



Emergency Procedures

This document describes the procedures for responding to an emergency at The National Conference Center. Contact the Security Office (x41100) if you have any questions.

IN CASE OF EMERGENCY

CALL 41100 or 911 from any internal phone

Medical Emergencies:

1. Notify the Security Office by dialing 41100 or 911 on the nearest phone.
2. Do not attempt to move a person who has fallen and appears to be in pain or who is unconscious. Move only to prevent further exposure to the hazard, if needed.
3. Stay with the victim until the Emergency Staff arrive.

Fire Emergencies:

1. If an alarm sounds, evacuate the building immediately.
2. Know where the nearest exits and fire alarm pull stations are located.
3. For any size fire, call the Security Office by dialing 41100 or 911 immediately.
4. **DO NOT** use elevators.
5. Do not return to the building until instructed to do so by an NCC staff member.

Power Outages:

The National Conference Center has emergency uninterrupted power sources, or back up generators, which provide a percentage of emergency lighting to many areas in the facility, such as corridors, stairways and the main common/public areas, in case of a power outage.

If a power outage occurs:

1. Remain calm.
2. Remain where you are unless notified otherwise by an NCC staff member.
3. If you are in an elevator, stay calm. Use the telephone to notify the Security Office of your location.



General Evacuation Procedure

Please familiarize yourself with the nearest two exits to your location.

All outside exits are marked with an 'Exit' sign above the door.

Know at least two ways out of the building.

- Upon hearing the alarm, remain calm and leave as quickly as possible in an organized manner.
- **DO NOT** use elevators.
- **DO NOT** re-enter a building to acquire or secure personal belongings.
- Close all doors behind you. Closed doors can slow the spread of fire, smoke and water.
- After evacuating the building, remain there until directed to re-enter the building by an NCC staff member.

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Tornado:

The National Conference Center follows the recommendation of the United States Geological Survey (USGS) and Federal Emergency Management Agency (FEMA).

If indoors:

- Take cover immediately on the lowest level of the building, which is the 2nd floor level.
- If underground shelter is not available, go to a windowless interior room, closet or hallway on the lowest floor possible.
- Stay away from windows, doors and outside walls. Go to the center of the rooms.
- If you are on an upper floor, you may not have enough time to go to the lowest floor. Pick a place in a hallway in the center of the building, away from windows/glass.
- Stay in your safe location until the danger has passed.
- **DO NOT** use the elevators.

If outdoors:

- Try to find shelter immediately in the nearest substantial building.
- If no buildings are close, lie down flat in a ditch or depression and cover your head with your hands.
- Stay in your safe location until the danger has passed.



Earthquake:

The National Conference Center follows the recommendation of the United States Geological Survey (USGS) and Federal Emergency Management Agency (FEMA).

If indoors:

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and exterior walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out, or the sprinkler systems or fire alarms may turn on.
- **DO NOT** use the elevators.

If outdoors:

- Stay there.
- Move away from buildings, street lights and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake related casualties result from collapsing walls, flying glass and falling objects.

