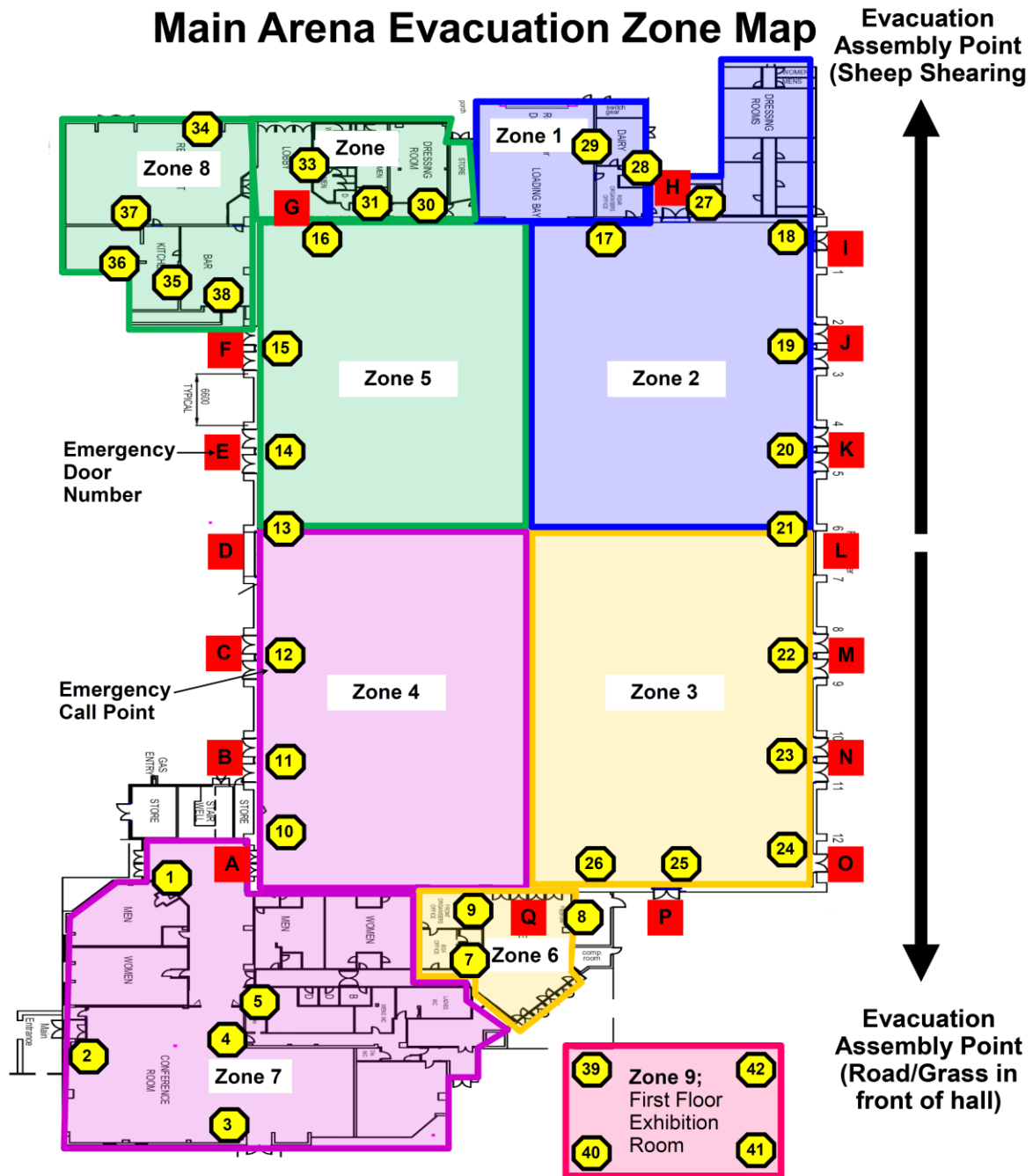




# **EMERGENCY PROCEDURES**

# Main Arena Evacuation Zone Map



- Zone 1** - Loading Bay, Back Organisers Office & Dairy
- Zone 2** - Back right quarter of the hall, dressing rooms (inc. Corridor)
- Zone 3** - Front right quarter of the hall
- Zone 4** - Front left quarter of the hall
- Zone 5** - Back left quarter of the hall
- Zone 6** - Front Foyer, Front Organisers Office & Box Office
- Zone 7** - Conference Room, Main Hall Toilets, Corridor Toilets, Disabled Toilets & Baby Changing Room
- Zone 8** - LimeTree Cafe and Kitchen, Back Foyer and Toilets (inc. Staff) & Main Dressing Room

## Special Notes;

- Zone 7 - The Conference room (inc. toilets) to be checked if in use for current event. When occupied the organiser will evacuate and perform checks. If not in use the room will be locked.
- Zones 1,2,3,4,5,6,7 & 8 - Areas not being used for the event will be locked and checked every two hours by the Emergency Control Manager and will not require evacuating.
- Zone 9 - Emergency Control Manager to ensure the unoccupied upper floor level has been cleared.

## **Emergency Procedure**

1. On discovering a fire operate the nearest fire alarm and dial 999 (dial 9 for outside line).
2. Give the operator your telephone number and ask for FIRE.
3. When the emergency services replies, give call distinctly

### **FIRE AT WESTPOINT EXETER, CLYST ST MARY, EXETER, EX5 1DJ.**

4. Do NOT replace receiver until address has been repeated and confirmed by Emergency Services.
5. Notify the Emergency Control Manager of the alarm being raised and location of the FIRE.
6. If the alarm has been raised: The alarm will sound, the roof vents will open, the evacuation message will be repeatedly played, the strobe warning lights will flash and people will be evacuated from the building.
7. ***Do NOT put yourself at any risk.***
8. Commence the evacuation of the event, checking the main arena, conference room, temporary structures, offices, toilets and corridor have been evacuated, being particularly aware of those needing HELP and assist as needed.
9. Report to the Emergency Control Manager of the areas evacuated and leave the building by the nearest exit.
10. Report to the Assembly Point, contact your Westpoint Representative.
11. Assess if anyone is missing and report to Emergency Control Manager/Emergency Services.

In the event of system failure, the person discovering fire should notify the Emergency Control Manager and shout: **PLEASE LEAVE IMMEDIATELY BY THE NEAREST EXIT POINT**

