

## SITE RULES - BE AWARE

Site Rules – AOC Electronic Warfare Europe	
<b>COVID-19</b>	
<ul style="list-style-type: none"> <li>Everyone must be aware of and compliant with the current guidance and measures relating to COVID-19 at the event</li> <li>Everyone arriving onsite must be in good health and willing to have onsite temperature checks</li> <li>If you become unwell whilst onsite please contact First Aid or the Organisers immediately stating your symptoms</li> </ul>	
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>EVERYONE must consider the safety of themselves and others at all times</li> <li>Contractors must remove their waste from the site</li> <li>Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site</li> </ul>	
<b>TRAFFIC</b>	
<ul style="list-style-type: none"> <li>Be aware of moving traffic – in the loading areas and forklifts in the hall</li> <li>The speed limit is: 5mph in the loading areas</li> </ul>	
<b>WELFARE &amp; CLOTHING</b>	
<ul style="list-style-type: none"> <li>Appropriate footwear must be worn</li> <li>High Vis must be worn on the loading areas</li> <li>Excessive Late Working will require additional crews</li> </ul>	
<b>METHOD OF WORKING</b>	
<ul style="list-style-type: none"> <li>NO HOT WORK permitted without authorisation from the Organisers</li> <li>Appropriate and safe methods of working at height are required at all times</li> </ul>	
Site Information	
<b>Organisers' Office</b>	The Organisers' Office is located at the front of the hall. The Onsite Office number will be released closer to the event.
<b>First Aid</b>	The First Aid room is open throughout the tenancy period of the show and is located at the front of the hall.
<b>Venue Security Number</b>	0151 703 7299
<b>Fire Exits</b>	The fire exits are located around the perimeter of the hall and those displaying a lit sign above them will be OPEN.

<b>Toilets</b>	Toilets are located around the perimeter of the hall.
<b>Catering Facilities</b>	There is a kettle available via the Organisers' Office should you require hot water.
Emergency Procedures	
<b>FIRE</b>	Should a fire emergency arise you should immediately contact any member of the show team or the ACC Liverpool team, informing them of the nature and location of the fire.
<b>EVACUATION</b>	<p>In the event that the building needs to be evacuated the following announcement will be made:</p> <p style="text-align: center;"><b>'Attention please – Attention please! We have an emergency within the building. Please leave by the nearest available exit. Do not use the lifts.'</b></p> <p>In the event of an evacuation of the venue, all delegates and exhibitors are requested to muster on the piazza outside the restaurant near Jury's Inn.</p>
<b>BOMB THREAT</b>	<p>If a member of your event team discovers an unidentified package, the article should not be touched, and they should inform a member of ACC Liverpool staff immediately. It is everyone's duty to be vigilant at all times.</p> <p>If there is a need for action please follow the instructions of ACC Liverpool stewards and any public announcements. For evacuation please see Evacuation procedures for further information.</p> <p style="text-align: center;">IN THE RARE EVENT OF A firearms or weapons attack</p> <p><b>RUN</b> – to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go then....</p> <p><b>HIDE</b> – Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can...</p> <p><b>TELL</b> – the police by calling 999 when it is safe to do so.</p> <p><b>TREAT</b> – Download the Citizen Aid app or visit their website for more information about how we can help each other in the event of a major incident.</p>

