Appendix C - Emergency Procedures

In the case of an emergency the REB's structured Emergency Control Organisation (ECO) will initiate and coordinate appropriate responses, including emergency evacuations. The ECO and associated procedures have been implemented according to the relevant Australian Standard for the safety of the site's occupants in an emergency situation. The ECO always places safety of life above protection of property and assets.

Emergency Control Organisation Structure

Chief Warden

Overall leader of the ECO during emergencies. Coordinates emergency response efforts and liaises with emergency service. Ensures all ECO members are carrying out their responsibilities effectively and facilities all post emergency de-briefs.

Deputy Chief Warden/Communications Officer

If available, will assist the Chief Warden and assume their duties if they Chief is unavailable. Supports communication and coordination during emergencies.

Floor/Area Warden

Manages emergency procedures within their designated floor or area. Conducts sweeps to ensure all occupants have evacuated. Reports status updates to the Chief or Deputy Chief Warden.

Wardens

Wardens coordinate the evacuation, assist people to safety, and ensure everyone including Mobility Impaired, follows the emergency plan. They also help with debriefing, reporting on the incident, and suggesting improvements to emergency procedures.

First Aiders

Provide immediate care during emergencies, assess the situation, use first aid equipment, coordinate with emergency services, and support evacuation if needed. Their quick actions help stabilise the situation until professional help arrives.

An emergency is defined as:

'A situation or sudden occurrence demanding immediate action such an emergency may threaten the safety of persons on the premises, the security of the buildings, and/or their contents.'

Emergencies can include occurrences such as medical emergencies, fire, bomb threats, unruly/ threatening persons, dangerous goods incidents and extreme weather conditions.

Emergency Tones

The emergency warning system installed at The Royal Exhibition Building employs two distinct tones:

Upon hearing the Alert Tone: **Beep … Beep … Beep**

This simply means stand by for further instructions. All Wardens move to the closest Area Control Point and stand by.

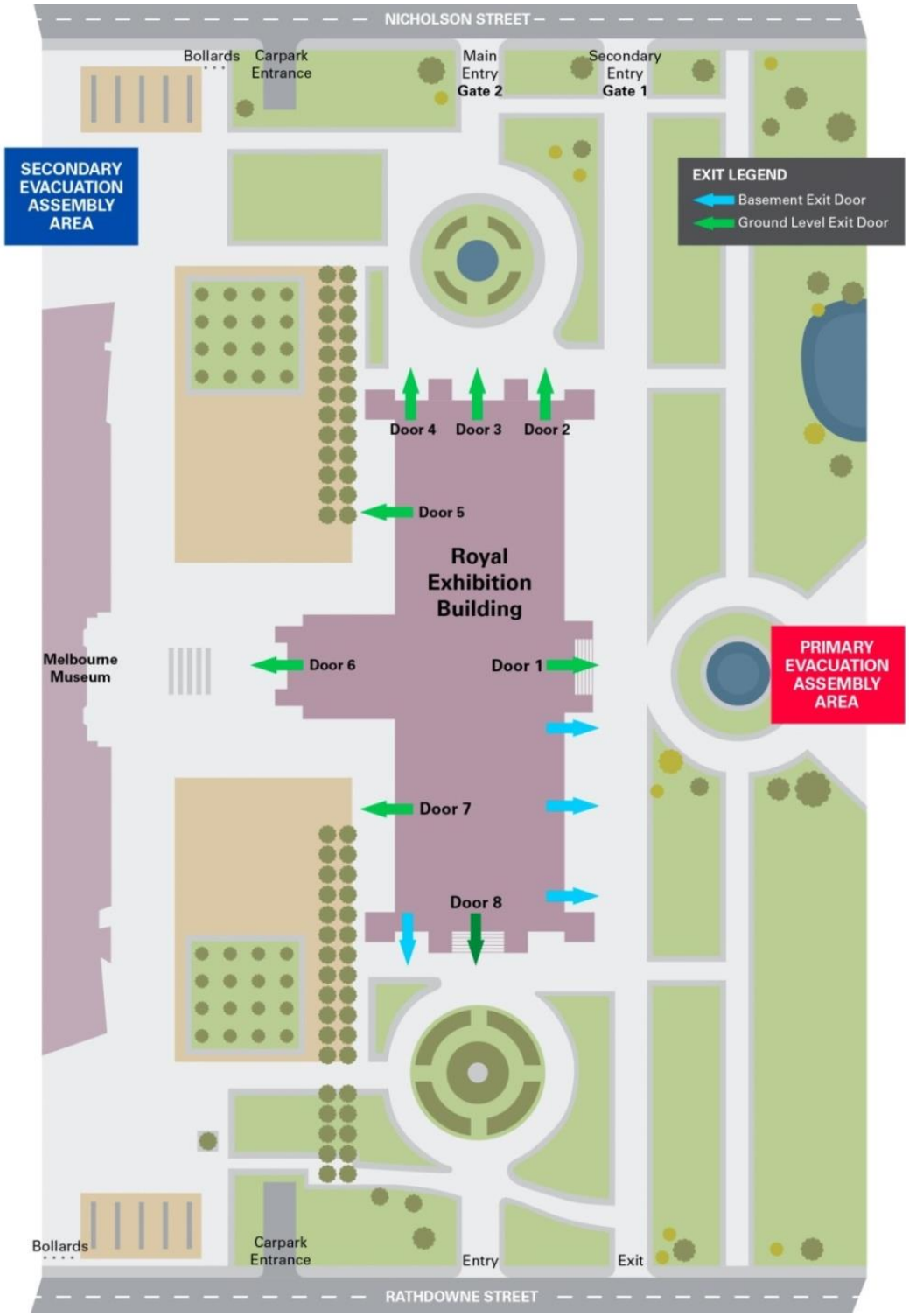
Upon hearing the Evacuation Tone**: Whoop … Whoop … Whoop**

