

# Emergency Procedures for Conference Attendees

Dear Attendees,

Welcome to the 2023 Annual Conference! Your safety is our top priority. Please take a moment to review the emergency procedures outlined below:

## In Case of Emergency

- Remain calm and listen for instructions from the staff.
- Evacuate the building immediately using the nearest exit marked on the emergency exit signs.
- Do not use elevators during an emergency evacuation.
- Assemble at the designated meeting point outside the building.
- Report any missing persons to the emergency personnel.

## Fire Emergency

If you smell smoke or see fire:

- Activate the fire alarm pull station if available.
- Evacuate as quickly and safely as possible.

## Medical Emergency

In the event of a medical emergency:

- Call security or the designated emergency number immediately.
- Do not move the person unless in danger.
- Provide any first aid if trained to do so.

## Severe Weather

For severe weather warnings:

- Seek shelter in the designated areas immediately.
- Stay away from windows and doors.

Please familiarize yourself with these procedures, and do not hesitate to reach out to our staff with any questions or concerns.

Thank you for your attention to this important matter.

Sincerely,  
Conference Organizing Committee