

FIRE, SAFETY AND EMERGENCY PROCEDURE

GENERAL GUIDELINES:

1. Fire and Evacuation Procedures: Ensure that you and anyone managing your stand are familiar with the fire and evacuation procedures, as well as the locations of the hall's emergency exits.
2. Display Materials: Avoid using flammable materials in your displays, such as plastic flowers and polystyrene. Some combustible materials may be acceptable if they are treated properly.
3. Display Security: All displays must be securely fastened and should not protrude into public spaces to prevent health and safety hazards. Avoid overloaded or unstable displays.
4. Age Restrictions: Individuals under the age of 18 are not permitted in the halls, which are considered potentially hazardous work areas, especially during setup and breakdown periods.
5. Aisle Clearance: Keep aisles clear of rubbish and equipment to ensure unobstructed pathways.

HEAVY LIFTING:

For health and safety reasons, Rogers Expo Services (Singapore) Pte Ltd is the exclusive company authorized to operate mechanical and cargo handling equipment within the exhibit hall and unloading areas. The use of self-driven lorry-mounted 'HIAB' cranes and lifting equipment is strictly prohibited inside the hall.

LIQUID PETROLEUM GAS (LPG):

- The use of gas or nitrogen cylinders is strictly prohibited within the venue.
- Gas-filled balloons are prohibited.

REPORTING ACCIDENTS:

Any accident, regardless of its severity, must be reported immediately to the venue duty manager via the Organizer's Office. Certain accidents may need to be further reported to the relevant bureau or authority in Singapore, in which case, the Organizer will provide guidance.

EMERGENCY PROCEDURES & EVACUATION:

Every exhibitor and contractor is responsible for ensuring that all employees working at the venue during the Seafood Expo Asia are familiar with the emergency procedures below:

MEDICAL EMERGENCY:

- Reach out to a security guard, venue staff, or a representative from the organizer at the on-site Organizer's Office.
- Provide the exact location of the incident.
- Provide detailed information about the situation, including the nature and cause of any injuries, if possible.
- Stay in contact with venue staff until emergency personnel arrive.

FIRE EMERGENCY:

EXIT DIRECTIONAL SIGNAGE

When evacuating, follow the exit signage, head towards the nearest exit route, and proceed to the designated assembly area.

Below is an illustration of the exit signage:



EVACUATION – DO'S & DON'TS

During an evacuation, you **must** exit the Centre using the stairs. Stairs are designed to provide safe egress during emergencies.

REMEMBER – Do **NOT** use lifts or escalators during an evacuation.

Additional instructions to note:

- Instructions will be provided to all guests via the PA system and/or the Fire Warden.
- Remain calm and listen to the instructions given.
- All guests should proceed to the nearest fire exits upon instruction to evacuate.