This means it is now time to evacuate calmly and quickly through the nearest fire exit and proceed to one of the Evacuation Assembly Areas, which are shown in red and blue on the Emergency Evacuation Site Plan on the following page.

During an Emergency Evacuation all event related personnel and building visitors must follow the directions from the appointed emergency control personnel (Chief Fire Warden, Deputy Fire Warden, Wardens and emergency services).

The Royal Exhibition Building and Museums Victoria accept no responsibility for any losses or damages, financial or otherwise, resulting from an emergency evacuation.

Royal Exhibition Building Evacuation Assembly Area Location



Emergency Management Personnel

The Licensee is responsible for providing security personnel responsible for assistance in the implementation of the emergency procedures during an emergency situation.

- During the Licensee's HLP the VOS will act as Chief Warden.
- VCs will act as Wardens.
- Event security will act as additional Wardens.

- First Aiders.
- The Licensee and their personnel may be asked to assist.
- Other personnel as required.

These personnel must be made aware of the emergency procedures by undertaking required training and REB Online Induction to the site layout and emergency procedures prior to the HLP.

Safety Protection Measures

Fire cabinets are located throughout the building and contain one or more of the following safety protection measures:

- Fire hose reels and extinguishers.
- Flame and smoke detection systems.
- Manual Call Points (red break glass alarms).
- Automatic sprinkler and deluge systems.
- Emergency Warning Intercommunication System.
- White break glass door releases and magnetic door locks.

Fire cabinet equipment may be used for emergency purposes only. It is strictly prohibited to draw water from a fire cabinet, and considerable penalties apply.

In accordance with building code, all fire cabinets must be kept clear and accessible at all times.

Fire hose reels and fire extinguishers are installed throughout the building and are designed to be used by trained personnel to extinguish small fires in their initial stages. There are four different types of fire extinguishers installed:

- stored pressure water
- dry chemical
- carbon dioxide
- wet chemical.

The choice of extinguisher is dependent on the fuel which is burning. There are hazards associated with using hose reels and extinguishers, such as using water to extinguish burning energised electrical equipment.

Sophisticated flame and smoke detection systems are installed within the building. The air sampling smoke detection system draws air via sampling points to a unit which detects the by-products of materials as they combust. This type of system can detect smoke before combustion occurs and is the most sensitive smoke detection system available. Interlinked with the air sampling smoke detection system (in the dome area) are flame detectors.

The Manual Call Points (red break glass alarms) are located on each fire cupboard throughout the building and are connected to the Metropolitan Fire Brigade (MFB). When activated, the Manual Call Point will trigger the following:

- Fire alarm system will activate and notify the MFB, who will attend.
- The Emergency Warning System will broadcast the Alert Tone.
- All magnetically locked doors will release and allow the doors to be opened.

The Automatic Sprinkler System is thermally activated. The activation of an overhead sprinkler will trigger the following:

- Fire alarm system will activate and notify the MFB, who will attend in minutes.

- The Emergency Warning System will broadcast the alert tone.
- All magnetically locked doors will release and allow the doors to be opened.

Within the dome area, a deluge sprinkler system will automatically operate upon detection of smoke and flame. The deluge system is designed to rapidly extinguish fires in the dome area by delivering large volumes of water to the sprinklers in that area.

The Emergency Warning Intercommunication System (EWIS) is a system that:

- Automatically sounds the alert tone whenever the fire alarm system is activated and will change to the Evacuate Tone if not overridden within minutes.
- Can be manually overridden by the Chief Warden.
- Can be used to broadcast public address announcements throughout the building and outside entrance doors.
- Has Warden Intercommunication Points to communicate between Wardens and the Chief Warden in various marked locations.

Break glass door releases (BGDR) are white break glass devices located adjacent to each set of emergency doors. Activation of the BGDR will unlock the magnets on that set of doors only and will not trigger any fire alarm or result in the attendance of the MFB.

Doors fitted with Magnetic Door Locks are interconnected to open upon activation of the fire alarm system. During non-tenancy periods, these magnets are backed up with steel hasps across the doors. On no account are these hasps to be secured during tenancy.

Selected doors may be operated by proximity (swipe) card. All doors can be programmed by REB venue staff personnel to unlock and relock.