

## Emergency Procedures – SEC

**Emergency Phone Numbers (Only to be used in an emergency).  
Do not dial 999.**

**Medical Centre/ First Aid – 0141 576 3888 or Ext 888  
SEC Control Room – 0141 576 3888 or Ext 888**

### **Evacuation of Premises**

If an emergency occurs that necessitates an evacuation the house lights will be brought up and an announcement will be made over the PA system.

**“Attention please. Attention please. An emergency situation has arisen within the centre. Please leave the building by the nearest available exit, do not use the lifts”**

Please take these actions:

- Follow directions from marshals to the specified exit point and to the closet Assembly point.
- Make yourself known to your designated Fire & Security Marshall
- Remain at the assembly point until told you can leave
- DO NOT attempt to use the lifts in a fire
- DO NOT stop to collect personal belongings
- DO NOT re-enter the building until you are told it's safe to do so
- Refrain from using mobile phones at this time.

When the emergency has ceased you will either be invited to return to the exhibition to resume normal business or advised to return the next day – in which case you will not be permitted to return to the exhibition to collect vehicles, bags, briefcases etc.

### **Accidents**

If you are involved in or witness an accident, no matter how small, at any point during your time on-site, it is your responsibility to report it to the Organiser's Office.

Medical Centre/ first aid should now be reported through the SEC control room. You can contact them by calling: 0141 576 3888 or on an internal telephone: EXT 888, by speaking to a member of the security team or reporting to the Organiser's office. If an ambulance is required, please do not dial 999 direct.

All medical emergencies must be reported to Security Control who will contact the relevant Authorities.

### **Fire**

Action to take to be safe in case of fire - you should ensure that you know:

- How to raise the fire alarm if you discover a fire
- Where the fire escapes and evacuation points are
- What the fire alarm / call sounds like
- The location of your fire assembly point

If you discover a fire:

- Operate the nearest fire alarm
- Phone the Control Room - Emergency Number Ext 888
- ONLY attempt to fight the fire if safe to do so

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### **Suspect Packages**

It is important to make constant checks to your stand to ensure that no unidentifiable packages, cases or bags have been deposited.

If you discover a suspect package you should:

Contact the Organisers Office or Phone Security Control on 0141 576 3888 ask for Ext:888

Give a full description of the package and its location

DO NOT approach, touch or move the package

DO NOT use a mobile phone within 10 metre radius of the package

Venue & Security will investigate and conduct the necessary search and activities.

Thank You & Have a Safe Event.