

# EMERGENCY ACTION PROCEDURES



Security Command is staffed at TCC 24 hours a day, 7 days a week and can be reached at:  
(813) 274-7791

This is your point of contact for disturbances, suspicious persons or packages, assaults, threats, theft, missing persons, interference by protestors or any other urgent matter. A security officer will be dispatched to the location of the incident and will contact law enforcement as required.

For any significant emergencies, please dial 911 before contacting Security.

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## **Fire Alarm Evacuation**

If the fire alarm is activated, proceed to the closest exit. Evacuation location will be announced during emergency announcements.

- Follow instructions per PA announcements or TCC Staff
- Remain at the evacuation location until the “all clear” is given by Emergency Response or Event Manager (EM)
- Maintain contact with your EM during emergency
- After the “all clear,” return to the building and assess any damages

## **Severe Weather**

If severe weather is detected close to the facility, direct people outside to move inside away from doors and windows. Shelter in place until an “all clear” is announced by radio or PA system. Emergency directives will be provided to TCC by the City Emergency Operations Center if area wide.

## **Active Shooter/Person with Weapon**

In the case of an active shooter, information will be passed from TCC staff to clients and guests. The fire alarm will not be sounded. The Department of Homeland Security recommended procedure is to RUN, HIDE (if you cannot run), or FIGHT (if you cannot hide). Please exit the building with hands held high in case law enforcement is already on scene. Obey all commands given.

## **Missing Person/Child**

Provide detailed physical description, special needs, and last known location to Security

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Command or TCC Staff. Security will make an announcement and conduct search operations. When found, the child will not be moved by staff unless in an emergency.

## **Bomb Threat**

If a bomb threat is received, please notify Security Command via land-line or in person. Avoid use of cellphones or radios. Security will notify Emergency Response and provide additional instructions to building occupants. If a building-wide evacuation is required, the fire alarm will be activated to evacuate the building.

## **First Aid/Medical Assistance**

For significant emergencies, call 911 before contacting Security Command or EM. Include location and severity of situation. The EMT, if available, will be dispatched to the location of the emergency. Do not relocate the injured person unless they are in immediate danger.

## **Suspicious Person**

Call Security Command or notify nearest TCC Staff of any unruly or suspicious persons. Provide as much identifying information as possible.

## **AED-Automated External Defibrillator**

On-site paramedics are equipped with portable AED devices when dispatched. Additionally, there are 12 AEDs located in public areas throughout the TCC property.

### **First floor:**

1. Inside the Franklin Street Entrance Alcove (next to Ballroom D)
2. Inside Rotunda (near the water end of the building) across from Street Eats café (between Meeting Room 117 & Ballroom A)
3. Across from Meeting Room 110
4. Outside at Big Ray's Fish Camp (by The Sail Plaza)

### **Second floor:**

5. West Registration (on column across from The Landing - near water end of the building)
6. East Registration (on column across from Embassy Suites Skywalk pedestrian bridge)

### **Third floor:**

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7. At Central Hall Entrance (on West Hall side)
8. At East Hall Entrance
9. Back of East Hall (between the women's restroom and the emergency exit)
10. Back of West Hall (between the West Grill and the emergency exit)
11. Outside Meeting Rooms 304-305

## **Fourth floor:**

12. Outside Meeting Room 411-412

## **Hospitals within 4 miles or less:**

- Tampa General Hospital (Level 1 Trauma) - 1 Tampa General Circle
- Memorial Hospital - 2901 W. Swann Avenue
- St. Joseph's Hospital (Level 2 Trauma) - 3001 W. Dr. Martin Luther King Blvd.

## **Elevator Entrapment**

Push the emergency bell to alert persons nearby. Use emergency telephone intercom on control panel to contact Security Command. Do not attempt to force the elevator doors to open. Do not attempt to climb out of elevator. Wait for direction from Emergency Response or TCC Staff.

## **Power Outage**

A generator will activate emergency lighting in hallways, stairwells, restrooms, ballrooms, meeting rooms and exhibit halls within 5 seconds of a power interruption for at least 24 hours.

## **Hazardous Material Spill**

Notify TCC staff immediately of a hazardous material spill. Quarantine spill area to prevent personal contamination. TCC staff may call for fire alarm evacuation or shelter-in-place to limit exposure.

