

<p>1. Fire</p>	<p>4. Emergency Evacuation Procedures</p>
<ul style="list-style-type: none"> • In the event of a fire please notify the Duty Manager • Fire extinguishers can to be found at the entry/exit points around the marquee. If you feel confident in using a Fire Extinguisher do so, if not begin to evacuate people from the surrounding area (following the Emergency Evacuation Procedures). 	<ul style="list-style-type: none"> • There are three main Emergency Exits in use at the Fair. <ul style="list-style-type: none"> • Swan Walk Entrance • The Shop Exit to Royal Hospital Road • Embankment Gate (to be opened by a key holder) • Use your initiative to evacuate individuals in to the nearest exit. For example, those near the Main Building should be evacuated via. Swan Walk or Royal Hospital Road. • The Duty Manager will instruct someone to check the Public Toilets, Curators House and the Café. • The Duty Manager (or nominated person) will contact the Emergency Services as appropriate. <p>Note: Stallholders may take with them their cash/float but not remove their stock, this will only hold up any evacuation and could cause blockages.</p>
<p>2. Suspicious Package</p>	<p>5. COVID-19</p>
<ul style="list-style-type: none"> • If any suspicious packages or bags are identified – first ask in the immediate area if the bag belongs to someone. • If it does not belong to anyone, stay near the bag and ask a colleague to notify the Duty Manager. • The Duty Manager will then investigate further, using the HOT Principle. Hidden? Obviously suspicious? Typical? • <u>Do not</u> use a mobile phone or radio within the vicinity of the Suspicious Item. 	<ul style="list-style-type: none"> • Do not enter the Gardens if you have any symptoms – fever, coughs, shortness of breath or are self-isolating. • Alert the Duty Manager should anyone feel unwell at your stall. • Wash hands regularly. • Hand sanitiser will be available across the fair.
<p>3. Medical Emergency</p>	<p>6. Lost Children</p>
<ul style="list-style-type: none"> • First Aiders will be onsite throughout the Christmas Fair. • Please take or direct anyone requiring First Aid to the Gardeners Mess (near the Stallholder Tea & Coffee Station). • If the individual cannot be moved, get help – and ask someone to get the First Aiders to you, whilst you stay with the individual. 	<ul style="list-style-type: none"> • All lost children should be taken to the Information Point (66 Hospital Road). • If you are approached by someone who has lost their child, direct them to the Information Point. • Remember not to give information out about missing children to the public to help us safeguard the individual. If the child's parents are not found within 30minutes the Duty Manager will contact the police.

Please sign here to show this has been received

For anything else please speak to the CPG Team