



HARROGATE

— CONVENTION CENTRE —

EMERGENCY PROCEDURES

(EXHIBITOR & DELEGATE INSTRUCTIONS)

BOMB THREAT PROCEDURES – ALL VENUES

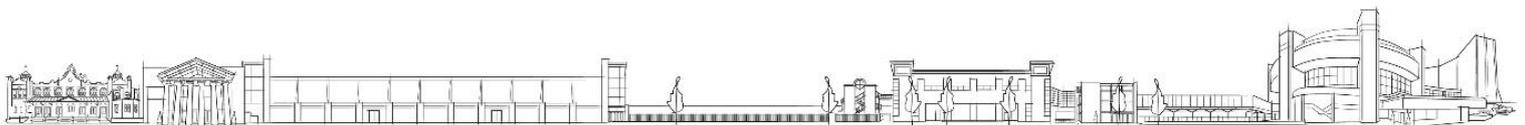
- If you find an unattended package/ bag etc. do not touch it. Inform Harrogate Convention Centre Management and Event Organisers.
- Do not activate fire alarms.
- If the threat is made by telephone the same procedure is to be followed.

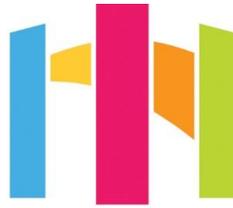
FIRE EVACUATION DRILL / PROCEDURE

- If you discover a fire or suspect there is a fire, for whatever reason (i.e. 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 sound the alarms and result in attendance by the Fire Brigade.
- You must inform a member of Convention Centre staff of the area the fire is in.
- The sounding of loud alarms/sirens indicates a fire alarm.
- In The Royal Hall there is a taped voice message to advise of the evacuation
- Only if you have been trained to do so are you to attack the fire with the equipment provided – and only if there is no immediate danger to yourself.
- Be aware of the type of fire you are fighting, i.e. electrical fires must only be fought with green/black/blue extinguishers, or those displaying the appropriate markings.

EVACUATION

- If you should hear the alarm, evacuate immediately by the nearest exit and make your way to the appropriate assembly point
- Exhibitors are advised not to try to remove their goods from the halls or indeed remain with them because they may have significant value.
- 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.





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ASSEMBLY POINTS

- Your event assembly point will be advised by way of signage and by following all verbal instructions from venue staff.
- It's possible that there will be more than one assembly point at the event, dependant on its size.
- Also be aware that the location of the point may be changed across the course of a multi-day event.

Exhibition Halls - A, B, C, M, E & Studio 1 (G)	Kings Road or the Majestic Gardens, alternatively the rear service road. All as indicated by venue signage.
Royal Hall	In front of either Entrance 4 or 5 Ripon Road, on Kings Road or the Majestic Gardens, as indicated by venue signage.
Exhibition Halls D, F, Studio 2 (H), Q, Kings Suite, Queens Suite & Conference Centre	Springfield Avenue, Kings Road or the rear service road.

