



EMERGENCY PLAN

Perth Convention and Exhibition Centre (PCEC) recognises it has a responsibility to provide for the health and safety of Clients, Patrons, Exhibitors, and Agents. In support of this, a comprehensive Emergency Plan has been implemented. The smooth implementation of emergency procedures may only be achieved if clients are thoroughly familiar with these procedures and their responsibilities.

The building complies with and, in many aspects, exceeds, all current statutory requirements for the provision of emergency management. The building is equipped with automatic sprinklers, smoke detectors and break glass alarm systems, which have a direct link to the Fire and Emergency Services Authority of WA. Where necessary instructions can be issued over the Emergency Warning and Intercom System (EWIS) to assist in coordination of an evacuation and/or passage of information. This information will be in the form of live instructions given by the PCEC Chief Warden.

FIRE / MEDICAL EMERGENCY

1. DIAL EXTENSION 80334 ON THE NEAREST INTERNAL TELEPHONE OR 08 9338-0334 ON YOUR MOBILE
2. GIVE YOUR NAME, LOCATION AND THE NATURE OF EMERGENCY

Assembly Point Locations

(Refer diagram on following page)

There are 4 assembly areas in case of an emergency. These are located at:

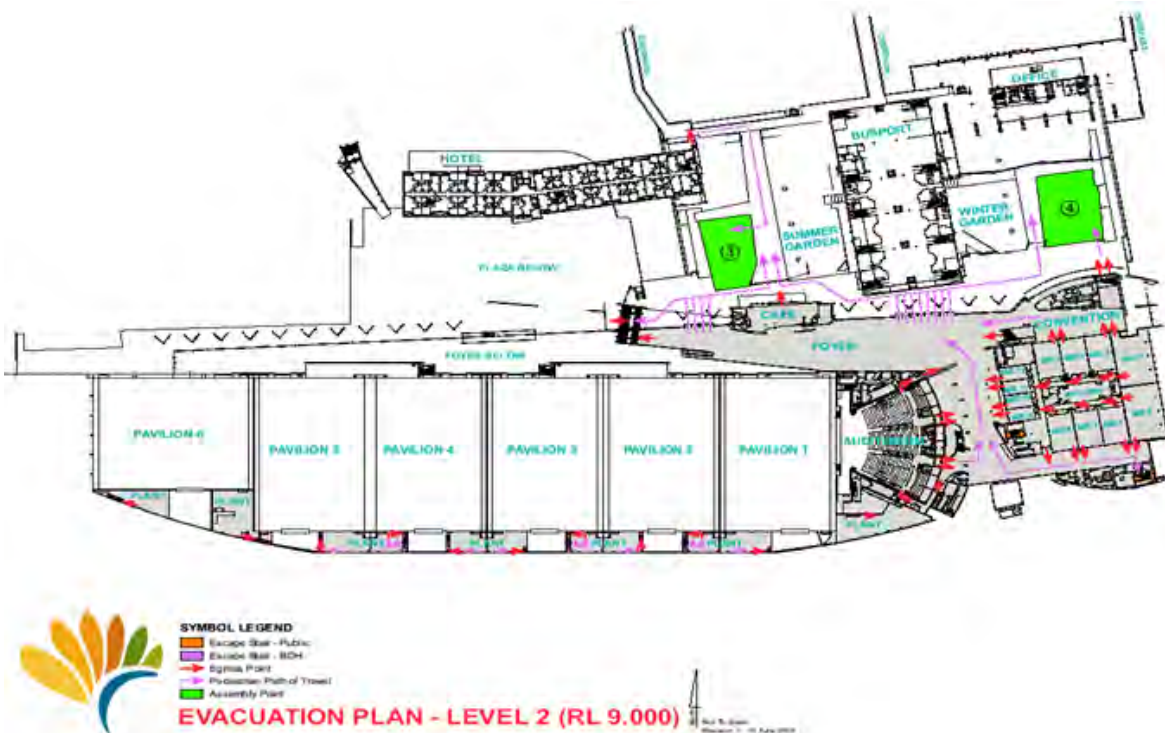
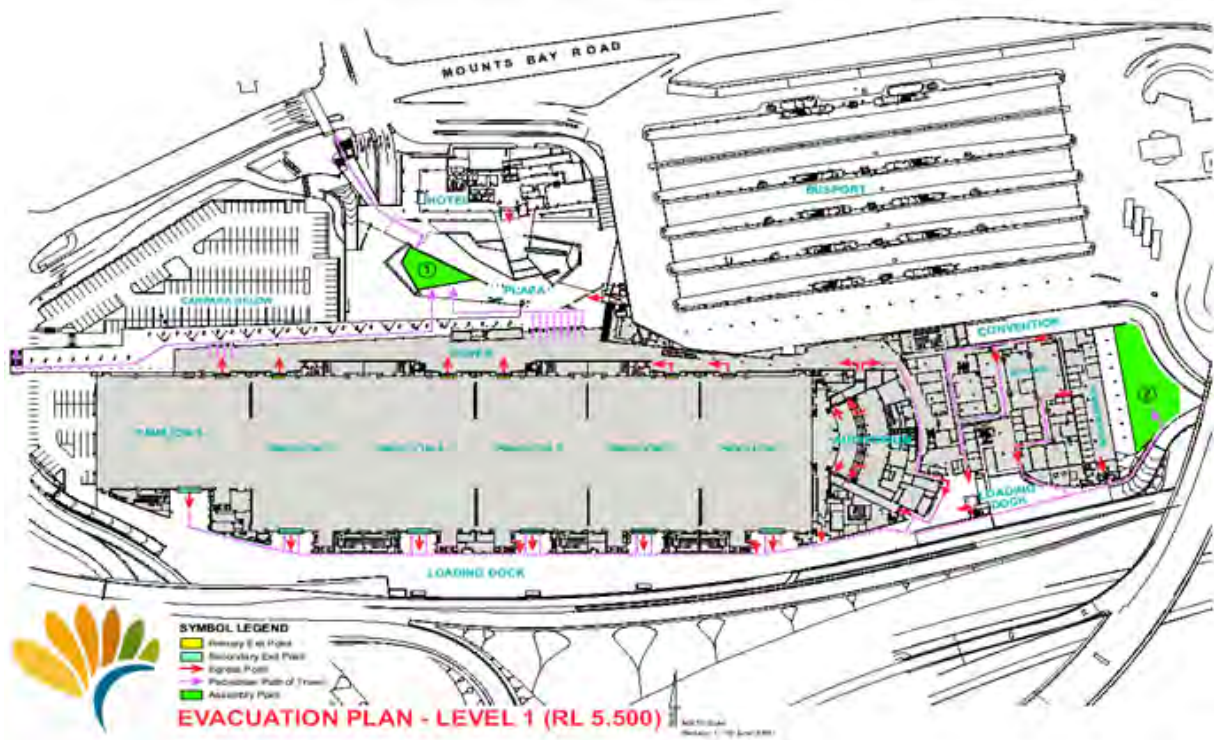
1. Level 1 in front of the Adina Hotel.
2. Level 1 in between PCEC and the Train Station (by the Spotless Office).
3. Level 2 on the grassed area in front of the PCEC Café (Summer Garden).
4. Level 2 on the grassed area to the East of the Busport entrance (Winter Garden).

