

Exhibitors' & Contractors' Emergency Procedures

Please ensure that all staff are briefed on the following emergency procedures.

Exhibitors and contractors are asked to check for suspicious objects and ensure that their personal bags and possessions are kept safely locked away at all times to prevent causing unnecessary concern or invite theft. Please be aware of the location of the nearest fire extinguisher and nearest emergency exit.

1. MEDICAL EMERGENCIES

All medical emergencies, **including requests for ambulances** should be reported to the venue's Control Room immediately on 020 7598 2666 (internal **2666**). Please do not call the emergency services directly, as this could waste vital time and result in inaccurate location and medical information being communicated to ambulance crews.

Olympia London provides first aid assistance. Security personnel or the organiser should be contacted for help in the first instance. Alternatively, there is an emergency telephone with a direct link to the Control Room outside the venue's first aid room, which is located on the Gallery/Level One.

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 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 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 (see form overleaf), and then inform Control on 020 7598 2666 (internal **2666**).

3. 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 2666** (internal **2666**).

4. 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 at your assembly point (Olympia Way, G Gate or L Yard), or in the event of a wider cordon, at Brook Green. Exhibitors and contractors should account for all their staff and report to Control on 020 7598 2666 (internal **2666**).

5. 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."