

Emergency Procedures

Evacuation or partial evacuation is on the advice of the Venue. Should an emergency occur that necessitates an evacuation, an announcement will be made over the PA system. Exit the building immediately via the nearest exit point and make your way on foot to your closest Assembly Point shown on the Show Plan. Please refrain from using mobile phones at this time.

Whilst at the Assembly Point you will be kept informed of developments. When the emergency has ceased you will either be invited to return to the exhibition to resume normal business or advised to return the next day - in which case you will not be permitted to return to the exhibition to collect vehicles, bags, briefcases etc.

Please find below some tips for your pre-show team briefings (you will get a reminder on site by means of a stand drop).

Accidents

If you are involved in or witness an accident, however small, at any point during your time on-site, it is your responsibility to report it to the Organisers' Office.

The Medical Centre, which is located opposite stand C15, can be contact through a member of the control centre on 93 233 41 00 or use the emergency buttons, or the Organisers' Office. If an ambulance is required, please do not call the emergency services directly. Inform a member of the exhibition team who will contact the relevant authorities.

Fire

To be safe in case of fire you should ensure that you know:

- How to raise the fire alarm if you discover a fire
- Where the fire escapes/evacuation points routes are
- What the fire alarm / call sounds like
- The location of your fire assembly point

If you discover a fire:

- Operate the nearest fire alarm
- Contact a member of the exhibition team or call the control centre on 93 233 41 00 or use the emergency buttons.
- ONLY attempt to fight the fire if safe to do so

Leave the building immediately

- Follow directions from Marshals to any specified exits
- Proceed to your designated assembly point as directed by Marshals
- Make yourself known to your designated Fire & Security Marshal
- Remain at the assembly point until told you can leave
- DO NOT attempt to use the lifts in a fire

- DO NOT stop to collect personal belongings
 - DO NOT re-enter the building until you are told it is safe to do so
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Suspect Packages

It is important to make constant checks to your stand to ensure that no unidentifiable packages, cases or bags have been deposited. If you discover a suspect package you should:

- Inform a member of the exhibition team or phone the control centre on 93 233 41 00
 - Give a full description of the package and its location
 - DO NOT approach, touch or move the package
 - DO NOT use a mobile phone within 10 metre radius of the package
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Venue Search

If duty personnel initiate a venue search you will hear:

'Attention please. Attention please. STAFF CALL 100'

The message will then be followed by continuous chimes and broadcast at half minute intervals

- DO NOT leave the building
- Inform your colleagues and assist in the search for suspect packages on your stand and surrounding areas
- Liaise with your designated Fire & Safety Marshal who will report to Control that your area is clear
- If you discover a suspect package, please follow the SUSPECT PACKAGE procedure - found previously in this section.
- DO NOT explain this message to venue visitors

The cancellation of this message will be:

'Attention please. Attention please. STAFF CALL 100 is cancelled'