

# Site Rules & Site Induction

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## Site Rules

**Whilst working at Defence Leaders 2024, it is important that you are aware of the safety rules, procedures and arrangements that are in place for your safety and that of your colleagues.**

**All of your employees and contractors are required to read these Site Rules prior to working at Defence Leaders 2024 and the following apply to all staff, organisers, contractors and exhibitors:**

- Comply with Venue Traffic Rules and follow the instruction of venue traffic marshals at all times
- Vehicle access into the halls has to be approved by the Venue/Organisers of the event.
- Any vehicle or plant driven within the hall must adhere to the 5MPH speed limit and operate with hazards/turned on lights.
- Drivers must give way to pedestrians within the event hall/s and pedestrians must give way to vehicles within the loading bay/s
- No persons are permitted to operate plant or machinery (including fork lift trucks) unless they have received adequate training
- Appropriate management and safe methods of working at height is required at all times – in any areas where working at height is being carried out, the immediate area must be controlled
- Ladder work must only be conducted for short work periods - you must NOT stand on the top tier of your ladders -any unsafe ladder work may result in the employee being ejected from the venue
- No substances are to be used in the hall which have not been pre agreed by the venue and event organiser
- Any person suspected to be under the influence of drugs or alcohol will be ejected from the venue
- Hi Vis Jackets and appropriate footwear should be worn whilst working in the venue – flip-flops, open-toed sandals, etc. are NOT acceptable
- No hot works can take place in the venue without a Hot Works Permit being issued and all contractor accidents, incidents & near misses must be reported immediately to the organiser
- Work Tidy - during builds and breakdowns, you must ensure aisles are kept clear at all times and that all waste is to be disposed of in an appropriate manner

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## Site Induction

### 1. EMERGENCY PROCEDURES

#### 1.1 FIRE EMERGENCY.

**Regular patrols will be carried out by security throughout the event from build up to break down, however it is everyone's responsibility to remain vigilant and err on the side of caution if you have any safety or fire related safety concerns. Please report any concerns to Security or the Event organiser immediately.**

1. On discovering a fire raise the alarm by pressing the emergency button at the nearest fire alarm call point and if possible contact a member of the security team.
2. Once the alarm is activated an automated message is sent out across the loud speaker system.
3. Catering staff should shut down any ignition sources and hit the emergency shut off button on their way out if it is safe to do so. Lighting should be left on.
4. Security and FIL staff are allocated zones prior to the start of the event.
5. Security and FIL staff will sweep their allocated zones (if it is safe to do so) to ensure the building is clear of all visitors and staff.
6. Catering staff will ensure all agency staff are aware of emergency procedures and the assembly points. Catering managers will sweep and clear catering areas and kitchens.
7. Cleaning personnel will sweep and clear all toilets including back of house toilets.
8. The Senior Security Manager will contact Gate D who will call the emergency services, alternatively the Senior Security Manager can contact the emergency services themselves but must advise Gate D and all manned gates for the event.
9. There are 4 Assembly points numbered AP1, AP2, AP3 and AP6) see attached map.
10. The Senior Security Manager and FIL Event staff will control the evacuation.
11. Fire emergency services have been advised to report to the West foyer reception (external area).
12. Staff and Security offices must ensure all visitors and staff are kept well away from the building.
13. Security staff on the exit gate must ensure visitors or staff do not attempt to leave the venue in their cars as they may block the entrance for emergency vehicles.

14. The lead Security office will greet the emergency services and assist them accordingly.
15. No-one is permitted to re-enter the building until the 'All Clear' has been given by the Emergency Services or by Lead Security Officer.

### **EMERGENCY EXITS AND MEANS OF ESCAPE.**

It is the responsibility of all staff to ensure that no exit, gangways or doors are blocked or obstructed in any way.

Lifts **MUST NOT** be used in an emergency fire evacuation.

All staff are to ensure that they are familiar with their primary means of escape at all times. They are also to ensure that they are familiar with alternative means of escape should the primary route not be available.

### **ACTION ON HEARING THE ALARM ANNOUNCEMENT.**

On hearing the alarm announcement or when instructed to leave the building by an evacuation alarm, message broadcast on the sound system or load hailer, exit doors should be opened and kept in this position until all occupants have left the Hall then all doors must be shut.

On no account should any person move back against the evacuation flow for any reason, persons should be encouraged to move quickly in a steady flow from the building and remain calm.

Organisation staff are not permitted to re-enter the building until the Emergency services have deemed it safe to do so.

Once the all clear has been given the Lead Security Officer should select and man an entrance for exhibition or organisational staff to use prior to allowing visitors back into the building.

A list of emergency contacts are available in the emergency file held by Security.

The emergency file will hold a copy of the event floor plan.

### **1.2 - RELATED EMERGENCY SCENARIOS.**

The Security Team have a colour coded process to report other emergency related scenarios as detailed below:

-  Fire – code Red, Red, Red.
-  Evacuation = Purple, Purple, Purple (Then state whole evacuation or just one area)
-  First aid = Green, Green, Green.
-  Suspicious Package = Grey, Grey, Grey.
-  Suspicious Person = White, White, White.
-  Chemical Spill = Orange, Orange, Orange.
-  Bomb Threat = **Black, Black, Black.**
-  Lost Child = Pink, Pink, Pink

In the event of any of the above situations Security will repeat the relevant colour as indicated by the above chart to the security, events and operational team.

Scenario 1 & 2 – Fire and evacuation process 1.1 applies

Scenario 3 – First aid – Events staff and Security staff are all first aid trained and will attend accordingly. Alternatively, some organisers may have their own first aid but can use the same process.

Scenario 4 & 5 Security will attend and follow security protocol. If scenario 4 needs to be escalated to evacuation then security will send the appropriate call sign to trigger the evacuation.

Scenario – 6 – Event organiser will call Berryman's to assist.

Scenario – 7 – Bomb threat – Security to follow security protocol and react accordingly.

Scenario – 8 - Lost child – all staff to liaise and react according to security protocol

### 3. SITE LAYOUT



**EXHIBITION & CONFERENCE CENTRE**

For directions using SatNav please enter:  
 Gate F - GU14 6TQ  
 Gate A - Transport Road, GU14 6XE  
 T: +44 (0) 1252 532800  
 E: event-enquiries@farnborough.com  
 W: www.farnborough.com

#### How to find us



**By Road**  
 Farnborough International Exhibition & Conference Centre is situated south west of London close to Junction 4 of the M3. When you begin to see the brown road signs for 'Exhibition Centre' on all major routes, please turn off your SatNav and follow the signs for the gate relevant to your event.



**By Rail**  
 Farnborough Main Station - approximately 5 minutes drive away.  
 Farnborough Main is a 35 minute journey from London Waterloo.  
 North Camp Station - approximately 5 minutes drive away.  
 Farnborough North Station - approximately 10 minutes drive away.  
 Frimley Station - approximately 10 minutes drive away.

For information on train times and operators call National Rail Enquiries on 08457 484950 or visit the website [nationalrail.co.uk](http://nationalrail.co.uk).



**By Air**  
 TAG Farnborough Airport is Europe's leading business airport and gives direct access to the site and venues.  
 Heathrow Airport - approximately 30 minutes drive away.  
 Farnborough is accessible from Heathrow by shuttle bus to Woking Train Station, followed by a short train journey to Farnborough Main Station.  
 Gatwick Airport - approximately 50 minutes drive away.  
 Farnborough is accessible from Gatwick by train to North Camp Station, followed by a 10-minute taxi ride to the venue.

