

# EMERGENCY INFORMATION

It is important that you are aware of the following emergency information whilst at our Venue:

## • FIRE

Any person discovering a fire should:

- Sound the alarm by activating the nearest Alarm Call Point.
- Inform either Security, the Event Organiser, the Venue Event Manager or call 02476 696969 detailing the location and nature of the fire and details of any casualties.
- The Venue Event Manager will contact the emergency services.
- If you cannot contact any of the above then telephone the fire brigade on **999** or (9)999 from an internal line. Give them your location and the postcode CV8 2LZ.
- Tackle the Fire only if trained and safe to do so with the extinguishers provided.

On Hearing the Alarm Announcement

- Leave the building by the nearest available route.
- Encourage others to leave the building.
- Where possible close doors behind you.
- Follow the directions of Security Staff and assemble on your nearest Evacuation Point.

Do Not

- Take any unnecessary risks
- Return to the building unless authorized by the Venue Event Manager and/or the Fire Officer

## • MEDICAL

In the case of personal injury or other medical emergency/assistance being required:

Please report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969 giving the exact location of the casualty and details of injuries sustained.

## • SUSPICIOUS ITEMS/PACKAGES

If you find anything suspicious:

Please do not touch the article but report it to either Security, the Event Organiser, Venue Event Manager or call 02476 696969.

(Please ensure that you leave a 25-metre distance from the item/package if using a mobile phone.)

## • MAJOR INCIDENT

Should a major incident be declared by Organiser, Venue Event Manager or a Supervisor this will be declared as **CODE RED**

In these instances the Major Incident Plan should be followed. Please listen out for instruction from a Venue Event Manager, or your Supervisor

## • PERSONS REQUIRING ASSISTANCE

- It is the responsibility of any visitor to make Stoneleigh Events aware if they will require assistance in the event of an emergency.
- Stoneleigh Events will then brief Security of your name & needs.
- When the alarm is activated the visitor is then responsible for making themselves known to Security.
- A Fire Marshal will also perform a sweep of the building to locate any further person(s) requiring assistance with evacuation.

The visitor should then follow the same procedure as shown to the left and make their way, with assistance, to the nearest Evacuation Point/Safe Location.

## • OTHER EVACUATION

If it becomes necessary to evacuate the venue for any reason, an alarm will sound.

If the alarm sounds, everyone must leave the venue for their own safety.

Please make your way to the nearest emergency exit and follow instructions from Stoneleigh Events Staff & the Security Stewards who will direct you to the nearest available assembly area (as detailed on the site map).

In the event of an evacuation, please ensure that:

- All electrical appliances are switched off
- Any unidentified packages, cases or bags are reported as below