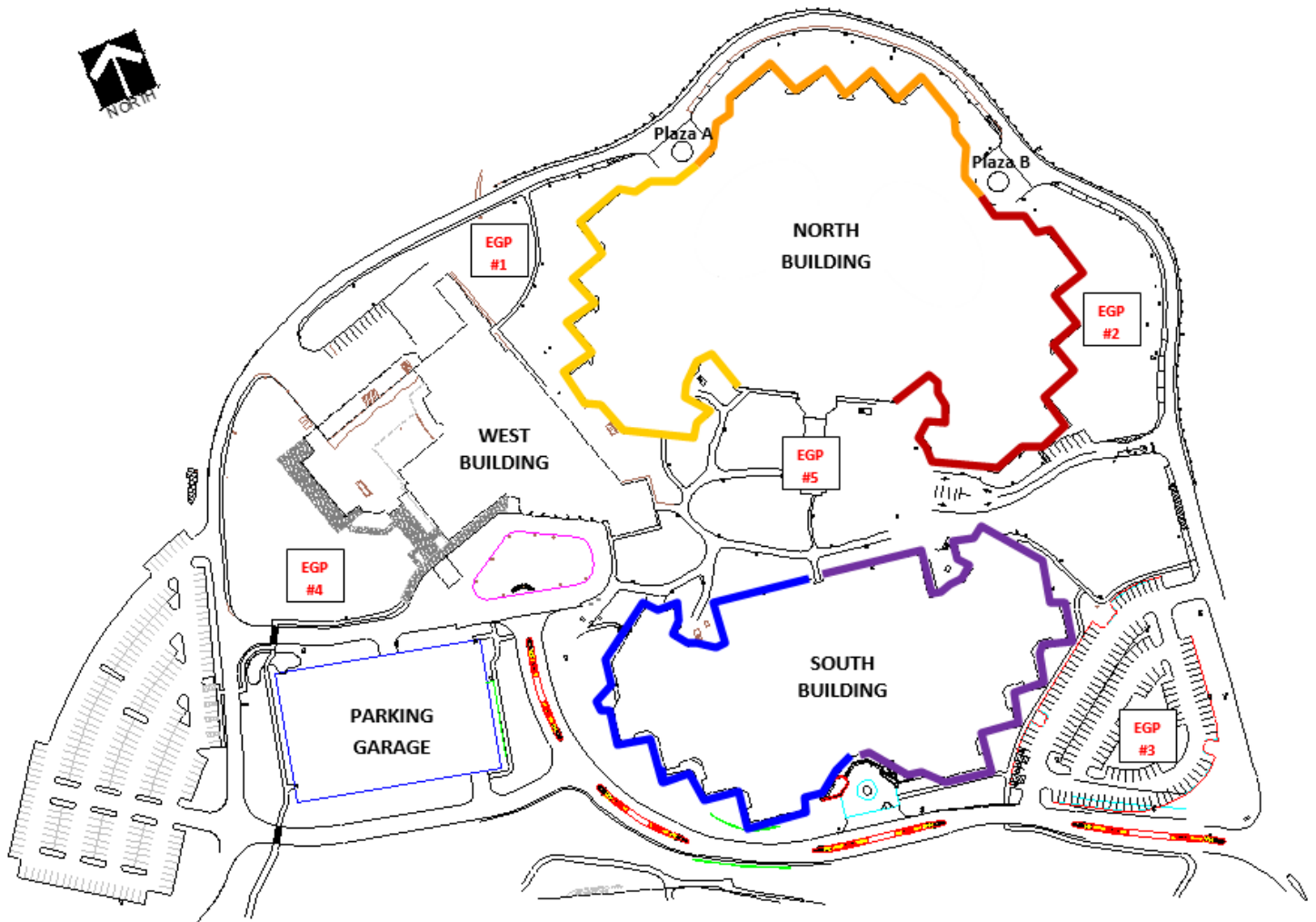
Expect aftershocks - additional quakes can often follow hours or days after the initial shake, causing further damage to weakened buildings and structures.

Please remain in place until otherwise instructed by an NCC staff member. This may take some time, as the Facilities Department will need to access the building for hazards to ensure that it is safe to resume normal activities.

In the event that it is deemed necessary to evacuate the building, the Fire Alarm system will be activated. Please proceed to the nearest exit and move away from the building to one of the designated Emergency Gathering Places.

Emergency Gathering Places Site Map

- EGP 1 Grass area to the left of exit from Plaza A
- EGP 2 Grass area to the right of exit from Plaza B
- EGP 3 South Parking Lot
- EGP 4 Grass area next to the west end of the Ballroom (West Lawn)
- EGP 5 Center Courtyard





Automated External Defibrillator Locations

AED's are available at the following locations throughout the property:

1. Security Office
2. 3rd Floor North Building, above Guest Dining
3. 3rd Floor South Building, at the Breakstation
4. 2nd Floor West Building, past the double doors at Elevator #12
5. Front Desk
6. West Registration Desk, near the Coat Closet

First Aid Bag/Kit Locations

First Aid bags or kits are available at the following locations throughout the property:

Bags:

1. Security Office
2. Front Desk

Kits (wall mounted):

1. Front Desk
2. Housekeeping
3. Administrative Offices - 4th Floor, North Building
4. Main Kitchen - 2nd Floor, North Building



Medical Facilities:

INOVA Loudoun Hospital
44045 Riverside Pkwy.
Leesburg, VA 20176
(703) 858-6000

Patient First Primary and Urgent Care-Leesburg
601 Potomac Station Dr.
Leesburg, VA 20176
(703) 840-1396

CVS Minute Clinic
19305 Ruby Dr.
Leesburg, VA 20176
(866) 389-2727

Cornwall Urgent Care
211 Gibson St. NW
Suite 215
Leesburg VA 20176
(571) 707-2085

Metro Med Urgent Care
952 Edwards Ferry Rd. NE
Leesburg, VA 20176
(703) 687-4159

ExpressCare Urgent Care Center
20070 Ashbrook Commons Plaza
Ashburn, VA 20147
(571) 707-8129

Pharmacies:

CVS Pharmacy
19305 Ruby Dr.
Leesburg, VA 20176
(571) 333-5918

Harris Teeter
19350 Winmeade Dr.
Leesburg, VA 20176
(571) 333-2495

Wegmans Pharmacy
101 Crosstrail Blvd.
Leesburg, VA 20175
(703) 699-2044

Walgreens
20321 Susan Leslie Dr.
Ashburn, VA 20147
(703) 726-8647