

### 3) FIRE PRECAUTIONS

Stands over 72sqm in size are required to have at least one fire extinguisher. Exhibitors should ensure that at least two of their stand contractors & staff are aware of how to use these extinguishers & of the location of the fire exits & alarm points within the halls. Fire extinguishers can be purchased from the De Roeve Expo shop at Brussels Expo.

### EXHIBITOR CHECKLIST FOR HEALTH & SAFETY

*Have You Remembered To ...???*

- ⇒ Appoint a Safety Adviser to co-ordinate your health & safety exhibition policy?
- ⇒ Photocopy the Emergency Procedures contained within this manual & circulated it to all your staff & contractors?
- ⇒ Complete & return a copy of the Health & Safety Declaration Form in this section of the manual?
- ⇒ Undertake a Risk Assessment for all areas (i.e. stand fitting, exhibits & on-site staff) and notify relevant persons of key risk areas, if you are a space only stand exhibitor or if something you are demonstrating on your stand poses a significant risk? **Note that Space Only stand exhibitors must forward copies of all Risk Assessments together with their Stand Plans and a completed Health & Safety declaration no later than 28<sup>th</sup> July 2017**
- ⇒ Appoint a competent and reliable Stand Contractor? Ensure that they complete a suitable Risk Assessment and pass on all stand-fitting regulations to them?
- ⇒ Submit stand designs and a Method Statement for your stand?
- ⇒ Plan your time during Build-Up & Breakdown? Can your stand design be erected and dismantled safely and on time? Should late working be necessary, have you planned a rota & ensured all staff receive sufficient & regular breaks?
- ⇒ Provide suitable training and information to your stand staff & contractors? They must be informed of on-site risks in order for them to understand & fulfil their responsibilities.
- ⇒ Review your findings after the show to discover areas that need attention, where incidents occurred & to take the appropriate action for the future.

### ORGANISERS POLICY

- Tarsus has appointed a Health & Safety Officer to cover the build-up and breakdown of the exhibition
- Tarsus has ensured medical facilities are provided on-site.
- Tarsus are satisfied that the recommended and official contractors for Labelexpo are competent in the tasks required of them. Official contractors' risk assessments have been received & checked.

**BRUSSELS EMERGENCY PROCEDURES  
INSTRUCTIONS FOR EXHIBITORS AND CONTRACTORS**

There are four emergency procedures at Brussels Expo, of which Exhibitors and Contractors should be aware.

Exhibitors and Contractors are also asked to check for suspicious objects both morning and evening and ensure that their briefcases and bags are kept safely locked away at all times to prevent causing unnecessary concern. Be aware of the location of the nearest fire extinguisher and nearest Emergency exit. Ensure you brief all your staff on these procedures.

**1. BOMB THREAT - SEARCH (PROCEDURES (Staff Call 100"))**

In the event of a bomb threat, you will hear the announcement (or receive a telephone call) as follows:

**“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100”**

**Do not leave the building.** Inform your colleagues, and then assist in **searching** for suspicious objects in your work area. If you find a suspicious object, do **NOT** touch or move it. Clear the area of people calmly. Report to the Organisers’ giving the exact location of the object. **Please do not cause undue concern to visitors at this stage.**

If you receive a bomb threat directly on the stand, please obtain as many details as possible (see form that follows), and then inform the Organisers

**2. FIRE**

If you discover a fire, or a fire is reported to you, operate the nearest fire alarm call point **FIRST**, then inform the Organisers

**3. EVACUATION**

If evacuation is necessary, you will hear the alarm and the following announcement:

**“ATTENTION PLEASE. ATTENTION PLEASE. HERE IS AN IMPORTANT ANNOUNCEMENT. IT IS NECESSARY TO ASK EVERYONE TO LEAVE THE BUILDING. PLEASE MAKE YOUR WAY CALMLY TO THE NEAREST EXIT. EVERYONE WILL BE RE-ADMITTED AS SOON AS POSSIBLE”**

