

## Event Services

# Emergency Procedures

### Medical Emergencies

If a medical emergency occurs while you are at Washington State Convention Center (WSCC), please contact WSCC Security Control Office immediately.

To contact WSCC Security Control:

- Dial x5127 from any house phone located in the facility
- Dial 206-694-5127 from any phone
- Pick up one of the red phones located in elevator lobbies for automatic connection to WSCC Security Control
- Ask any uniformed WSCC employee for assistance

WSCC requests that guests NOT contact 911 directly when possible.

Contacting WSCC Security Control will greatly minimize the response time of emergency response units, in the event that they need to be dispatched to the facility. WSCC Security Officers can lead emergency response units directly to the individual in need.

If a medical emergency occurs **OFF** the WSCC premises, call 911.

### AED Machines

AED machines are placed at various locations throughout the facility. Your WSCC Event Manager (EM) can provide you a list of those locations.

### Fire Alarms / Evacuation

On occasion, fire alarms will sound during events at WSCC. If you are in an affected area at the sound of a fire alarm, please vacate the space to a nearby non-affected area. *Full building evacuations are rare at WSCC.* If evacuation is necessary, the decision will be made by WSCC supervisors and managers. At that time, a facility-wide announcement will be made and WSCC staff will direct all guests to the nearest and safest exit.

### First Aid

Depending on the type of event and number of attendees, Emergency Medical Technicians (EMTs) may be onsite during your event. WSCC reserves the right to set the final staffing levels and hours required. Please coordinate with your EM directly to find out if EMTs will be staffed during your event.