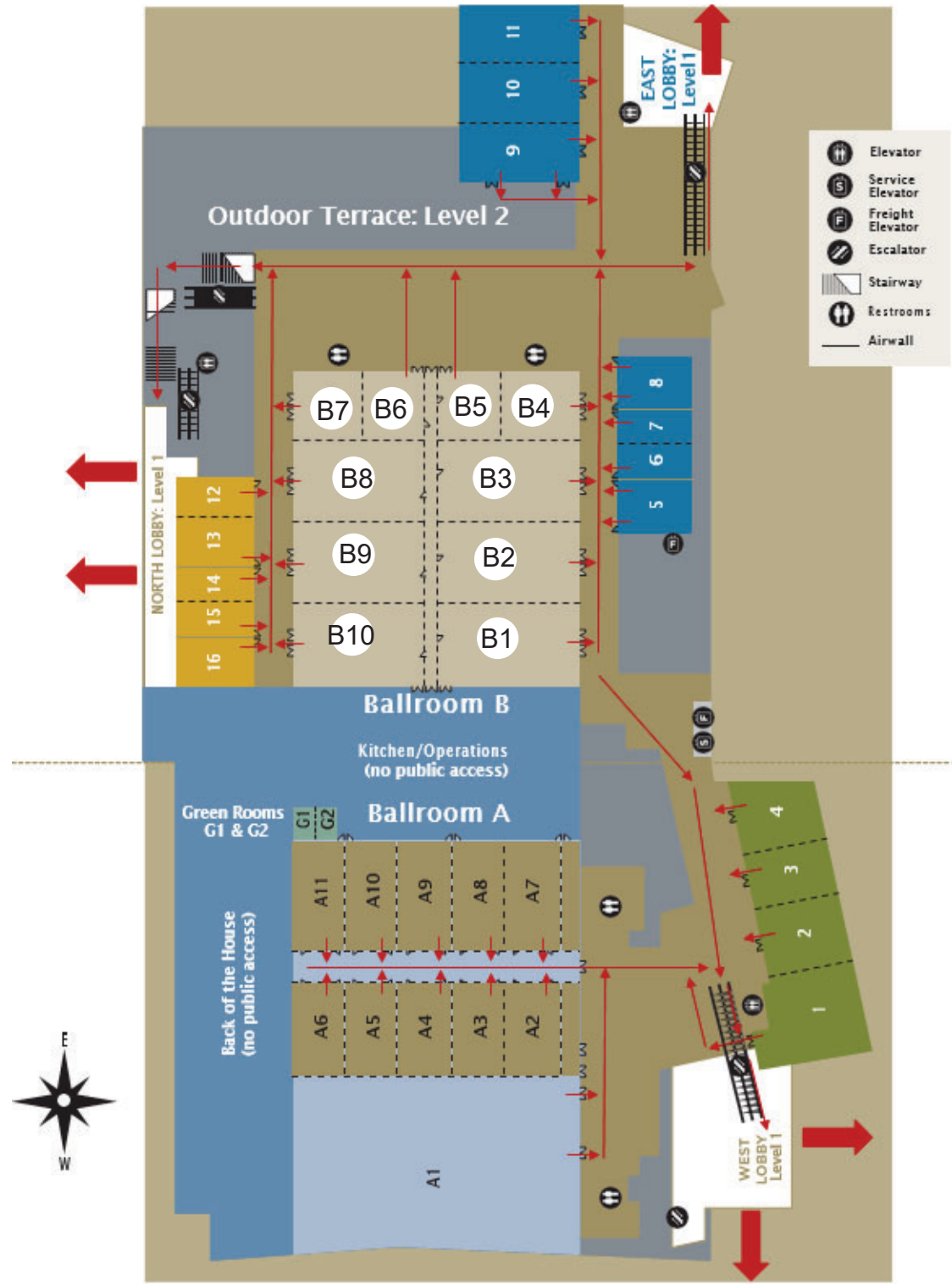
- ☐ Remain calm
- ☐ Do not activate the fire alarm system
- ☐ Know your surroundings, exits and where they lead
- ☐ Adopt a run, hide or fight strategy
- ☐ Once clear of the immediate danger or when safe to do so, **please call 279-203-6068** to inform security of the situation with the following information:
 - o Your name
 - o Exact location of incident (office, meeting room etc.)
 - o Number of suspects as well as physical description (if possible)
 - o Type of weaponry in use (if known or can be described)
 - o Indication of number of people onsite (if known)
- ☐ Your current location
- ☐ Security will contact the Sacramento Police Department to attend the site and apprise them of the situation
- ☐ Depending on incident specifics, Security will activate the public address system to either order an immediate evacuation, by area or the entire building, or instruct attendees to shelter in place until it is deemed safe to evacuate. When instructed to evacuate the building ensure that you leave the immediate vicinity of the building and do not gather at a muster station.

