EMERGENCY RESPONSE AND PREPAREDNESS PLAN
PURPOSE
The purpose of this procedure is to manage the emergency preparedness and response process.

SCOPE
The procedure covers the emergency response process within the Kuala Lumpur Convention Centre.

RESPONSIBILITIES
This procedure applies to those persons working on our behalf who are required to act in an emergency response role.

THE REPRESENTATIVES FOR THE ERT
1. Incident Commander
2. Deputy Incident Commander
3. On-scene Commander
4. Emergency Warden
5. Security Officer

Photo above shows an example of Centre’s Emergency Warden
# EMERGENCY CONTACT NUMBER

<table>
<thead>
<tr>
<th>No</th>
<th>Location / PIC</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Security &amp; Liaison Manager</td>
<td>012-3477 986</td>
</tr>
<tr>
<td>2</td>
<td>Safety, Health &amp; Environment Manager</td>
<td>012-2940 753</td>
</tr>
<tr>
<td>3</td>
<td>Security Service Counter</td>
<td>03-2333 2888 Ext: 2327</td>
</tr>
<tr>
<td>4</td>
<td>First Aid Room</td>
<td>03-2333 2888 Ext: 2699</td>
</tr>
<tr>
<td>5</td>
<td>Prince Court Medical Centre (PCMC)</td>
<td>03 2160 0999</td>
</tr>
<tr>
<td>6</td>
<td>Hospital Kuala Lumpur</td>
<td>03 2615 6705</td>
</tr>
<tr>
<td>7</td>
<td>Klinik Segara</td>
<td>03-2162 6022</td>
</tr>
<tr>
<td>8</td>
<td>Klinik Mediviron</td>
<td>03-2165 5699</td>
</tr>
<tr>
<td>9</td>
<td>Malaysian Red Crescent (PBSM)</td>
<td>03-2141 8227</td>
</tr>
<tr>
<td>10</td>
<td>St. John Ambulance Malaysia</td>
<td>03-9285 5294 03-9283 3000</td>
</tr>
</tbody>
</table>

**NOTE:**

Dial “555” (by using ALL in-house telephone) or 03-2333 2900 (by using handphone)
ACTION IN THE EVENT OF FIRE SITUATION

1. **Alarm**
   - **Stop Work**
     - **Wait for Instruction**
       - **Evacuation not required** → **Use Fire Extinguisher**
       - **Evacuation required** → **Exit Floor** → **Assembly Area**
ACTION UPON HEARING THE ALARM

- Alarm
  - Stop Work
    - Wait for Instruction
      - Evacuation not required
        - Resume to work
      - Evacuation required
        - Exit Floor
          - Assembly Area
ACTION INVOLVING MEDICAL CONDITION

1. Incident occurred
2. Report to Centre’s staff / Event organiser
3. Call for assistance – Dial **555** or **channel 2** via walkie-talkie
4. Control Room to alert ERT
5. Respond to patient

**Ambulance not required**

- ERT stand down

**Ambulance required**

- Control Room to call an ambulance
- Wait for ambulance (for further treatment)
- Ambulance transport patient to hospital
EMERGENCY RESPONSE EQUIPMENTS
TYPES OF FIRE FIGHTING EQUIPMENT IN THE CENTRE

<table>
<thead>
<tr>
<th>CLASSES OF FIRE</th>
<th>TYPES OF FIRE</th>
<th>TYPES OF FIRE EXTINGUISHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Wood, paper, cloth, trash or other ordinary materials</td>
<td>![Image]</td>
</tr>
<tr>
<td>B</td>
<td>Gasoline, oil, paint and other flammable liquids</td>
<td>![Image]</td>
</tr>
<tr>
<td>C</td>
<td>Can used on fires involving live electrical equipment</td>
<td>![Image]</td>
</tr>
</tbody>
</table>

LEGEND:
- **ABC**
- **FOAM**
- **CO2**

TYPES EMERGENCY RESPONSE EQUIPMENTS

1. Fire Alarm
2. Emergency Telephone
3. Emergency Staircase
4. Emergency Exit
5. Strobe Light
6. Fire Break Glass (Red color)
7. Emergency Light
8. Smoke/ Heat Detector
TO OPERATE AN EXTINGUISHER
Remove fire extinguisher from hanger and follow the PASS method.

<table>
<thead>
<tr>
<th></th>
<th>PULL</th>
<th>AIM</th>
<th>SQUEEZE</th>
<th>SWEEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pull the pin that unlocks the operating lever</td>
<td>Aim the nozzle or hose towards the base of the fire</td>
<td>Squeeze the lever to discharge the extinguisher agent</td>
<td>Sweep the nozzle or hose from side to side, while aiming at the base of the fire. Use short burst on the fire</td>
</tr>
</tbody>
</table>
ASSEMBLY AREA
NEAR MASJID AS-SYAKIRIN, KLCC PARK