

**EMERGENCY PROCEDURES
INSTRUCTIONS FOR EXHIBITORS AND CONTRACTORS**

There are four emergency procedures at SNIEC, of which Exhibitors and Contractors should be aware.

Exhibitors and Contractors are also asked to check for suspicious objects both morning and evening and ensure that their briefcases and bags are kept safely locked away at all times to prevent causing unnecessary concern. Be aware of the location of the nearest fire extinguisher and nearest Emergency exit. Ensure you brief all your staff on these procedures.

1. BOMB THREAT - SEARCH (PROCEDURES (Staff Call 100"))

In the event of a bomb threat, you will hear the announcement (or receive a telephone call) as follows:

“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”

Do not leave the building. Inform your colleagues, and then assist in **searching** for suspicious objects in your work area. If you find a suspicious object, do **NOT** touch or move it. Clear the area of people calmly. Report to the Organisers’ giving the exact location of the object. **Please do not cause undue concern to visitors at this stage.**

If you receive a bomb threat directly on the stand, please obtain as many details as possible (see form that follows), and then inform the Organisers

2. FIRE

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform the Organisers

3. EVACUATION

If evacuation is necessary, you will hear the alarm and the following announcement:

“ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE”

Please leave the building by the nearest exit and assemble outside at the front of the hall. Exhibitors and Contractors should account for all their staff and report to the Organisers

4. CANCELLATION - STAND DOWN

The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement: **“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED”**

BOMB THREAT – REPORTING PROCEDURE

IF YOU RECEIVE A PHONE BOMB THREAT - CHECKLIST

Obtain as much information as you can.

Try to keep the caller talking (apologise for bad line, ask him/her to speak up, etc.)

Complete this form as you go along asking questions in sequence as necessary.

SEND BY HAND TO THE ORGANISERS'

THE MORE INFORMATION YOU GET, THE EASIER IT WILL BE TO DECIDE WHETHER THAT WARNING WAS GENUINE OR NOT

MESSAGE (exact words)

.....

Where is it?.....

What time will it go off?.....

What does it look like?.....

What kind of bomb is it (type of explosive)?

Why are you doing this?.....

Who are you? Name:

Time of call:

Code Word:

DETAILS OF CALLER:

Man Woman Child

Old/Young Not Known

SPEECH:

Intoxicated IrrationalRambling

Speech Impediment LaughingSerious

Accent Was the message read or spontaneous?

DISTRACTIONS:

Any noise on the line?

Call box pay tone or coins?

Operator.....Interruptions

Anyone in the background?.....

OTHER NOISES:

TrafficTalk Typing

MachineryAircraft Music

Children Other

Person receiving call

Number of telephone on which call was received

COMPLETE THE FOLLOWING AS SOON AS PRACTICABLE