EVACUATION MAPS

SAFE Credit Union Convention Center Level 1

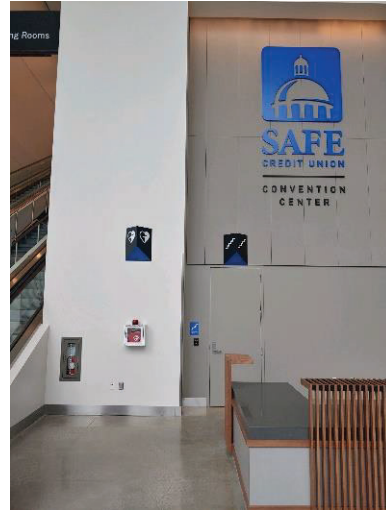


SAFE Credit Union Convention Center Level 2



AED LOCATIONS

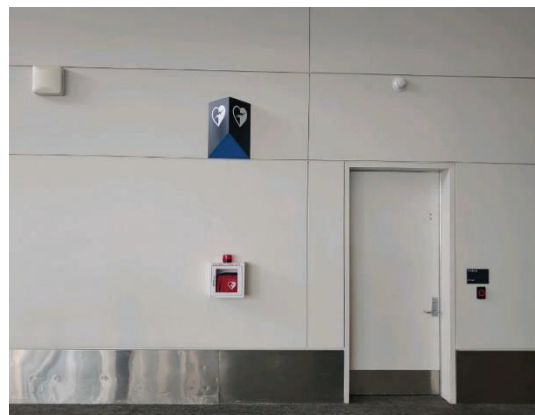
- 1st floor East Lobby



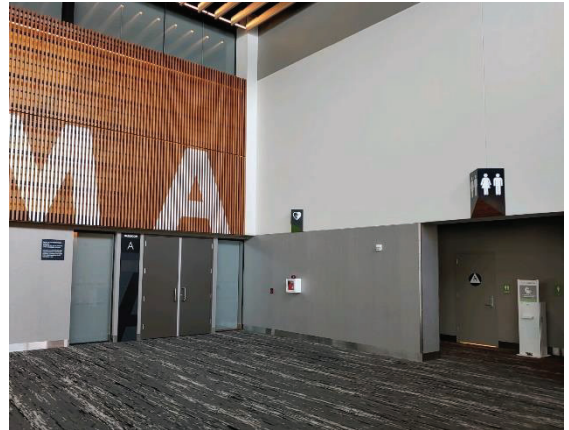
- 1st floor West Lobby



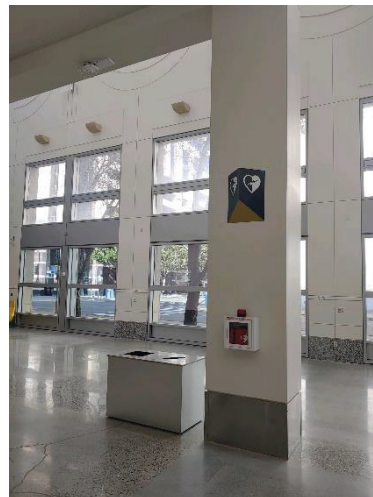
- 2nd floor East Lobby



- 2nd floor West lobby



- 1st floor North Lobby



- 2nd floor North Lobby