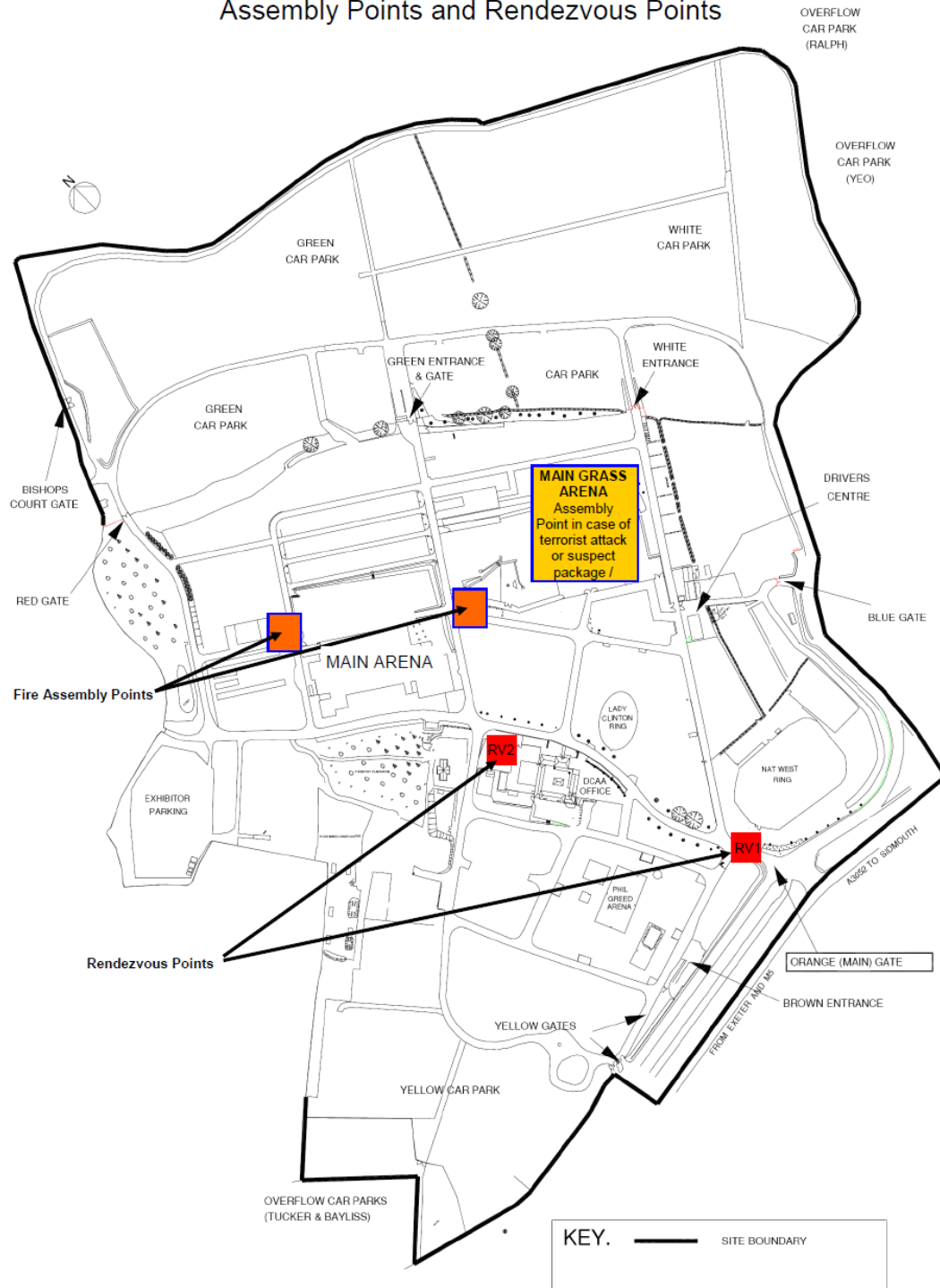
### **In the Event of a Terror Threat or Attack:**

The above procedure for fire will be followed with the ADDITIONAL precaution that:

The assembly points will be positioned an additional 100 metres away from the buildings and car parks.

The Code word to be announced as a warning will be "CODE BLUE"

# SHOWGROUND PLAN Assembly Points and Rendezvous Points



## INITIAL PRIORITIES DURING AND AFTER A TERRORIST ATTACK

### KEY LEARNING POINTS

#### 1. RUN HIDE TELL

**RUN:** If there is a safe route run, if not hide, leave your belongings behind and insist others go with you. Do not congregate at evacuation points.

**HIDE:** Find cover from gunfire, lock yourself in a room if you can, move away from the door, be quiet and turn your phone to silent.

**TELL:** Dial 999 when you can, give location, direction and description of attackers. Keep out of the area and stop others entering if possible. Provide details of casualties, injuries and building or location information if possible.

#### 2. 'METHANE' – INITIAL ACTIONS AT A TERRORIST MAJOR INCIDENT

##### Major Incident

- Declared by the Police (provide the following information)

##### Exact Location

- Confirm nearest junction or exact address
- Geographic size of the incident

##### Type of Incident

- Explosion, Building Collapse, Firearms Incident etc

##### Hazards

- Identify the hazards present or suspected
- Consider potential or secondary devices
- Is evacuation or invacuation necessary and safe?

