

# ENERGY EVENTS CENTRE ROTORUA - EVACUATION GUIDELINES

**Every exhibitor/contractor/sub-contractor must comply with EEC evacuation procedures.**

- The organiser will be briefed prior to the opening of the exhibition by EEC representative on the procedures that must be followed, should an evacuation be necessary. The organiser is responsible for ensuring their staff, contractors and agents are advised of these procedures.
- The organiser shall ensure that all fire exits, hoses, alarms and switches remain visible and accessible at all times, that articles used for display purposes are fireproof and that no open flames or pyrotechnics are used unless adequately supervised and approved in writing by the EEC.
- Exhibitor/contractor/sub-contractor shall ensure that all fire exits, hoses, fire extinguishers, EDR switches, and manual call points remain visible and accessible at all times.
- Exhibitors/contractors/sub-contractors requiring the use of a naked flame or pyrotechnics must be approved in writing and supervised by the EEC appropriate personnel.

## FIRE SAFETY

The Energy Events Centre has an automatic Fire Safety Evacuation System, when activated you will be requested to evacuate the building immediately.

Warn others in the immediate area as you evacuate.

Proceed immediately to your allocated assembly point via the nearest exit. Your assembly point is: –

***“IN FRONT OF THE ENERGY EVENTS CENTRE IN THE CAR PARK”***

Follow all instructions given by the designated Energy Events Centre Fire Warden/Duty Manager- who will be identified by a High Visibility Vest and Yellow hat.

Always walk quickly and calmly to the place of safety.

## FIRE ACTION

**IF YOU DISCOVER A FIRE  
OPERATE FIRE ALARM AND  
TELEPHONE THE FIRE SERVICE IMMEDIATELY**

From a safe phone: (outline line if required) **DIAL: 111**

**WHEN WARNED OF A FIRE LEAVE THE BUILDING IMMEDIATELY  
USING THE NEAREST EXIT WHICH IS:**

**AT ANY ILLUMINATED FIRE EXIT**

**YOUR ALTERNATIVE EXIT IS:**

**AT ANY ILLUMINATED FIRE EXIT**

**ASSEMBLE AT:**

**QUEENS DRIVE  
BETWEEN ENTRANCES OF SPORTSDROME  
AND GRAND HALL**

**STAY AT THE ASSEMBLY POINT UNTIL THE ‘ALL CLEAR’**

**IS GIVEN. WALK –**

**DO NOT RUN DO NOT USE LIFTS**

Please refer to our website <http://www.eventsandvenues.co.nz/resources/documents/energy-events-centre/> to download a version of our Exhibition and Event Manual.