

EMERGENCY PROCEDURES - EXHIBITOR/ DELEGATE INSTRUCTIONS

BOMB THREAT PROCEDURE - ALL VENUES

If you find an unattended package/ bag etc do not touch it. Inform Harrogate International Centre (HIC) Management and Event Organisers.

Do not activate fire alarms.

If the threat is made by telephone the same procedure is to be followed.

FIRE EVACUATION DRILL/ PROCEDURE

If you discover a fire or suspect there is a fire, for whatever reason (ie you see smoke):-

RAISE THE ALARM - operate the nearest glass fronted fire alarm call point (located near fire exits, main doors, linkways etc) - this will call the Fire Brigade and sound the alarms.

The sounding of loud alarms/ sirens indicates a fire alarm. In The Royal Hall there is a taped voice evacuation statement that asks you leave the building.

Attack the fire with the equipment provided - only if there is no immediate danger to yourself. Be aware of the type of fire you are fighting, ie electrical fires must only be fought with green/ black/ blue extinguishers, or those displaying the appropriate markings.

If possible inform a member of HIC Staff/ Duty Manager of the area the fire is in.

EVACUATION

If you should hear the alarm, evacuate immediately by the nearest exit and make your way to the appropriate assembly point:-

Exhibition Halls A, B, C, M, E and F.	Crescent Gardens opposite the front of the Royal Hall, adjacent to the St George Hotel.
Royal Hall	Crescent Gardens opposite the front of the Royal Hall, adjacent to the St George Hotel.
Exhibition Halls D, Q, Kings Suite, Queens Suite & Conference Centre	The green on the opposite side of the road to the Conference Centre main doors.

If you are a stand holder, do not try to remove your goods from the halls. Leave the halls immediately by the nearest emergency exit.

Do not use lifts if fire alarm sounds.

You will be informed of the situation at your assembly point.

Permission to re-enter the halls may only be given by the Fire Officer in charge.