

# Emergency Response, Pre-Evacuation, and Evacuation Protocols and Announcements

*San Diego Convention Center (SDCC) has protocols and announcements outlined below for alarm systems, active shooter, and general emergency response.*

## PRE-EVACUATION AND EVACUATION PROTOCOLS AND ANNOUNCEMENTS

- If the fire alarm activates, a pre-evacuation announcement will automatically play until the alarm is cleared.
  - **Pre-evacuation announcement:** “May I have your attention please, may I have your attention please, an alarm has been reported. Please stand by for further instructions while this is being investigated.”
- Security base will be staffed 24/7 with trained personnel that will immediately investigate the alarm.
- If a second device activates, confirming the first, then the system will be programmed so that the evacuation announcement will play. The evacuation announcement can also be activated manually from the security base fire control panel.
  - **Evacuation announcement:** “May I have your attention please, may I have your attention please, a fire emergency has been reported in the building, please leave the building using the nearest exit.”
- The fire alarm system will play the pre-evacuation message for no more than 10 minutes before the evacuation announcement will automatically play, unless the system is manually activated or a second device confirms the first.

## ACTIVE SHOOTER PROTOCOL AND ANNOUNCEMENT

- Once security is aware of an active shooter incident in the facility, they will immediately make an announcement.
  - **Active Shooter announcement:** “Active shooter, evacuate the building.”
- During the evacuation, all occupants will be directed to continue past the typical assembly areas, to further locations that provide cover and concealment away from the Convention Center, out of harm’s way.
- Those unable to evacuate should remain hidden, escape if they can, and as last resort fight or attack the active shooter.

