

Booklet IV Emergency (Version 1.0)

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Booklet IV Emergency

1. Introduction

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- (1) 'Emergency' means any incident occurring within the vicinity of the Centre that will endanger or pose a threat to life and/or property. It may be of such magnitude as to involve heavy casualties and/or severe damage to the property, thus requiring the attendance of the Police and the Fire Services Department.
 - (2) When dealing with an emergency in the Centre, the objectives are:
 - (a) to save and protect life
 - (b) to protect property and to minimize any damage to the Centre
 - (c) to maintain the operation of the Centre in the unaffected areas as far as possible
 - (3) The emergency procedures set out in this section cover most emergency conditions, including:
 - (a) fire
 - (b) extensive flooding
 - (c) gas leakage
 - (d) bomb explosion
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2. Evacuation

- (1) Whenever the below announcement is broadcasted, please follow the announcements over the public address system or the instructions by the Centre's staff and/or fire/police officers.

“Attention please! Attention please! This is an AsiaWorld-Expo emergency announcement. It is necessary for everyone to leave the building immediately. Please make your way calmly to the nearest exit.”

- (2) Notice for Evacuation
 - (a) Evacuation must be carried out as soon as possible. Priority should be given to ensure a smooth and quick evacuation of any personnel.
 - (b) In case any smoke blocks an exit, please use other available exits.
 - (c) Remain calm and do not panic.
 - (d) Assist the evacuation of visitors if possible or necessary.
 - (e) Walk as fast as you can but please do not run.
 - (f) Do not use the lifts.
 - (g) If an area is filled with smoke, duck on the floor and navigate to the nearest exit. Use a wet handkerchief to cover your nose.
 - (h) Do not put yourself in any danger.
 - (i) Once outside the building, stay as far away from the building as possible and do not return. Assemble at the marshalling area to await further instructions from the Centre's staff.
- (3) Your assigned Event Planning Manager will keep you up-to-date with any emergency situation during the event.



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3. Fire

(1) General

The Licensee, its exhibitors and contractors shall observe and comply with all applicable fire codes issued from time to time by the relevant authorities concerned. All drapes, curtains, coverings, skirts, carpets or any materials used in the construction and decoration of exhibition stands or set-ups should be flame-retardant and are subject to inspection by the authorised personnel of the Company. The Licensee shall make available the relevant certificates of the fire test, flame test, fume test, etc. or the certificates of origin of the above materials.

(2) On Discovering Fire

- (a) Safely activate the nearest fire alarm (break glass) at the nearest EXIT if possible.
- (b) Contact the Security by calling extension 1234 for any house phone or 3606-1234 when calling from a mobile or external line, state "FIRE" and give exact location.
- (c) Leave the affected area immediately through the nearest exit (emergency exits are marked in green).
- (d) Do not use the lifts.
- (e) Only if you have the proper training and when you deem safe, find the nearest fire extinguisher and put out the fire. Always ensure there is a safe exit before attempting to extinguish any fire.

(3) On Hearing The Fire Alarm

Remain alert and prepared to leave the building upon hearing a fire alarm or the public announcements over the public address system, or when instructed by any staff of the Centre.