

FIRE, SAFETY AND EMERGENCY PROCEDURE

GENERAL GUIDELINES:

- Make sure you and anyone manning your stand understand the fire and evacuation procedures and locations of the hall's emergency exits.
- Do not use flammable materials as part of your displays. This includes plastic flowers, polystyrene, etc. Some combustible materials may be acceptable if treated correctly.
- Do not have overloaded or insecure displays. For health and safety reasons, all displays must be secured and not protrude into public spaces.
- No one under the age of 18 is permitted into the halls. The halls are regarded as potentially dangerous places of work, particularly during build-up and breakdown periods.
- Do not block the aisles with your rubbish or equipment.

HEAVY LIFTING:

In the interest of health and safety, the official appointed forwarder, Rogers Expo Services (Singapore) Pte Ltd, is the only company permitted to operate mechanical and other cargo handling equipment in the exhibit hall and the unloading areas. The self-drive use of lorry-mounted 'HIAB' type cranes and lifting equipment will not be permitted within the hall.

LIQUID PETROLEUM GAS (LPG):

- The use of gas or nitrogen cylinders is not permitted in the venue.
- Gas-filled balloons are prohibited.

REPORTING OF ACCIDENTS:

Any accident sustained, however small, should be reported immediately to the venue duty manager via the Organizer's Office. Some accidents must be further reported to the relevant bureau or authority from Singapore in which case the Organizer will advise.

EMERGENCY PROCEDURES & EVACUATION:

It is the responsibility of every exhibitor and contractor to ensure that all employees working at the venue during the Seafood Expo Asia are familiar with the emergency procedures below:

MEDICAL EMERGENCY:

- Reach the security guard or staff from the venue or a representative from the organizer at the on-site Organizer's Office.
- Give the exact location.
- Give detailed information when possible of the situation concerning injury and the cause of any injuries.
- Remain in contact with venue staff until emergency personnel has arrived.

FIRE EMERGENCY:

EXIT DIRECTIONAL SIGNAGE

When evacuating, follow the exit signages, head for the nearest exit route and proceed to the assembly area.

Below is an illustration of the exit signages:



EVACUATION – DO'S & DON'TS

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

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

Other instructions to take note of are as follows:

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