

# Emergency & Fire Safety Information

If you discover a fire, or someone reports a fire to you, raise the alarm immediately.

## This may be done in several ways:

Pick up any internal red emergency phone. This will connect you with front desk control. Tell the duty operative where the fire is and your location.

Pick up any internal phone and dial 6666. This will connect you with the front desk control. Tell the duty operative where the fire is, your location and your telephone extension.

Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stay near the fire point to direct the attending security officer to the fire or dial 6666 from an internal phone, or 0207 288 6666 from a mobile and inform the duty operative of the site of fire.

If it is decided to evacuate the building you will hear the fire alarm announcement and alarm informing you to leave the building. Please leave by the nearest fire exit shown on images or as installed by fire marshalls and security staff. Please familiarise yourself with the nearest fire exits to your office, showroom or exhibition stand.

Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables, etc. Leave immediately.

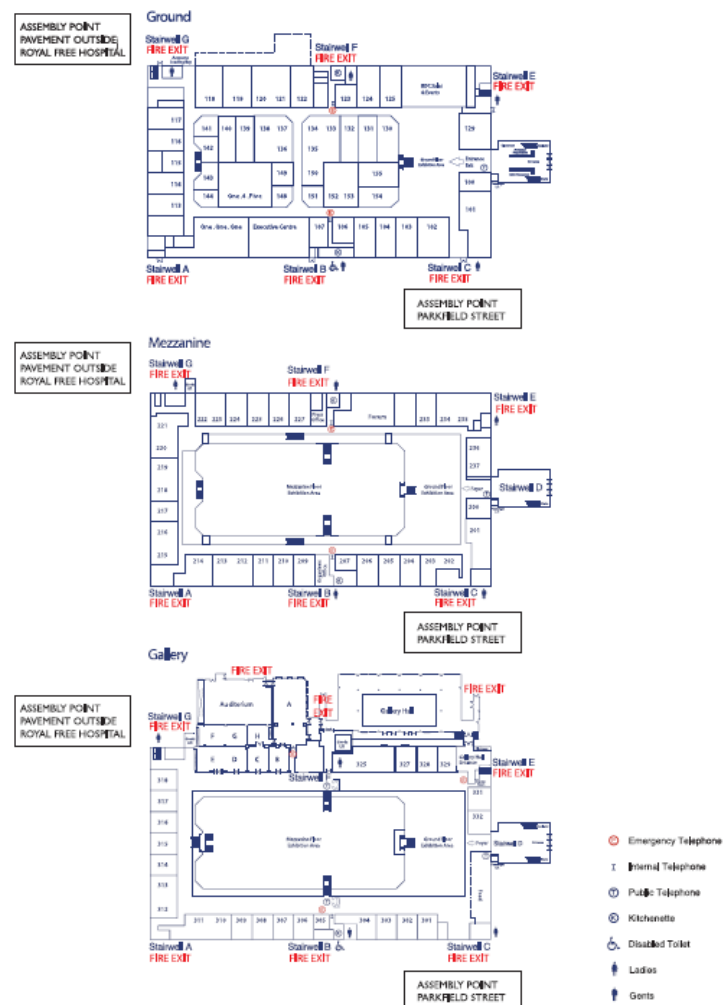
Any assistance needed there will be marshalls and trained evacuate chair security members that will assist. Chairs are located Stairwell F and B mezzanine and gallery top level and located front mezzanine ground floor.

Fire assembly points outside building are as follows:

- Front of the building – front of building along Berns Road (Parkfield St) as advised by fire marshalls / security.
- Rear of the building – pavement area outside the old Royal Free Hospital on Liverpool Road

Please remember: Do not do anything to endanger your life. Restrict your actions to trying to prevent the fire from spreading by closing doors, windows, etc, and raising the alarm. Try to prevent people from going near the fire until help arrives.

Please try to stay calm and encourage others to do the same. Please help those that appear to be experiencing difficulties.



# Emergency Protocols

## First Aid



If first aid is required:

- Use BDC internal radios to contact the First Aider
- Contact the BDC Reception Desk by using the internal red telephones or 0207 288 6475 (external telephone).

Tell them:

- Exact Location
- Nature of medical emergency
- What gender is the patient
- Approximate age
- Are they breathing, conscious or unconscious, nature of illness

All accidents, incidents or near misses must be reported to the Organiser or the BDC Venue Services Manager .

## Fire – raising the alarm

On discovering a fire, raise the alarm by

- Pressing the fire alarm break glass point.
- Use the red internal phones or inform Front of House on 0207 288 6475 (external telephone)



When reporting a fire please give the location and nature of fire.

The venue will initially go into a pre-alarm state to allow the area to be checked and then a decision will be made as to whether the venue should be evacuated at which point the alarm bells and an automated voice will sound, then full evacuation takes place.

## Emergency Exits

Once you have raised the alarm you need to leave the building by the nearest exit.

Make sure others around you are aware of the alarm and begin to leave the venue.

The venue has designated fire marshals to direct you to the nearest exit so please follow their instructions.

Do not re-enter the venue until given clearance by the BDC fire marshals or the London Fire Brigade.

