

## Emergency Procedures for Exhibitors

### USEFUL NUMBERS:

Airshow Helpdesk

**+44 (0) 1252 854 955**

Please use this number for all queries relating to your stand or chalet.

You can also email: [operations@farnborough.com](mailto:operations@farnborough.com)

Medical Centre  
+44 (0) 1252 854 825

**EMERGENCY  
NUMBER**

**+44 (0) 1252 636 999**

### **FIRE**

To be safe in a case of a fire you should ensure that you know:

1. How to raise the fire alarm if you discover a fire
2. Where the fire escape / evacuation routes are
3. What the fire alarm signal sounds like
4. The location of your fire assembly point

#### **If you discover a fire:**

1. Operate the nearest fire alarm by pushing the break-glass
2. Phone show control: +44 (0) 1252 636 999
3. Only attempt to fight the fire if safe to do so

**In the event of a fire you will hear tannoy messages with instructions if action is required.**

**Please follow the instructions of any tannoy messages and the directions of safety and security staff.**

**In the event of an evacuation you will hear:**

**“Attention please. Attention Please. We regret that it is necessary to evacuate this area of the Airfield/ Hall/ Chalet. Please use the nearest available exit and do not return for your belongings. Please evacuate to the assembly area as instructed by the stewards.”**

- Leave the building immediately.
- Follow directions from stewards to any specified exits.
- Proceed to your designated assembly point as directed by stewards.
- Remain at the assembly point until told to leave.
- DO NOT stop to collect your personal belongings.
- DO NOT re-enter the building.

### **EVACUATION**

**In the event of an evacuation you will hear:**

**“Attention Please. Attention Please. We regret that it is necessary to evacuate this area of the Airfield/ Hall/ Chalet. Please use the nearest available exit and do not return for your belongings. Please vacate to the assembly areas as instructed by the stewards.”**

1. Leave the building immediately
2. Follow directions from stewards to any specified exits
3. When clear of the buildings, please follow direction from the stewards or security staff
4. DO NOT stop to collect personal belongings
5. DO NOT re-enter the building

**PLEASE NOTE: in the event of a suspect package/vehicle or a full site evacuation we may not evacuate to designated points.**

## **SUSPECT PACKAGE/VEHICLE**

Understand the difference between an abandoned/left item and a Suspicious Packages by thinking HOT!

**H** – Has the item been Hidden? Has it deliberately been concealed?

**O** – Is it Obviously suspicious? Does it seem odd or out of place, is there wires or liquids sticking out of it?

**T** – Is it Typical for the location? Is the item what you would expect to see at your place of work?

**If you discover a suspect package or vehicle:**

1. Phone Show control on +44 (0) 1252 636 999
2. Give full description of the package or vehicle and its location.
3. DO NOT use a radio or phone within a 15m radius of the package or vehicle and behind hard cover if possible.
4. DO NOT approach, touch or move the package or vehicle.

**If a suspected package or vehicle is found you will hear tannoy messages with instructions if action is required. Please follow the instructions of any tannoy messages or the directions of safety stewards or security staff.**

## **HOSTILE BEHAVIOUR**

**All persons on site must remain vigilant against hostile operations. Indicators of this behaviour are:**

1. Persons loitering around the venue for long periods of time and in areas that are normally off-limits to the public
2. Unusual questions about workings on site, security, site area, etc.
3. Persons taking notes, filming, photographing or sketching the premises for no apparent reason
4. Suspicious behaviour of individuals e.g. alone, nervous perspiring, wearing inappropriate clothing
5. Vehicles parked suspiciously and unattended for long period of time
6. Unattended or abandoned packages

**If you suspect hostile behaviour:**

1. Phone show control : +44 (0) 1252 636 999
2. Give full details of suspect behaviour, the suspect's location and as much description of the suspect as possible

## **ASSEMBLY POINTS**

**Use the nearest safe assembly points outlined below or as indicated by the stewards.**

- Car Park 1
- Theatre Road (East end of Halls 2 & 3)
- Car Park 8
- Car Park 5
- Car Park 6

Please make yourself known to your own designated fire or security steward and remain at the assembly point until told you can leave.

**In the event of a more serious incident your assembly point may be outside the perimeter of the venue.**