

Melbourne Convention and Exhibition Centre Emergency Procedures

Fire, medical and security emergencies

Dial ext. 6666 (or +61 3 9235 8333 from any phone)

In any emergency, notify your event security provider immediately or dial 6666 from the nearest internal phone.

Melbourne Convention and Exhibition Centre (MCEC) Security Control Centre will dial 000 to co-ordinate emergency service response as required.

For non-emergency security enquiries dial ext. 8333 (or 9235 8333 from any phone).

Fire

Familiarise yourself with the nearest fire exit and follow the warden's instructions.

Do not use the lifts.

Please note that only trained security personnel or wardens are permitted to use fire extinguishers.

Medical emergencies

In any medical emergency notify your event security or first aid provider immediately. You can also report first aid/medical incidents to the Security Control Centre by calling 6666 from an internal phone or +61 3 9235 8333.

Shelter within the venue

If there is an emergency that requires you to stay indoors, find a safe place away from windows or doors and wait for instruction from the wardens or security.

Evacuation

In the event of an emergency one of two alarms may sound.

Alert alarm: "Beep! Beep! Beep!"

If you hear the alert alarm, remain where you are and wait for further instructions

Evacuation alarm: "Whoop! Whoop!"

If you hear the evacuation alarm you must leave the building immediately. A warden will direct you to the safest evacuation point and let you know if/when it is safe to return.

Emergency evacuation assembly areas

In case of an emergency, a warden will direct you to the safest evacuation point.

Evacuation Assembly Areas are:			
Area	Primary	Secondary	Tertiary
Melbourne Convention Centre	E2 – Siddeley Promenade Northern side of Yarra River – access via Seafarers Bridge	E1 – MCEC Grass area Between Yarra River (South) and MEC Yarra Doors 1 & 2	E3 – Munro Street Car Park Access via the Bays, rear of MECE
Melbourne Exhibition Centre Doors 1-10	E1 – MCEC Grass area Between Yarra River (South) and MEC Yarra Doors 1 & 2	E2 – Siddeley Promenade Northern side of Yarra River – access via Seafarers Bridge	E3 – Munro Street Car Park Access via the Bays, rear of MECE
Melbourne Exhibition Centre Doors 11-21	E3 – Munro Street Car Park Access via the Bays, rear of MECE	E1 – MCEC Grass area Between Yarra River (South) and MEC Yarra Doors 1 & 2	E2 – Siddeley Promenade Northern side of Yarra River – access via Seafarers Bridge

Note: The evacuation assembly points are subject to change at the discretion of the chief fire warden, depending on the location of the emergency, type of emergency, crowd density and wind conditions.

