

## Useful Contacts & Emergency Procedures for Exhibitors

### Organisers Office:

Please visit us in Discover (Hall 1) if you have any queries throughout the duration of the event.

You can also contact us on 07521 777260 or email us [operations@farnborough.com](mailto:operations@farnborough.com)

**EMERGENCY  
NUMBER  
01252 636999**

### **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. If outside raise the alarm by shouting and locating a member of the venue security team who will be patrolling all areas.
3. Phone security on 01252 532807
4. Only attempt to fight the fire is safe to do so
5. Do not call 999 only the venue should do this.

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

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

### **EVACUATION**

**In the event of an evacuation you will hear a tannoy message asking you to leave the building, please ensure that you:**

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. Proceed to your designated assembly point as directed by stewards.
5. Remain at the assembly point until told to leave.
6. DO NOT stop to collect personal belongings
7. DO NOT re-enter the building

**PLEASE NOTE: in the event of a suspected package or vehicle we may not evacuate to designated points.**

### **SUSPECT PACKAGE/VEHICLE**

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

1. DO NOT use a radio or phone within a 15m radius of the package or vehicle and behind hard cover if possible.
2. Phone security on: 01252 532807
3. Give full description of the package or vehicle and its location.
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.**

### **SUSPICIOUS BEHAVIOR**

**All persons on site must remain vigilant against suspicious behaviour and 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, videotaping, 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. Discover of unattended packages

**If you suspect hostile behaviour:**

1. Phone security on: 01252 532807
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.**

- Assembly Point 1 – Located to the South East corner of Hall 1.
- Assembly Point 2 – Located to the East between Hall 1 and Gate A
- Assembly Point 3 – Located to the North East of Hall 1 in the outside exhibition area.
- Assembly Point 4 – Located to the North West of Hall 1, opposite the West Entrance.

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.**

\* Please note that due to potential outdoor exhibits, assembly points may be subject to changes. Please look for the assembly points.