Please leave all main doors clear for emergency personnel.

All Clients of PCEC are requested to familiarise themselves with the emergency exits within the building and the nearest assembly area.



Assembly Points



Controlling Risks

Safety and security can only be achieved with the full co-operation of all Staff, Clients, Patrons, Exhibitors, and Agents. If an Evacuation alarm sounds please adhere to staff directions and move quickly and quietly in the direction of the emergency exits.



Emergency Evacuation Procedures

In the event of a decision to evacuate, the following announcement will be made via the EWIS:

“Ladies and Gentlemen, a situation has arisen which necessitates our interrupting your event. There is no cause for alarm, but we request you quietly and calmly leave the building by the exit nearest to you. Our staff will direct you from there. Please do not collect any personal belongings from the cloakroom, you will be advised when it is safe to return to the building.”

Following this announcement, the Evacuation Tone (loud whooping alarm) will sound. Staff, Clients, Exhibitors, Agents and Patrons will immediately make their way to the nearest emergency exit and report to Assembly Points No.3 and/or No.4 at the front of the building.

Emergency Exits

Please take the time when entering the venue to familiarise yourself with the emergency exits and their locations.

Fire Awareness

It is illegal to do any of the following:

- Block or congest emergency exits.
- Block the access route to an emergency exit.
- Obscure or cover emergency exit signs.
- Store equipment or any other item in fire stairs or exit.
- Chock open fire or smoke doors or any doors leading to fire exits.

Reporting Incidents and Hazards

Report all incidents or near misses to the Floor Manager or Security. This ensures the rectification of hazards and a safer environment for Staff, Clients, Exhibitors, Agents and Patrons.