

## FIRE & EMERGENCY PROCEDURE

AT

### IN THE EVENT OF FIRE

The fire alarm sound for the building is

Should you hear the signal to evacuate, please leave immediately by the nearest exit.

The assembly point is located

Do not stop to collect personal belongings and do not use the lifts.  
When you reach the assembly point, remain there and await further instruction.

### IF YOU DISCOVER A FIRE

Raise the alarm by  (e.g. break glass, pull station)

Please leave by the nearest exit and go to the assembly point and await further instruction.

### IN THE EVENT OF A MEDICAL EMERGENCY

In the event of an accident or an emergency contact a member of staff or dial these numbers.

If you are using a mobile phone or dialling from an outside line, dial

If you are using an in-house phone dial these extensions.

First Aid/ Medical as appropriate:

Fire:

Security:

First aid is available from:

Where a defibrillator is available, please state its location:

In the case of any emergency situation you must follow instructions given by the venue staff.

Arrangements for disabled evacuation are as follows:

*(Where are the disabled guests / delegates evacuated to, and by whom? Is equipment needed for the evacuation i.e. special chairs, lifts etc...?)*

If you have any queries about the fire procedure or you require special assistance in any of the above circumstances then please approach a member of staff.

For both safety and security purposes ensure that gangways and fire exits are kept unobstructed at all times and that personal items are kept with you. **NB. If you see anything suspicious then report it immediately to a member of staff.**

# ASSEMBLY POINT FOR FINOVATEFALL 2024

The Westin New York at Times Square  
270 W 43rd St NY, 10036.  
+ 1 212-201-2700.

Located off 8th Ave & 43rd Street.

