



the conference centre

Security Procedures for

ORGANISERS AND EXHIBITORS

Fire, Security & Traffic – Your Responsibilities

It is of utmost importance that you and your staff are aware of the Vox's security and fire procedures. Please provide a brief site induction to a sufficient number of your staff to ensure that these procedures are observed at all times and if you require assistance regarding this, please speak to your Event Manager.

Checking your area

It is important to make constant checks of your area to ensure that no unidentifiable packages, cases, or bags have been deposited. Please nominate a person to check at regular intervals, and if suspicions arise, do not touch the article but contact the nearest Host.

In the event of evacuation, and when leaving your area each night, please ensure that:

- 1) Appliances are switched off
- 2) The area is checked for other potentially dangerous items.

Emergency Announcement

If it becomes necessary to evacuate the building, a pre-recorded message will be broadcast. If partial or complete evacuation is necessary, it is strongly recommended that exhibitors' staff leave the building for their own safety.

First Aid Emergencies

In cases of medical emergency contact your event manager or the nearest venue host. Trained first aiders will offer first response and assess the situation before contacting NHS for further advice or escalating by contacting ambulance service.

Fire Procedures

An intelligent fire alarm system and audible sounders protect the Vox. There are portable fire extinguishers, fire hoses and a sprinkler system throughout.

In the event of discovering a fire in your vicinity:

1. Raise the alarm
2. Inform the nearest venue Host giving location and nature of the fire.
3. Turn off all electrical equipment in your area, where safe and practicable to do so.
4. Follow Hosts' instructions.
5. Make your way to the nearest fire exit; do NOT use lifts or escalators.
6. Do NOT go back to collect personal belongings.
7. Report to the assembly point as advised on the morning(s) of your event and await instructions.
8. Please notify a member of the Vox team if you believe a member of your team is missing.
9. Only return to the building when instructed by a fire officer.

Official Passes

In order to help with security during build-up and the open period of the event, admittance may be refused to anyone who cannot produce the your designated event pass. Kindly ensure that you and your colleagues carry your passes at all times.

Traffic Notice

For the benefit of all, accessibility and traffic flow on-site must be maintained at all times. Vehicles parked in 'No Parking' areas will be ticketed for illegal parking. These include double yellow lines and disabled parking areas.

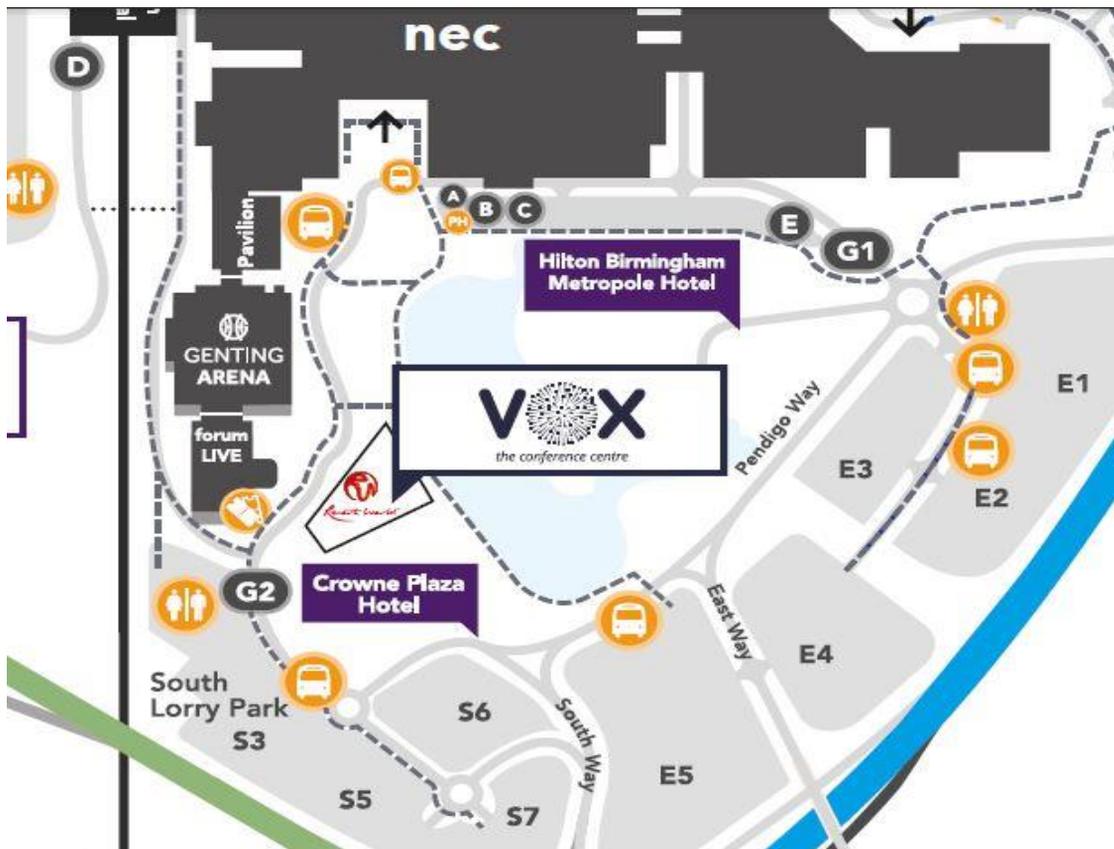
All access requirements for loading/delegates/VIPS will be need to be discussed with your event manager at least 15 working days prior to the start of the event

Security

Please remember to be vigilant throughout your event to ensure the safety of your property. If items cannot be watched then it is important that they are properly secured.

Evacuation Assembly Area

The most likely evacuation point is the South 2 car park next to South 3 (S3) (see plan below) however this is likely to change depending on events taking place at the NEC. Your Event Manager will confirm this to you on a daily basis during your event. Please follow host instructions and on-site evacuation signage



Contact Us:

*The Vox Conference Centre
Resorts World Birmingham
Pendigo Way
Birmingham
B40 1PU*

info@thevoxcentre.co.uk
www.thevoxcentre.co.uk
0121 200 2000