

OLYMPIA EMERGENCY INSTRUCTIONS FOR EXHIBITORS AND CONTRACTORS

There are four emergency procedures at Olympia, of which Exhibitors and Contractors should be aware. Exhibitors and Contractors are asked to check for suspect packages/vehicles both morning and evening and to ensure that their briefcases and bags are kept safely locked away at all times to prevent causing unnecessary concern. Please be aware of the location of the nearest fire extinguisher and nearest emergency exit. Please brief all your staff on these procedures.

-ALL EMERGENCY TANNOY MESSAGES ARE PRECEDED BY CHIMES-

1. FIRE

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point FIRST, then inform Control on 020 7598 2411 or (internal **2666**).

2. SEARCH ("Staff Call 100")

In the event of a bomb threat, you will hear the announcement (or receive the 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 suspect packages/vehicles in your work area. If you find a suspect package/vehicle, do **NOT** touch or move it. Clear the area of people calmly. Report to Control on **020 7598 2666** (internal **2666**) 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 and then inform Control on **020 7598 2666** or (internal **2666**).

3. EVACUATION

If evacuation is necessary, you will hear 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 on Olympia Way, or in the event of a wider cordon, at Earls Court on the Warwick Road forecourt. Exhibitors and contractors should account for all their staff and report to Control on 020 7598 2411 or (internal **2666**).

4. STAND DOWN

The signal for a return to work is made by the cancellation of emergency procedures.

The fire procedure is cancelled by the announcement:

ATTENTION PLEASE. ATTENTION PLEASE. MR GOODFELLOW IS CANCELLED