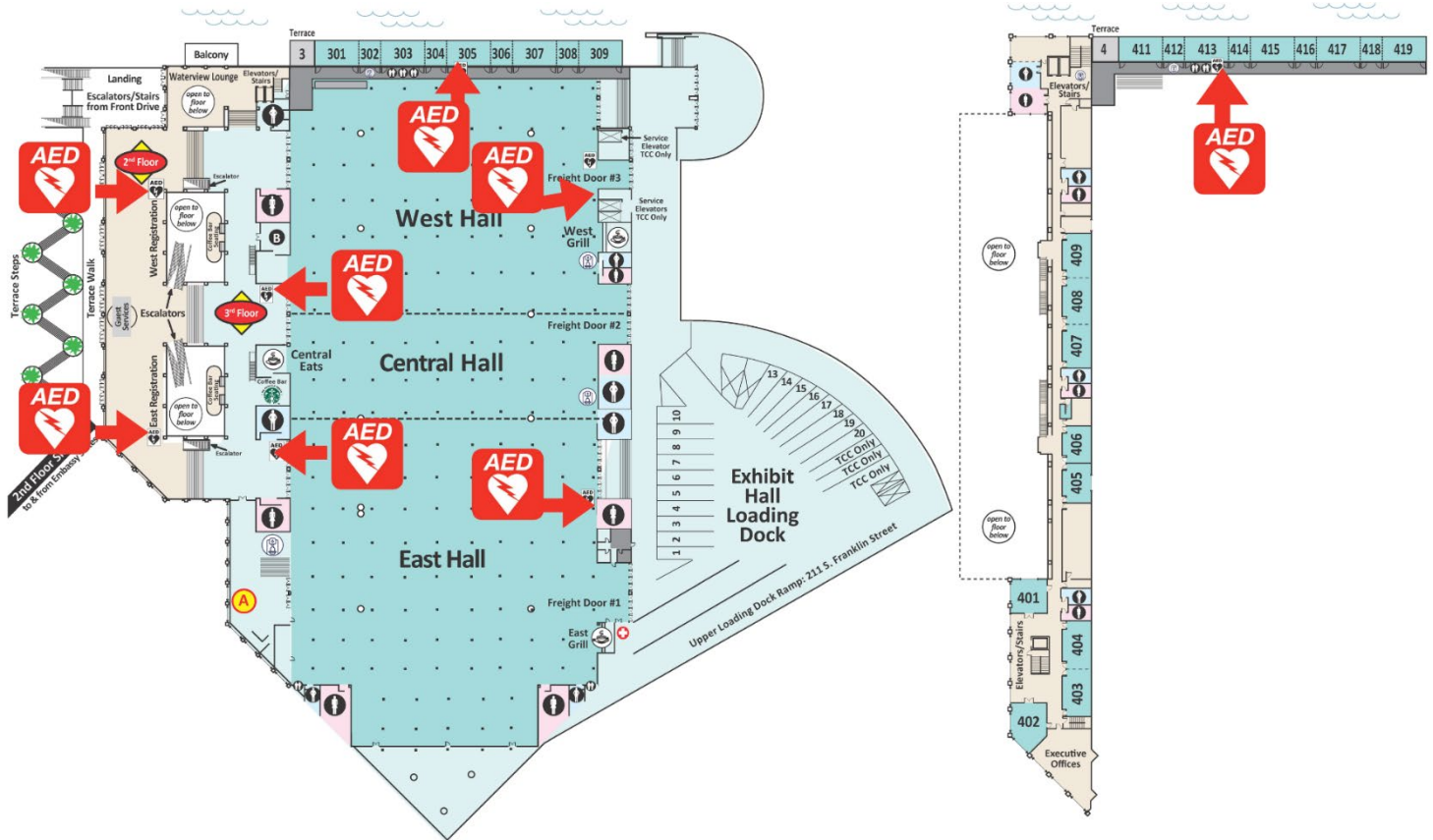
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The following maps illustrate the evacuation gathering areas represented by **1, 2 & 3**, as well as the **AED** locations represented by the **AED symbol**:



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AEDs – 2<sup>nd</sup>-4<sup>th</sup> floors

TCC promotes the Homeland Security campaign: **If You See Something, Say Something**

Contact Security Command with as much information as possible if you see any of the following:

- A person demonstrating suspicious behavior such as profuse perspiration, extreme nervousness, changing directions when being approached, avoiding eye contact, unresponsive to questions, or wearing clothing that is unsuitable for the weather conditions of the day.
- A person without credentials in areas closed to the public, persons taking photographs of building systems/equipment, or making notes of sensitive building access areas.
- A vehicle parked, stalled, or abandoned on the property of the Center without proper credentials.