

EMERGENCY CHECKLIST

NEW HAMPSHIRE BOOTH

Adapted from NH Department of Agriculture
Last Reviewed 2010 – Last Updated 2009

In Case of Emergency:

1. Volunteers check in with your Supervisor
2. Supervisors check in with your Manager
3. Managers check in with NH Building Manager

In Case of Evacuation:

Either on the Big E grounds or contained within the NH Building

1. Listen for announcements over the NH building's public address system.
2. Guests will be instructed to proceed to the nearest building exit in a calm manner.
3. Further instructions from the Big E administration will be passed on to the public.
4. Information Booth Staff follow the procedures outlined below

NH Information Booth Evacuation Procedure:

SUPERVISOR DUTIES

1. Get and keep Management Book (with addresses, phone numbers and daily schedules)
2. Account for volunteers in immediate area
3. Turn off electronic machinery and devices within the booth.
4. Proceed immediately to the nearest exit of the building
5. Proceed to the rear of the New Hampshire Building and meet the New Hampshire Building Manager at the **fence behind the building along the Gate 1 parking lot.**
6. Check in with the NH Building Manager with an accounting of all booth personnel before leaving the vicinity for any other location.
7. Keep your eyes out for any volunteers not accounted for.
8. Ascertain details & information as best as possible if Manager is not available
9. *Supervisors must attend the exhibitor meeting to ascertain and pass along any other details from NH Building Management*

MANAGER DUTIES

1. Act as Supervisor if Supervisor is not available
2. Ascertain & take instructions from NH Building Management
3. Communicate information (and check in) with Supervisor
4. Keep communications open with NH Building & Big E Management
5. Pass along any information to Supervisor
6. Assist Supervisor as needed

VOLUNTEER DUTIES

1. Check in with Supervisor (if possible) before leaving the building
2. Proceed immediately to the nearest exit of the building
3. Proceed to the rear of the New Hampshire Building and meet your Supervisor at the **fence behind the building along the Gate 1 parking lot.**
4. Check in with Supervisor before leaving the area

NH Information Booth Contact: Judi Window 603-785-9981