

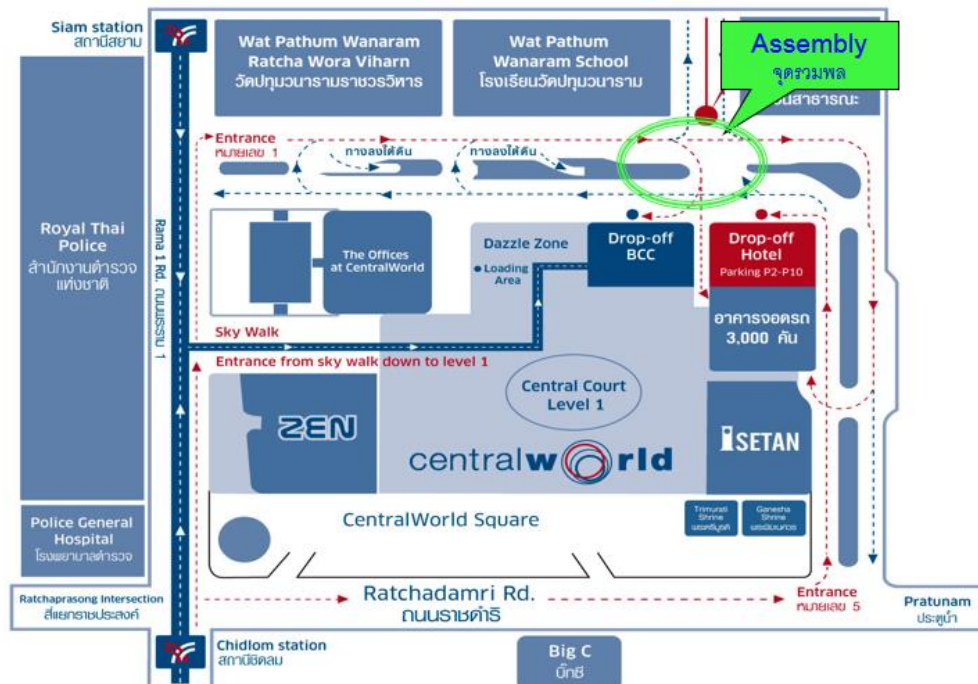
8. EMERGENCY AND EVACUATION PROCEDURES

The Bangkok Convention Centre at CentralWorld has an Emergency Evacuation Plan to enable the successful evacuation of staff, exhibitors and visitors in the case of a fire or other emergencies. All Bangkok Convention Centre staff will assist in the evacuation if the need arises.

Exhibitors, Contractors, Sub-contractors and their employees must be familiar with the emergency exits and it is crucial that all occupants of the Centre must be aware of the Bangkok Convention Centre at CentralWorld Emergency Procedures Plans.

Evacuation Guidelines

- Anyone detecting a fire should activate the alarm immediately by pulling the alarm lever. Please contact a convention centre staff member immediately and inform them of the location of the fire, what is burning and how large the fire is. Provided there is no risk of personal danger, fire can be attacked with fire extinguishers/hoses provided.
- The BCC has pre-recorded evacuation messages in Thai, English and Chinese. The message will be disseminated through the public address system. Any evacuation must be approved by event management team.
- Fire extinguishers should only be used by those who are fully equipped with the knowledge of how to operate them and who can differentiate between the various types and uses of fire extinguisher.
- Never open a door if smoke is coming out.
- In the event of a fire or emergency you should leave the building by the route advised by the Fire Marshals/BCC Staff and proceed to the assembly point outside the main entrance of the Bangkok Convention Centre. The Convention Centre Safety Officer will be at the assembly. It is therefore imperative that you go to the assembly point, STAY THERE and await further instructions.
- The Fire Marshals will assist in directing people out of the building by the nearest safe exit in the event of fire and check that everyone is aware of the emergency. It is imperative that their instructions are followed.
- In the event of an emergency or fire leave quickly - do not push or run - do not re-enter the building until the all clear has been given by the Fire Chief or other authorised person.
- Persons with a mobility difficulty may use the lift, which has been designed to provide full protection in the event of a fire or other emergency. Able-bodied individuals must not use the lift and thereby prevent use by those who need it.



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Fire Extinguisher Usage

- Provide concise, accurate information and severity of the fire and/or smoke.
- For minor fires (waste basket, etc.), try to extinguish fire with fire extinguisher.
- Fire extinguisher procedure: PASS procedure:
P - Pull the pin on the extinguisher
A - Aim the nozzle or hose at the base of the fire
S - Squeeze or press the handle
S - Sweep from side-to-side at the base of the fire until it is extinguished.

Helping Others During a Fire

- If the fire is serious and begins to spread - remember RACE:
R - Rescue any participants in immediate danger, paying close attention to your own personal safety
A - Activate the building alarm - use pull stations
C - Confine the area as best as possible
E - Evacuate the area and pay close attention to handicapped/disabled persons that may require your assistance

Fire Services

The hotel security team is trained to use the fire fighting equipment. The response time for the nearest government fire station (2kms) is 10 to 12 minutes drive. There is NO onsite fire engine for the conference

If You Discover a Fire

- If you discover a fire or see smoke, try to remain calm.
- Pull the alarm and dial "5999".
- Advise the call center of location of fire, what is burning, how large is the fire.
- Attempt to fight the fire but do not take any risks.
- Never open a door if smoke is coming out. "RAISE THE ALARM".
- Evacuate via fire staircases escape only.