Please leave the building by the nearest exit and assemble outside at the front of the hall. Exhibitors and Contractors should account for all their staff and report to the Organisers

**4. CANCELLATION - STAND DOWN**

The signal for a return to work is made by the cancellation of emergency procedures. The search procedure is cancelled by the announcement: **“ATTENTION PLEASE. ATTENTION PLEASE. STAFF CALL 100 IS CANCELLED”**

**BOMB THREAT – REPORTING PROCEDURE**

**IF YOU RECEIVE A PHONE BOMB THREAT - CHECKLIST**

Obtain as much information as you can.

Try to keep the caller talking (apologise for bad line, ask him/her to speak up, etc.)

Complete this form as you go along asking questions in sequence as necessary.

**SEND BY HAND TO THE ORGANISERS'**

**THE MORE INFORMATION YOU GET, THE EASIER IT WILL BE TO DECIDE WHETHER THAT WARNING WAS GENUINE OR NOT**

**MESSAGE (exact words)** .....

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Where is it?.....

What time will it go off?.....

What does it look like?.....

What kind of bomb is it (type of explosive)? .....

Why are you doing this?.....

Who are you? Name: .....

Time of call: .....

Code Word: .....

**DETAILS OF CALLER:**

Man .....Woman ..... Child .....

Old/Young ..... Not Known .....

**SPEECH:**

Intoxicated ..... Irrational .....Rambling .....

Speech Impediment ..... Laughing .....Serious .....

Accent ..... Was the message read or spontaneous? .....

**DISTRACTIONS:**

Any noise on the line? .....

Call box pay tone or coins? .....

Operator.....Interruptions .....

Anyone in the background?.....

**OTHER NOISES:**

Traffic .....Talk ..... Typing .....

Machinery .....Aircraft ..... Music .....

Children ..... Other .....

Person receiving call .....

Number of telephone on which call was received .....

**COMPLETE THE FOLLOWING AS SOON AS PRACTICABLE**

## SECURITY ADVICE FOR EXHIBITORS

*Exhibition halls are vulnerable places and your stand should be considered as an open shop without windows or doors. Please take a few moments to consider how you can secure your products and belongings while on-site. The following tips should assist you.*

- **Speak To The Organisers Security Company For Advice If You Have Specific Concerns.**  
Find out if they operate a lockable store for valuable items, such as computer equipment, overnight. If they do not, make your own arrangements for safe storage.
- **Plan Your Arrival And Departure From The Venue During Build-Up & Breakdown.**  
Ensure that there are at least two representatives setting up and dismantling your stand, so that the stand is never left unattended during these vulnerable periods. Plan to remove all products and portable items from your stand on the first evening of breakdown.
- **Book Sufficient Staff For Your Stand During The Show.**  
This ensures it is always staffed. Do not ask a neighbouring exhibitor to watch over your stand while you go for a break: they may become busy and not be able to keep an eye on your stand.
- **Place A Lockable Cabinet On Your Stand.**  
Lock away brief cases, mobile phones, handbags, laptops, etc during the day even when you are on your stand. If you get busy, you may not notice someone taking them. Please also check all lockable units on your stand before leaving them at night.
- **Do Not Position Desirable Items At The Front Of Your Stand.**  
You may not always be able to keep an eye on them and they may be easily removed.
- **Book A Night Security Guard Or Hire An Alarm Or Nightsheet.**  
The Organisers can provide details of where such items can be hired. If there are high value items on your stand, take them away each evening if at all possible. If you employ a guard, please ensure to inform the Organisers Office.
- **Avoid Leaving Your Stand Each Evening Before Visitors Have Left The Show.**  
Likewise, ensure your stand is fully staffed by the show opening. Remember, however, the halls are open each morning from 0800 for all exhibitors and their maintenance staff.
- **Report Anything Of A Suspicious Nature To The Organisers or Security.**  
Leads can be followed up to avoid incidents of theft.