

## Emergency Procedures - Summer Science Exhibition 2026

### Evacuation procedures for Summer Science Exhibition

#### Your responsibilities

It is an everyone's responsibility to:

- Read these instructions and know what to do in the event of a fire alarm sounding.
- Make sure that they are familiar with the emergency exit routes within the building.
- Keep means of escape clear from obstruction at all times.
- Prevent any possible cause of fire.
- Not interfere or purposely damage the Society's firefighting equipment.

#### 1. Fire

##### 1.1 If you see or smell fire or smoke

If you see or smell fire or smoke, you must immediately raise the alarm by hitting the nearest red call point located throughout the building. This will automatically sound the alarms.

##### 1.2 Emergency evacuation procedures

On the sound of a continuous sounding fire alarm **everybody** must leave the building by the nearest available exit:

- Do not stop to collect your personal belongings.
- Do not use the lift.
- Do not re-enter the building until authorised.

Exhibitors, external volunteers and members of the public must proceed to the Assembly Point (the King George steps – turn left when exiting the building).

Members of the security team will be positioned on the forecourt to direct people.

Volunteers (staff and external) must:

- Ask everyone to leave quickly and calmly; clear the room you are in.
- Remain calm and visible.
- Ensure people don't head off to collect their belongings from the cloakroom or buggy park.
- Direct people to the assembly point (King George steps).
- The SSE Duty Manager should take the information desk binder with them, including the staff rota.
- The Schools Lead should take the schools sign-in sheet with them.
- The first Public or Schools Engagement team member exiting door 6 will take the muster point flags with them to the SSE assembly point. (The flag will be stored at the exit to No.6 door)

Facilities and Security officers will manage the evacuation, checking and security of the building. They will also manage the Fire Control Panel.

Royal Society Staff Fire Wardens will clear their designated office areas and make their way to the muster point at the Duke of York steps as per the usual procedure for staff.

### 1.3 At the assembly point

The assembly point for the Summer Science Exhibition is the King George steps. The SSE Duty Manager will be positioned at the assembly point and liaise with Facilities. The Facilities team staff will liaise with Security at the SSE assembly point.

Key members of the SSE team will hold flags for the various groups to congregate around. Flags will be stored in the entrance to door 6:

- **Exhibitors, including Young Researcher Zone schools**, will report to the SSE Duty Manager under the **exhibitor flag**. The Duty Manager will confirm all exhibits are accounted for. Exhibit leads will be responsible for taking a roll call of the exhibitors on their stand that day.
- **Festival Crew / External volunteers** will report to the Volunteer Manager under the **volunteer flag**, who will check they are all accounted for.
- Schools will gather under the schools flag held by one of the Schools Engagement team. The teachers are responsible for taking a roll call of their own school groups and report to the School Engagement team.
- **Visitors will be asked to leave the building and the forecourt. Visitors can use the King George assembly point.**

If anyone is not accounted for, the SSE Duty Manager must be informed immediately. The SSE Duty Manager will report any unaccounted people to the Society's Facilities team at the assembly point, Duke of York steps.

At the assembly point, a member of the Security/Facilities team will establish, as far as practical, if everyone is accounted for, and give this information to the Fire Services when they arrive.

Communication with the Fire and Rescue Service will be through the Facilities team who will then communicate with the SSE Exhibition Manager and SSE Duty Manager.

Lost children during an evacuation should be reported to the SSE Exhibition Manager or Duty Manager and escorted to the King George assembly point. The SSE Duty Manager will then radio the team to identify the location of the parent. The standard lost child procedure will be followed.

No-one should re-enter the building until permission is given by Facilities or Fire Services. Once permission has been given by the Security/Facilities team and the SSE Duty Manager, the order of re-entry is:

1. Building Security
2. Royal Society staff
3. SSE Security
4. Exhibitors, including Young Researcher Zone schools
5. Volunteers (Please return to your shift location as soon as possible; if your shift is over, please let the Volunteer Manager know before leaving)
6. Public and visiting schools

Members of the public will need to pass through the security bag check again.

Role	What do I do?	Where do I go?
Security	Head to forecourt; direct people to the SSE assembly point at the King George steps. Last people to check areas are vacated before exiting the building.	Forecourt
Facilities Duty Manager	Coordinate the incident response with SSE Duty Manager and Security.	

Exhibitors, including Young Researcher Zone schools	Leave quickly and calmly and make your way to the exhibitor flag at the assembly point immediately.	King George steps (turn left)
Volunteer – Royal Society staff	Ask everyone to leave quickly and calmly; clear the room you are in and make your way to the volunteer flag at the assembly point immediately.	King George steps (turn left)
Volunteer – external	Ask everyone to leave quickly and calmly; clear the room you are in and make your way to the volunteer flag at the assembly point immediately.	King George steps (turn left)
Royal Society staff (not acting as part of SSE)	Leave quickly and calmly and make your way to the assembly point immediately.	Duke of York steps (turn right)
Royal Society staff – fire warden (not acting as part of SSE)	Standard fire warden duties: Clear your area; leave quickly and calmly and make your way to the assembly point immediately.	Duke of York steps (turn right)
Public including schools	Leave quickly and calmly and make your way to the school and visitor flag at the assembly point immediately.	King George steps (turn left)
Teachers	Leave quickly and calmly and make your way to the schools flag at the assembly point immediately. At assembly point, check all pupils are accounted for.	King George steps (turn left)
<b>SSE core team</b>		
SSE Duty Manager	Ask everyone to leave quickly and calmly clear the room you are in; collect the information desk folder and make your way to the assembly point immediately. Liaise with Facilities here.	King George steps (turn left)
Exhibition Manager	Ask everyone to leave quickly and calmly; clear the room you are in and confirm with exhibit leads that all are accounted for. To coordinate with Facilities Managers.	Forecourt
Volunteer Manager	Ask everyone to leave quickly and calmly; clear the room you are in, collect the volunteer flag at the assembly point and confirm that all are accounted for.	King George steps (turn left)
Other core team	Ask everyone to leave quickly and calmly; clear the room you are in; and make your way to the assembly point immediately.  If you are the first out of door 6, please collect the flags.	King George steps (turn left)

## **1.4 People with disabilities:**

There are safe areas throughout the building (in front of the elevators on each level) for people who need help assistance evacuating the building, alert a member of staff or security to radio for assistance. There are six fire wardens trained to operate evac chairs between the basement, ground and first floor.

