



Olympia Exhibition Centre

Emergency Instructions For Exhibitors and Contractors

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

Telephoned Bomb Warning 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.

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

MESSAGE: (exact words).....
.....
.....
.....

ASK QUESTIONS:

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 / DON'T KNOW

SPEECH: INTOXICATED / IRRATIONAL / RAMBLING / LAUGHING / SERIOUS

Speech Impediment:.....
Accent:
Did the message sound like it was: READ / SPONTANEOUS?

DISTRACTIONS: Any noise on the line?.....

Call box pay tone or coins?
Operator:..... Interruptions:.....
Anyone in the background ?

NOISES: TRAFFIC / TALKING / TYPING / MACHINERY / AIRCRAFT / MUSIC / CHILDREN /Other:

ABOUT YOU:

Name:
Number of telephone on which call was received:.....

**CALL THESE DETAILS THROUGH IMMEDIATELY TO THE OLYMPIA CONTROL CENTRE on
020 7598 2666 / internal 2666
THEN FOLLOW UP YOUR CALL WITH A COPY OF THIS COMPLETED FORM**