

McAllen Convention Center

Safety and Security Procedures

Safety And Security

1. Emergency telephone number. In an emergency call 911, then immediately notify the BUILDING SECURITY DESK at 956-681-3830. All phones are equipped with a sticker listing these emergency numbers. You should give the following information when reporting an emergency:

1. Type of Emergency
2. Location (Sample : Breakout Room 101, Exhibit Hall A or B)
3. Your Name
4. Your Telephone Number

2. Safety monitors. Complete lists of monitors are maintained by the front desk receptionist. In case of emergency, notify the Building Monitor Desk, the receptionist, and the Office Manager.

3. Report all incidents. All incidents of fire, no matter how minor, must be reported to building monitors. All incidents regarding security, including fires, should also be reported to the Building Monitor . This includes thefts, suspicious persons, obscene phone calls, bomb threats or other such incidents.

4. Emergency areas and equipment

a Corridor speakers are connected to the building security desk, allowing security professionals to communicate with a floor in danger and control evacuation of that floor. In an emergency you should remain calm and listen for instructions, which will be given over the building public address system.

b. Smoke detectors are located throughout the office and automatically signal the electronic console at the building monitor desk if smoke is detected.

c. Overhead sprinklers are placed in every room or area and are automatically tripped by heat.

g Fire alarms are located inside exhibits area , lobby ,and back of the house.

h. Fire extinguishers are located in the lunch room and directly outside all rest rooms.

5. Evacuation Procedures

a. Listen for instructions from the corridor speakers on each floor. Building security personnel will give detailed instructions as they coordinate evacuation routes and send emergency personnel to affected floors.

b. Follow the safety monitors' direction If you are told to evacuate by way of a specific route area, go directly to that route area. If you are told to go to

the reception area, do so and wait further directions there.

- (1) Walk single file.
- (2) Move quickly, but do not run.
- (3) Do not stop to go back to pick up anything.
- (4) Do not smoke.
- (5) Do not talk, unless necessary.
- (6) Before opening a door, feel it. If it is hot, do not open it. keep a fire confined to a small area.
- (7) When the monitors are sure that the floor has been completely evacuated, they will close doors behind them. This will slow the spread of a fire.

Power Failure

(1) An emergency power generator is located in the basement of the building. if the normal power supply is interrupted, the emergency system will take over in a matter of seconds to provide emergency lighting and limited elevator service. The engineering office will restore normal service as soon as possible.

(2) Turn off all machines - computers, typewriters, adding machines, photocopy machines - to conserve power and avoid overload when power is restored

(3) Open all doors, shades and curtains to allow natural light to filter throughout the office.

(4) Stay where you are, unless told by a monitor to evacuate.

(5) If you are in the elevator, do not panic. The car will not fall. Press the red alarm button and let the building office know where, who, and how many you are. A public address system is installed in each car, and instructions will be given to you over this system.

(6) All receptionists and safety monitors have flashlights at their desks.

Assault.

- (1) Scream - your voice is one of your best weapons.
- (2) Try to run from the assailant. If you are alone at night, try to reach a telephone.

Bomb Threat.

(1) If you answer the phone and receive a bomb threat, do not panic. This call may be the only opportunity to obtain

information about the bomb. Have someone else listen to the call without letting the caller know, if possible. Listen, except to tell caller that the building is occupied and that to prevent death and injury you must know:.6

- (a) When is the bomb going off?
- (b) Where is the bomb?
- (c) What kind of bomb is it?
- (d) What does it look like?
- (e) Why was it planted?

(2) Call the building security desk or building office and tell them you have received a bomb threat. A security guard will discuss all the information you have obtained.

(3) Call the Office Manager or one of the receptionists. Speak only to one person, but reach at least one of them. Do not tell anyone else unless directed to do so.

(4) During or immediately after the call, fill out the bomb threat checklist at the end of this section.

(5) Do not touch any strange object. Report its location to a monitor, and follow the monitor's directions.

Medical emergencies.

For any injury or illness requiring emergency medical treatment:

(1) First call 911, then call the building monitor desk. Security guards are on duty at all times and can arrange for medical treatment. Be sure to tell the building monitor desk where you are, who you are, the types of emergency and your telephone number.

(2) Notify any monitor or security to get a first aid kit and find out which firm personnel might be able to render first aid while waiting for professional help to arrive.

(3) Any on-the-job injury or illness which is related to job conditions should be reported to your supervisor and the personnel department.

(4) When CPR is required (heart attack, fainting, blocked windpipe), call the monitor or security on the floor for the CPR trained employees on that floor.

7. Office security.

The firm offices need to be secure because we have valuable items in the

office, we are required by the ethical canons to protect the confidentiality of our client materials, and we own proprietary materials which enhance our ability to provide quality legal services to our clients.

a. Lobby doors. Lobby doors should never be propped open, especially during off-hours, and employees who find them open should shut them immediately. Firm employees are issued keys to permit them access to the offices during off hours. Under no circumstances should the keys be given to anyone who is not an employee of the firm.

b. Visitors. All visitors to the office must be greeted in the reception or dock area and escorted to the appropriate office or conference room. Please discourage friends and relatives from entering our office directly. Anyone who sees an unescorted, unfamiliar person should tactfully ask that person who he/she is looking for and should offer assistance in locating that person or department. (Please note that a person may be found in private offices as well as in back of the house.) If the person says he/she is in the wrong place, he/she should be escorted to the lobby area or onto the office of the building monitor. Those who are visitors after hours should make arrangements for them to be permitted access to our floors. Standard forms for this purpose are available from the personnel department.

Identification

McAllen Convention Center employees are issued City of McAllen employee I.D Cards upon employment. Convention Facilities employees are also issued photo identification badges; most employees who are issued a badge are required to wear it at all times when on the job (see your supervisor for instructions on when wearing your name badge is required). No identification badge is to be loaned to any other person at any time. Lost cards, identification cards and badges must be reported immediately to your supervisor.

See the Office Manager for the procedure for replacement of staff identification cards for instructions on replacement of a lost or stolen staff identification card. For replacement of a City of McAllen identification badge, see your supervisor.

Keys and key cards

All keys, key cards, and other means of electronic access must be safeguarded while on duty and locked up at the end of the work shift. Keys or key cards are not to be tagged or marked with easily recognizable identification of the building to which they provide access. Key indexes cross-referencing key numbers and buildings are to be encrypted and kept secure and separate from secured key storage areas, or not produced if they cannot be encrypted. Keys to convention facilities and properties are not to be duplicated by staff, and must not be loaned to anyone else.

Employees who are subject to recall after hours, or who have been authorized by their supervisor to take home their office keys, should take home with them only those keys that are necessary to access their shop or office and key storage areas. All managers and supervisors are responsible for establishing and enforcing procedures appropriate to secure the keys and key cards in

use by their units. Unannounced key inventories are to be conducted at least annually by unit managers or supervisors. Lost keys or key cards must be reported immediately to your supervisor(or, if after working hours, to the Building Monitor). All keys must be returned to the unit supervisor or manager before leaving the premises on the last day of employment.