

EMERGENCY EVACUATION BRIEFING FOR CLIENTS

EMERGENCY CONTROL ORGANISATION ROLES

Chief Warden /
Deputy Chief Warden /
Communications officer



Warden



First Aider



Assembly Area Warden



ALWAYS FOLLOW THE WARDEN'S DIRECTION

In the event of an evacuation, GCCEC staff will act as fire wardens (see roles left) to assist in the movement of patrons to the designated assembly area located at **Bulletin Park, on the Corner of TE Peters Drive and Gold Coast Highway** (see diagram right).

EMERGENCY WARNING TONES

 **ALERT TONE**
BEEP BEEP BEEP

 **EVACUATION TONE**
WHOOOP WHOOOP WHOOOP

The Centre has two distinct alarms: **ALERT (1st tone)** will sound throughout the building when the fire alarm is activated, or **EVACUATION (2nd tone)** if there is a pending emergency.

FIRST TONE – Alert tone BEEP sound

Should you hear the above please adhere to the following:

- prepare to evacuate
- identify fire exits in your immediate area
- await further instructions

Information regarding the situation will be announced by the Chief Fire Warden through the public address system within the Centre or follow staff directions.

SECOND TONE – Evacuation tone WHOOOP sound

Should you hear the above please adhere to the following:

- calmly make your way to the nearest emergency exit;
- proceed to the designated assembly area where you will be briefed on the situation;
- do not use lifts; and
- Always follow staff instructions.

Re-entry into the building will not occur until permission has been given by the Chief Fire Warden under the direction of the Qld Fire & Emergency Services.



If a fire is discovered at Gold Coast Convention & Exhibition Centre:

Remove persons from the immediate area.

Alert staff and other nearby occupants - Use a break glass alarm or dial 4050 on any in-house telephone.

- Contain the fire by closing doors.
- Extinguish, only if it is safe to do so, and you are confident in the use of the equipment.

EMERGENCY PHONE NUMBERS

EXTERNAL
All phones

 **INTERNAL ONLY**
From any in-house phone

Emergency
Services

000

GCCEC
Security & Medical

4050