

Emergency Procedures (Manchester Central/2012)

THIS IS AN URGENT AND MOST IMPORTANT NOTICE

4.1 Security (Suspicious Items)

It is of the utmost importance that each Exhibitor nominates a sufficient number of staff to ensure the observance of the instruction given in the **EXHIBITION EMERGENCY PROCEDURE NOTICE** below:-

In the event of an emergency, the message **“ATTENTION PLEASE – STAFF CALL 100”** will be broadcast and repeated at half minute intervals.

The responsible member(s) of the staff on duty on each stand will immediately inspect the stand to ensure that no object of a suspicious nature has been placed there. If one is discovered, the article **should not be touched**. Telephone the Security Office (834 2700 ext.2206) or inform a member of the Manchester Central Convention Complex Staff/ Security Guard.

The broadcast of this message must be taken as an alert to all stand personnel that **it may** be necessary to clear the building.

When the Security Staff are satisfied that there is no danger, the following call will be broadcast over the Public Address System:-

“ATTENTION PLEASE – CANCEL STAFF CALL 100”

Please ensure that your staff is aware of these procedures and that they **DO NOT** make any mention to visitors of the meaning of the ‘Staff Call’ **as this could cause panic**.

If it is necessary to clear the building, the following message will be broadcast over the Public Address System:-

**“ATTENTION PLEASE! ATTENTION PLEASE!
WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
THIS IS AN EMERGENCY.
THE STAFF WILL ASSIST AND DIRECT YOU.
PLEASE DO NOT USE THE LIFTS.”**

In the event of an evacuation of the Central Hall, Exhibitors’ staff is requested to assemble in the car park to the rear of the Central Hall (or Front Forecourt if within Exchange Hall/Auditorium). If these areas are not appropriate, you must follow instructions from Security Staff. This is necessary so that the Company can readily contact Exhibitors to man their stands when the emergency is over.

If evacuation of the venue is necessary, the Company **strongly recommend that Exhibition staff leave the building, as the Company will not be responsible for any damage, loss or injury howsoever caused**.

The Emergency Co-ordinator wishes to stress the importance of a **CONSTANT CHECK** being made on the contents of Exhibitors’ stands to see that no unidentified package, case or bag has been left lying around. In any case of doubt, the article should not be touched. Inform the persons above.

It must be stressed that extra vigilance on the part of everyone is absolutely vital.

4.2 Fire Procedures

The whole of the Manchester Central Convention Complex has a comprehensive fire detection system and fire fighting equipment.

Should an emergency arise on your stand, you should take the following action:-

- (1) **Break the glass on the nearest fire alarm point. These are located at each vehicle door and other fire exits.**
- (2) **Telephone the security office, 834 2700 extension 2206, giving the location and nature of the incident, or inform a member of the Manchester Central convention complex staff/security guard. security reception is located in the charter foyer.**
- (3) **Notify your adjoining stand occupiers of the situation.**

If you follow the procedures given, assistance will arrive. Please stay calm. Reassure visitors who may be in the vicinity.

In the event of an evacuation being necessary, the following alert message will be broadcast:

**“ATTENTION PLEASE! ATTENTION PLEASE!
WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT.
THIS IS AN EMERGENCY.
THE STAFF WILL ASSIST AND DIRECT YOU.
PLEASE DO NOT USE THE LIFTS.”**

In the event of an evacuation of the venue, Exhibitors' staff is requested to assemble in the car park to the rear of the building (or Front Forecourt if within Exchange Hall/Auditorium). If these areas are not appropriate, you must follow instructions from Security Staff. This is necessary so that the Company can readily contact Exhibitors to man their stands when the emergency is over.

If evacuation of the Exhibition Halls is necessary, the Company **strongly recommend that Exhibition staff leave the building, as the Company will not be responsible for any damage, loss or injury howsoever caused.**

4.3 MEDICAL EMERGENCIES

In the event of urgent medical assistance being required, inform persons listed without delay on 834 2700 extension 2211/2206 (or mobile 07527 254221) giving exact location of the casualty and details of injuries sustained e.g. obvious bleeding, unconsciousness. The First Aid Room will be informed and a First Aider will be sent to the incident location.