

# **EMERGENCY PROCEDURES**

## **Hong Kong Convention and Exhibition Centre**

### **FIRE EMERGENCY**

#### **IF YOU DETECT FIRE OR SMOKE**

- Activate the nearest fire alarm station if possible and safe to do so.
- Leave the fire area immediately by the nearest exit (emergency exits marked in green); do not use lifts.
- Close doors behind you.
- Leave building by the nearest exit (emergency exits marked in green); do not use lifts.

#### **IN CASE OF FIRE ALARM**

##### **(1) IF YOU HEAR A FIRE ALARM**

- Remain alert and prepare to leave the building upon hearing a fire alarm or possible announcements over the public address system, or upon receiving instructions by HKCEC staff.
- Continue as normal should fire alarm be discontinued.

##### **(2) IF YOU HEAR A FIRE ALARM EVACUATION ANNOUNCEMENT OR INSTRUCTION**

- Leave the building via the nearest exit (emergency exits marked in green); do not use lifts.
- If you encounter smoke in the stairway, use alternate exits where available.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
- Once outside building, stay clear of the building and do not return until declared safe to do so by fire/police officials.

### **MEDICAL EMERGENCY**

#### **IN CASE OF A MEDICAL EMERGENCY**

- Dial emergency number for security office ("33") from the closest house phone.
- Give exact location (as indicated above house phone)
- Give detailed information when possible of the injury and the cause of the injury.
- Remain in contact with HKCEC staff until emergency personnel have arrived.