

## **Event safety statement (Housekeeping)**

Event organisers must make the following information is available to anyone attending their event. This could be through having the information available in the conference/event pack (if applicable) and/or reading out the statement at the start of the event.

**Emergency procedures** - in the event of a fire or other emergency the automatic alarms will sound. At the sounding of first beep - beep warning prepare to evacuate and on second whoop - whoop warning sound you must evacuate through the emergency exits which are clearly marked. Please follow the direction of wardens who will be identified by a red or white hard hat, or University / Venue security personnel. Do not use lifts.

**First aid** - if you need first aid or medical attention, please let the event organiser know. Please note, if on a University campus, that University Security are all trained first aiders. If there is a serious medical emergency and conference organisers are not available, first call the ambulance service - 000 (or 0-000 if calling from a University phone) and then call University Security on internal extension 12880 (or 8201 2880 if ringing on a mobile).

Provide any further information including toilets, key areas applicable to the event and any other information such as pandemic control measure information.