## **2. General action in the event of a bomb threat**

### **2.1 Stage One – Receiving the call**

In the event of threat received by telephone, Reception or someone else receiving this should try to obtain key information and report this to the Duty Managers and Security immediately.

### **2.2 Stage Two – Action following advice by the police**

If relevant the Incident Management team will implement the Business Continuity Plan and agree the next course of action. This would be to either evacuate the premises or remain in the building within a safe environment. If the police advise a full evacuation of the premises, then the quickest way of carrying this out is sounding the fire alarms from the main fire panel situated at Reception or alternatively hit the nearest red call point.

### **2.3 Stage three – Evacuation or In-vacuation and search procedure**

Following advice from the police, staff will be instructed to either remain in the building or to evacuate the premises. Following an evacuation, the police will advise when it is safe for staff to re-enter the building. Searching the building should be left to the specialist police search teams. The advice of the police should be followed at all times.

### **2.4 Reporting suspicious packages**

- Do not touch any suspicious packages.
- Try to and identify an owner in the immediate area.
- If you still think it's suspicious, don't feel embarrassed or think anybody else will report it.
- Report it to the Duty Manager or Security, or if they are not available dial 999 (do not use your mobile phone in the immediate vicinity).
- Move away to a safe distance – even for a small item such as a briefcase move at least 100m away from the item, starting from the centre and moving out.

## **3. General actions in the event of a terrorist attack**

In the event of a terrorist attack, the official advice is [Run, Hide, Tell](#).

### **RUN**

- Consider the safest options and escape if you can
  - Is there a safe route?
  - Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave your belongings behind

### **HIDE**

- If you cannot run, hide and find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
  - Find cover behind substantial brickwork or heavy reinforced walls, for example
- Be aware of your exits, and try not to get trapped or cornered in
- Be quiet, silence your phone and turn off vibrate
- Lock and/or barricade yourself in

- Move away from the door

## TELL

- Call 999 – what do the police need to know?
  - Location: where are the suspects?
  - Direction: where did you last see the suspects?
  - Descriptions: describe the attacker(s), numbers, features, clothing, weapons, etc.
  - Further information – number of casualties, type of injury, building information, entrances, exits, hostages, etc.
- If you cannot speak or make a noise, follow the instructions given to you by the call taker
- Stop other people entering the building, if it is safe to do so

## 4. In-vacuation procedures

In the case of external threats or an identified 'lock down', the Facilities team or Security will broadcast a radio message "An in-vacuation is taking place and everyone is to make their way to a safe haven".

- There will not be a notifying alarm sounded or loud announcement but Royal Society staff will make it clear that an 'incident' has arisen.
- Volunteers will calmly tell visitors as individuals and groups that an 'in-vacuation' situation has arisen.
- Facilities will lead the liaison with the police and alert the Incident Management Team. The Royal Society Incident Management Team will monitor the situation and communicate to staff and visitors as necessary.
- Security will lock all doors to the building and not allow any person to exit until confirmation is received from the Incident Management Team via the police.
- There are 2 in-vacuation assembly points/safe havens:
  - The staff dining room in the basement
  - The Kohn centre on the ground floor

*If these areas become overcrowded the main staircase leading from the basement area to the first floor landing and the staircase behind the Marble Hall are also safe havens.*
- All exhibitors, visitors, volunteers and staff involved in the Exhibition are expected to make their way to the safe haven nearest to them (if it is safe to do so).
- The Designated Safeguarding Officer will head to the dining room and the SSE Duty Manager to the Kohn centre to provide support to visitors. If this is not possible then security will carry out this duty.
- Royal Society Staff not involved in the Exhibition will remain on the 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> floors and wait for further instructions.
- Once the threat is over, all visitors will be notified.
- All visitors will be expected to use the standardised [RUN-HIDE-TELL](#) procedure, as above and if necessary.

## 5. Emergency communications process

In an emergency situation, it is the responsibility of the SSE Duty Manager to contact the on-duty press officer by phone to manage the emergency communications, including:

- Handling press calls and media interest

The digital team will handle all external communications. The digital team will have a duty rota for emergency messaging outside of opening hours. A copy of this rota will be held by the SSE Duty Manager.

## 6. Returning to Business as Usual

Once the Fire Service or Police have cleared re-entry to the building, notification will be given to the Facilities team or Security for people to re-enter.

The aim is for the Exhibition to be up and running again as soon as possible. The SSE Duty Manager will oversee the order of re-entry:

1. Building Security
2. Royal Society staff
3. SSE Security
4. Exhibitors, including Young Researcher Zone schools
5. Volunteers (Please return to your shift location as soon as possible; if your shift is over, please let the Volunteer Manager know before leaving)
6. Public and visiting schools

All visitors except Royal Society staff will need to pass through the security bag check again.