Event Planners Guide to Emergency Preparedness
Palm Springs Convention Center
760-325-6611

Important Contact Information:
Event Manager on Duty               (760) 898-9720
Director of Operations              (760) 861-1082
Security                              (760) 322-8421

Emergency Calls ONLY                911
*Please inform the Event Manager on Duty or Security immediately if you have called 911, so we can assist with
directing the Emergency Responders in an expedient manner.

Police (non-emergency)              (760) 323-8116
Fire (non-emergency)                (760) 323-8181

Electrical
If there is an electrical problem of any kind inside the building you should:
• Notify the Event Manager on Duty. If not available immediately, contact the Director of Operations. If more expedient, or
  experiencing telecommunications difficulty, notify the Guest Services Colleague at the Information booth or call Security.
• Keep the area clear.

Fire
If there is a fire of any kind inside or around the outside of the building you should:
• Activate the pull station, if in nearby vicinity.
• Notify the Event Manager on Duty. If not available immediately, contact the Director of Operations. If more expedient, or
  experiencing telecommunications difficulty, notify the Guest Services Colleague at the Information booth or call Security.
• Keep the area clear.
• If you are trained to use a Fire Extinguisher and there is a small fire, access nearest fire equipment cabinet and extinguish the
  flames. (PASS – Point, Aim, Squeeze, Sweep)
• Follow any evacuation instructions which will be broadcast via PA system and/or Convention Center Colleagues and Security
  Officers.

Gas
If you smell natural gas you should:
• Open the doors so the gas can escape. Do not use any radios or Nextel devices in this area.
• DO NOT STRIKE A MATCH OR LIGHTER OR TURN ON A LIGHT SWITCH!!!!
• Keep the area clear of all occupants.
• Notify the Event Manager on Duty. If not available immediately, contact Security or the Director of Operations, giving them the
  exact location of the smell. If more expedient, or experiencing telecommunications difficulty, notify the Guest Services Colleague
  at the Information booth.
• Follow any evacuation instructions which will be broadcast via PA system and/or Convention Center colleagues and Security
  Officers.

Earthquake

When the shaking begins:
• Take cover under a desk or table if possible. Drop to your knees, lower your head and cover your neck.
• It is dangerous to try to walk or exit a building during an earthquake or an after-shock, so please shelter in place.
• Stay indoors until the shaking stops. Once a safe route has been found, you will be instructed by staff to use that exit.
• Follow instructions that are broadcast via PA system and/or Convention Center Colleagues and Security Officers.
**Evacuation and Guests with Disabilities**

The Event planner should immediately get in contact with an Event Manager, Director of Operations, Security and/or the Guest Services Staff at the Information Center to advise of approximately how many, if any, persons are in the building with disabilities.

Wherever possible, elect an able-bodied person to assist a disabled person out of the building to one of the evacuation locations. PSCC staff will also assist in the evacuation of people with disabilities. The planner, and his/her team, along with all guests and visitors should remain in the closest Designated Evacuation Locations listed above, until advised by Convention Center Management or the Palm Springs Fire Department that it is safe to reoccupy the building. Once the facility has begun an evacuation, no one is allowed to re-enter the building, for any reason, until confirmation has been received from the Palm Springs Fire Department.