

APPENDIX M: HALIFAX CONVENTION CENTRE: GENERAL EMERGENCY PROCEDURES

ACTION TO BE TAKEN FOR A MEDICAL EMERGENCY:

Call 911. If you don't have a mobile device with you, you can also pick up any of the black house-phones that are located throughout the Centre. These phones dial direct to our security team, who will dispatch our emergency response team to your location. Our security team members are qualified in First Aid, CPR and the use of the Automated External Defibrillator (AED).

ACTION TO BE TAKEN IN CASE OF A FIRE:

1. **If you see smoke or fire, activate the fire alarm pull station closest to you.**
2. Our fire safety system deploys a 2 stage alarm. Stage 1 is a slow alarm and Stage 2 is a fast alarm.
3. During Stage 1 (slow alarm), you will hear a pre-recorded message which will direct Halifax Convention Centre staff to respond, including activation of our Fire Warden team (visible in red hats/vests) who will be updated on the situation. At this time you should:
 - Cease all work.
 - Identify the nearest fire exit to you (marked by green 'running man' signs).
 - Be prepared to evacuate.

Within a few minutes of the alarm activating, announcements will be made over the Emergency Public Address system providing additional information and instructions.

4. Upon being told to evacuate at Stage 2 (fast alarm), fire wardens and other staff will direct guest to the nearest fire exit and the emergency muster area, which is the Grand Parade Square in front of City Hall and Saint Paul's Church, accessible via Argyle Street.
5. Elevators will be not be available during an emergency, so please identify any mobility-challenged persons to Halifax Convention Centre staff who will plan for their evacuation, if required.
6. All guests will be informed if and when it is deemed safe to return to the facility.
7. If there is a power outage, all hallways are equipped with emergency lighting. This will enable you to leave the facility via designated exits.

ACTION TO BE TAKEN FOR AN ACTIVE AGGRESSOR:

In the unlikely event of an active aggressor, Halifax Convention Centre follows the Run-Hide-Fight procedure. Every individual will need to determine which steps to take based on their location in the facility.

The Centre will deploy the following tools to notify guests of an active aggressor:

- **Audible:** You will hear the following message: ALERT! There is an active threat. RUN or ESCAPE if you can. HIDE if you cannot escape. FIGHT as a last resort."
- **Visual:** You will see the following on the screens outside each meeting room:



RUN/ESCAPE: Look for the Green 'Running Man' Signs to exit.



HIDE: Locate a SAFE ROOM on any level of the Centre. Deploy the NIGHTLOCK (found in case on the wall) to ensure door can't be opened from the outside. Some rooms have 2 doors so be sure to engage both.

ACTION TO BE TAKEN FOR A BOMB THREAT:

If you receive a bomb threat, notify your Event Manager or other Centre staff who will escalate appropriately. Alternatively, you may reach Security by picking up a black house phone which will dial direct to the operator.