

# Monroe Convention Center

## EMERGENCY ACTION PLAN

2023

**I. Purpose**

The purpose of the Emergency Action Plan is to identify actions and coordinated efforts to assist for the safety of all occupants within Monroe Convention Center.

For questions please call the MCC office at 812.336.3681 or email [info@bloomingtonconvention.com](mailto:info@bloomingtonconvention.com).

**II. General Procedures**

In the event of a disaster or potential threatening weather, the Manager on Site for the Monroe Convention Center, will oversee preventative and response efforts.

<b>Designated Manager On Site</b>	Determined for each event:	Contact Info: Located: Front Lobby Desk
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- **Emergency Control Center**

The Emergency Control Center is located at the Main Floor Lobby Desk

- **Communication**

The Designated Manager on site will have cell phone communication with the Emergency Control Committee and contact with the Event Representative.

One of the below team members will be assigned as Designated Manager on Site for each event:

<b>FOH Manager</b>	Thomas Tiggelman	
<b>Mtn &amp; Operations Manager</b>	Patrick Smith	
<b>Executive Director</b>	Talisha Coppock	
<b>Event Manager</b>	Lisa LaMarca	
<b>Sales Manager</b>	Jean Kautt	
	Chuck Cohenour	

- **Emergency Control Situation**

Upon being contacted by Designated Manager with the possibility of declaring a **CODE ORANGE or CODE RED**, all Emergency Control Committee members and Event Contact on site will report to the Emergency Control Center.

The final call for any **CODE** upgrade or event closure will be made by the Designated Manager.

## **CODE GREEN** (All clear)

- **Code Changes Requiring Action**

**CODE ORANGE** (Severe weather within **50** miles). or **OTHER THREAT** if possible. The Designated Manager determine a **CODE ORANGE**, he and the emergency team members will notify on-site event contact in person and other support personnel in person of the CODE upgrade and have them meet at the lobby desk to prepare for a possible upgrade to **CODE RED**. Announcement to building occupants of the Code Orange by building microphone located in main office or in person.

**CODE RED** (Severe weather Warning issued by the National Weather Service or other occasion to close the event or Other Threat). Should a **CODE RED** situation arise, the Designated Manager on Site will contact all Emergency Control Committee members by text, radio or in person if possible. He and the Emergency Control Committee members will notify all occupants and other support personnel in person of the CODE upgrade A verbal announcement using the building microphone located in main office will be made that the **event is now closed** and they should seek shelter.

**Announcements of CODE RED** - Designated Manager or designee will make the announcement.

The Designated Manager and Team Members on site will begin evacuation of

the event.

Note: If electricity goes out, battery operated exit lights will come on. There is not a back up generator for the building to continue meeting.

- **Emergency Notification of CODE RED**

Warning may come from any one or more of the following sources:

- Monroe County Alert system
- Outdoor warning sirens
- Bloomington Police Department

- **Emergency Shutdown of Operations**

An emergency shutdown of operations will be ordered by the Designated Site Manager or the Bloomington Police Department as follows:

Temporary Closure of Meeting

- Tornado: Occupants will be encouraged to take shelter on main floor away from glass.
- Any situation as determined by the Designated Manager, Event Contact or the Bloomington Police Department.
- Resumption of the event, following a temporary shutdown, will be announced in person or by amplified announcements whenever possible.

Permanent Closure

- Severe weather or other expected to last until close of event
- Earthquake or other acts of nature
- Fire
- Mass civil disturbance
- Bomb threat, Active Shooter
- Hazardous materials spill - notify Designated Manager and stand clear
- Other conditions deemed necessary by Designated Manager, Bloomington Police Dept. or Monroe County Emergency Management.

- **Fire and Other Evacuation Procedures**

Area evacuation is noted by an announcement from the Police Dept., indoor or

outdoor warning sirens, and/or by amplified announcements by Designated Manager. Event is closed- guests are required to evacuate immediately

## **Fire**

Assess Situation

Use extinguisher if appropriate

Pull alarm if you are near one

Evacuate building through nearest exit. Encourage to go to west parking lot across Blaine Trail and account for personnel.

Exits are marked and posted in each room

Do not use elevators, assist disabled, elderly, children occupants with no risk to yourself

Call 911 when you are safe Tell location and type of emergency

Fire Department is the only entity allowed to issue an all clear and reset the alarms.

## **Active Shooter**

Note exits in case of emergency.

Assess situation for most reasonable way to protect your life - ideas below:

**Run.** Leave belongings. Determine exit. Windows? Halls?

**Hide** Block entry to your hiding place.

**Fight** As last resort if in imminent danger incapacitate shooter, throw items at them, act with physical aggression

Call 911 when safe to do so.

Bloomington Police Department will take lead when on site.

- **Medical Emergency**

Occupant should Call 911 if serious or life threatening. Provide instructions to dispatch on location at Monroe Convention Center, 302 S College Ave. Contact Designated Manager on Site to ensure 911 called.

\*Prior to the event Client may hire Security to provide Specific First Aid Assistant for group.

Do not attempt to render medical aid unless qualified to do so or advised by 911 operator. Do not attempt to move the person unless there is an active emergency evacuation in process.

The AED defibulator is located at the Main Office check in at Lobby Front Desk

For minor first aid a customer first aid kit is available at the Main Floor Lobby Desk

An accident form should be completed describing the accident and injured contact information.

- **Missing Children**

- A lost child or parent missing a child will work with Designated Manager on site and be taken to the Main Floor Lobby Desk. The Event contact and public announcement to occupants in building notified as well as City of Bloomington Police Department.