##### Access Routes

- Update with routes that are safe to use
- Clarify routes which are blocked
- Nominate and search the RVP

##### Number of Casualties

- List type and severity
- Approximate number of dead, injured, survivors and witnesses

##### Emergency Services

- List those Service present and those required
- Conduct a joint dynamic hazard assessment with the emergency services

#### 3. FIRST AID – DEAL WITH CASUALTIES

#### 4. BLAST – STAY AWAY FROM GLASS

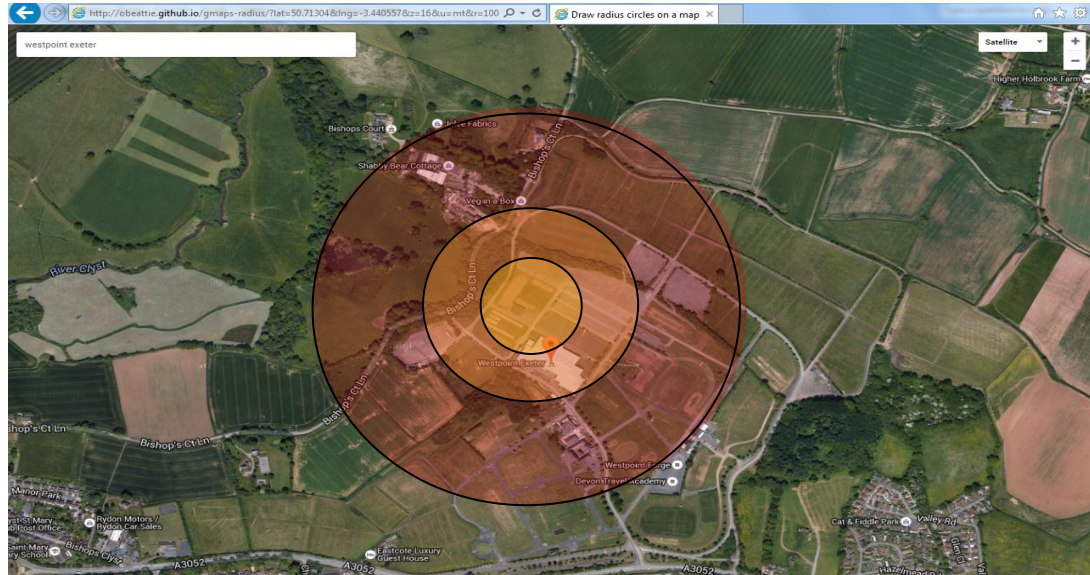
#### 5. EMERGENCY GRAB BAG(S)

Are first aid kits and emergency grab bags checked regularly? Are they complete and accessible?

## 6. CORDONS – MAY BE DEPLOYED ONCE THE EMERGENCY SERVICE ARRIVE

THE FOLLOWING ARE MINIMUM DISTANCES

### Westpoint Exeter



**100 metres** – Briefcase or rucksack  
**200 metres** – Suitcase, wheelie bin, small car  
**400 metres** – Larger items, lorries and vans

## 7. TERRORISM THREAT LEVELS – KEEP UP TO DATE & HAVE CORRESPONDING RESPONSE PLANS

Exceptional – Heightened – Normal

CRITICAL		IMMINENT
SEVERE	HIGHLY LIKELY	
SUBSTANTIAL	STRONG POSSIBILITY	
MODERATE	POSSIBLE	
LOW	UNLIKELY	

## SUSPICIOUS PACKAGES – HOT ASSESSMENT

**HIDDEN** – Is it obviously hidden, has someone deliberately tried to conceal it?

**OBVIOUS** – Is it obviously out of place and out of context for its environment?

**TYPICAL** – Is it typical of the package usually seen in the environment?

## 8. HOSTILE INCURSIONS

Consider the following steps

- Anticipate the threat and assess the risk
- Develop & prepare strategy
- Prepare your personnel
- Deny, detect & deter hostile reconnaissance
- Detect & delay attacks & attackers also protect your most important assets
- Respond and manage the incident – command and control will be challenging
- Recover and resume normal operations

Testing and exercising will always be a good foundation for dealing with any incident