Should an emergency arise, Facility Security and Facility Management will respond accordingly. All clients and their personnel shall be informed by public announcement messages and facility personnel of the proper actions to take.

Should clients witness an emergency situation, i.e. visible smoke, someone in need of medical attention, or the need for security within the Convention Center; dial Security at 3350 from any RED house telephone. Clients in Lucas Oil Stadium should dial 4000. In the event they cannot locate a red phone, please dial 317-262-3350 (ICC) or 317-262-4000 (LOS). Please do not dial 911.

The following information is to assist you should an emergency occur:

**FIRE-MEDICAL-SECURITY:**
- Contact ICC Security at 3350 from a red house phone, or 317-262-3350 from an outside line;
- Contact LOS Security at 4000 from a red house phone, or 317-262-4000 from an outside line.

**SHELTERING IN THE FACILITY:**
You will be notified by Facility Security and/or your Event Coordinator on duty as to the appropriate shelter area, dependent upon the particular emergency.

**FACILITY EVACUATION:**
In the case of the need to evacuate the facility, our EMERGENCY BROADCAST SYSTEM will make a public announcement. Listen to this announcement for instructions. Be sure to listen for information directing you to specific exits or areas to avoid.

If you are notified by Facility Security or your Event Coordinator that an evacuation is taking place because of a bomb threat, it is very important that you take all of your packages with you so they will not be mistaken for explosives. Do not turn light switches on or off and do not touch any suspicious packages. Leave the facility through the nearest exit. If you notice any suspicious packages on the way out, please notify Facility Security or a law enforcement officer when exiting the building. **Radios, building phones or cell phones should not be used since electronic signals may detonate the bomb.**

**END OF CRISIS MODE:**
The crisis shall be considered ended when declared so by law enforcement or the Security Manager/or designee. This will usually be after a sufficient amount of time has passed and the threat is considered over.