

EMERGENCY PREPAREDNESS INFORMATION

SAFE SPOT

In the case of an emergency requiring evacuation, the evacuation meeting point for NeighborWorks is as follows:

The Hilton Chicago: 8th St Fountain, located across the street from the hotel entrance (720 S. Michigan Ave, Chicago, IL 60605)

Palmer House, a Hilton Hotel: In front of the CVS store across the street from the entrance of the hotel (105 S. Wabash Ave, Chicago, IL 60603)

EMERGENCY EXITS

All staff, vendors and participants are encouraged to familiarize themselves with the emergency exits in their respective areas.

URGENT MEDICAL ASSISTANCE

If you require immediate medical assistance, support is available during event hours and located at:

Conference Room 5H, Fifth Floor, Chicago Hilton

POWER FAILURE

Remain calm wherever you are.

Unnecessary electrical equipment and appliances should be turned off.

The venue engineering team will activate the emergency generator and restore power as quickly as possible.

ELEVATOR MALFUNCTION

- Press the alarm button in the elevator to alert the venue security and engineering.
- Identify yourself and other passengers.
- Notify the location and elevator number (if applicable).
- Remain calm and wait for the venue security and engineering instructions once they arrive to assist you.

FIRE

**Do not use elevators in the event of a fire.*

If you spot a fire or potential fire hazard, report it immediately to venue security.

If the fire alarm is activated, everyone is to evacuate the building in an orderly manner through the closest emergency exit to a safer location until the emergency is resolved. Do not re-enter the building unless directed to do so by venue staff or emergency personnel.

The key to a successful evacuation is to remain calm and follow directions.

SEVERE TORNADO WARNING

A tornado warning means a tornado has been seen or detected in the area. Follow directives from venue staff or emergency personnel. If no directives are given, move to a safe location, away from windows or any other objects that could cause injury.

- Remain calm.
- Do not leave your safe area until you are told that it is safe to do so.

If you are inside a hotel guestroom:

- Close your curtains.
- Take cover inside your bathroom and close the door.
- Sit under the vanity countertop and protect yourself by placing your head in your lap as far as possible or by kneeling while protecting your head with your arms.

If you are inside the general venue area:

- Move away from the exterior glass.
- Seek shelter inside the restrooms, storage areas or any enclosed space that does not have exposed glass nearby.
- Move toward the deepest interior point of the found shelter area.

If you are outside:

- Find a covered shelter as soon as possible, preferably inside a strong building.
- If unable to seek shelter inside a building, find a ditch or low-lying area, or crouch near a strong building and use arms to protect your head and neck.
- Avoid areas of potential flooding.

EARTHQUAKE

Remain calm and await instructions from the designated official.

During the quake:

- Drop, cover and hold in place under a desk, table or sturdy object.
- Keep away from overhead fixtures, windows, electrical power and tall objects that may topple over, and watch for falling objects.
- Assist people with disabilities in finding a safe place.
- Stay inside; do not evacuate unless directed to do so.

After the initial shock:

- Listen for emergency evacuations announcement.
- Check for trapped people and aid the injured.
- Evacuate only if the area is unsafe.
- Check for obvious hazards and damaged areas.
- Do not turn on or off lighting or any electrical equipment.

ACTIVE SHOOTER

RUN HIDE FIGHT

- Move away from the danger if able and take others with you.
- If you cannot escape, hide in the room, lock the doors, barricade, close blinds, silence your phone, turn off lights and stay low.
- Call the emergency number as soon as possible. Stay wherever you are until the authorities clear the area.

CIVIL DISTURBANCE

- Alert venue security immediately if a civil disturbance is identified or suspected.
- Refrain from conversation, argument or confrontation.
- Avoid those involved. If approached, notify venue security.