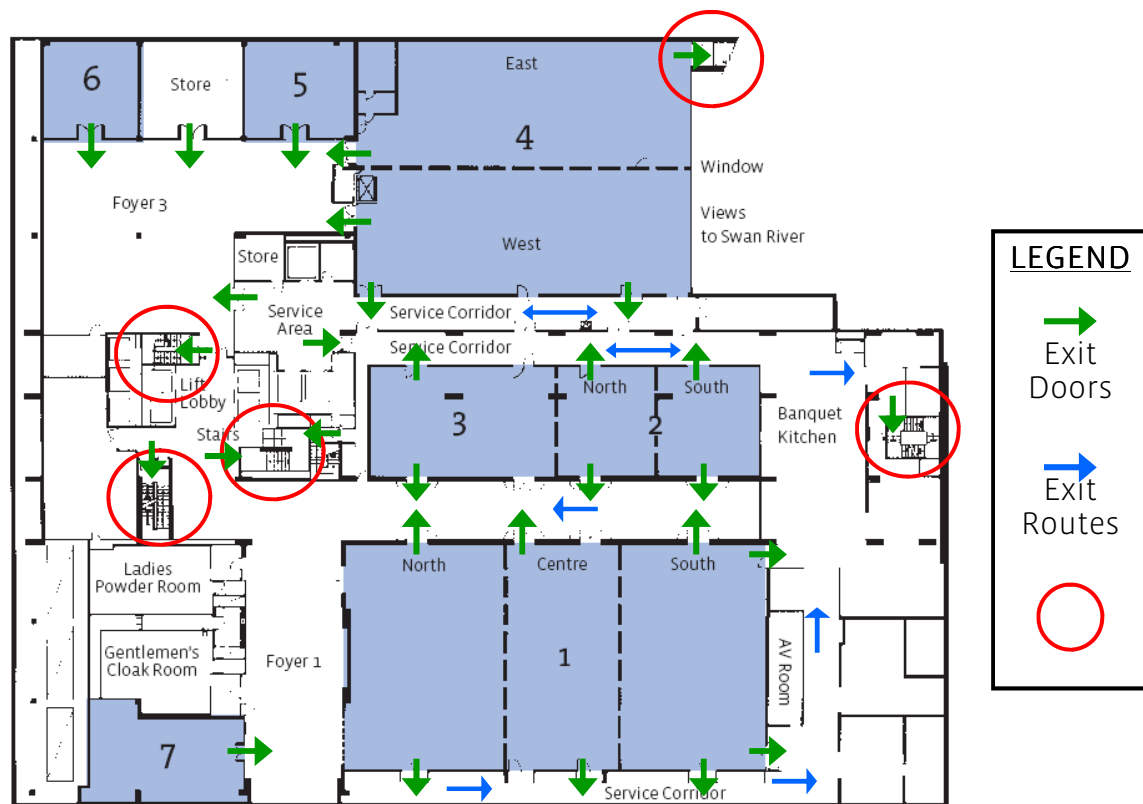


EVACUATION PROCEDURE

Conventions Floor



FIRE EXITS

Please familiarise yourself with the fire exits located within your function room, in conjunction with the convention area floor plan. Should an evacuation be required you must leave from the nearest exit door, and then follow the routes as marked by subsequent exits. Please remain calm under all circumstances.

ALARM

At the first sign of a call to evacuate, a *beeping* sound will be audible from the PA system. This is an investigation signal. All guests should return to their venue, while investigation commences. The next sound you will hear is a *whoop whoop* sound, advising all guests to exit the building calmly.

LIFTS

In the event of a fire do not use the lifts under any circumstances.

ASSEMBLY

Once outside the building, you are required to assemble on Langley Park, which is at the foot of Hill Street, and await further instructions from Hotel personnel.

EMERGENCY NUMBER

Please dial 2000 or advise Banquet personnel of any incidents requiring first aid or medical attention.