

Emergency Procedures and Evacuation Plan

Flow diagram detailing the Emergency Procedure for the Dubai World Trade Centre

Fire alarm activated by breaking glass or detector

Hall 8 Control Room and Dubai Civil Defence alerted automatically

Announcement in English / Arabic twice that alarm situation is being investigated

Search team meet in Control Room and go to location of alarm

False Alarm in the building

False Alarm

Fire Officer reports All Clear to Control Room.

Control Room advises Civil Defence of False Alarm.

Engineers investigate cause of alarm and report to Health and Safety Section.

False Alarm announcement in complex.
No further action.

Fire situation exists in the building

Small Fire

DWTC Fire Team tackles fire.

Fire Team advises control room when fire is extinguished.

Fire Team investigates cause and reports to Health and Safety.

Control Room contact of Dubai Civil Defence is not required.

'False Alarm' announcement in complex.
No further action.

Large Fire

DWTC Fire Team confirms Civil Defence assistance required in fire location.

(Dubai Civil Defence aware of fire from initial alarm by automated signal).

'Evacuation' announcement in venue by Control Room.

Building occupants evacuate building to assembly point.

Emergency Procedures and Evacuation Plan

FIRE

On Discovering A Fire:

- Break the glass on the nearest manual call point (red in colour) which are located throughout the venue or contact the Facilities Management Control Room by dialing 4444 on an internal telephone or +971 4 306 4444 immediately.
- If using a phone, please remember to try and give your exact position and any details of the fire. Use the infrastructure to help determine where you are, e.g. by the entrance to hall 8, to the back of hall 4 or near the fountains by the IBIS.
- Only if you have been trained and it is a minor fire and it is safe to do so, tackle the fire with the nearest suitable fire extinguisher. Always ensure there is a safe exit route before attempting to extinguish any fire.
- If the fire is large, immediately raise the alarm using the manual call point and call 997 (Dubai Civil Defence). Never attempt to put out a large fire.

During this time, or if a break glass is activated, the following message will be announced:

"This is a DWTC Property Management Office announcement. We have a fire alarm condition within the building. We are investigating the cause of the fire. Please remain calm and listen for further instructions."

If it is a false alarm, the following message will be announced:

"We have investigated the cause of the fire and found it to be a false alarm. We apologise for any inconvenience caused. Thank you for your co-operation."

EVACUATION

If an evacuation is necessary, use the nearest available emergency exit and make your way to the nearest assembly point.

You will hear the following announcement broadcast over the public address system:

"We have investigated the cause of the alarm and you are requested to leave the building. Use the stairways and marked exits only. Do not use the elevators. Please walk and do not run. After exiting the building, move towards the fire assembly point and wait until you have been notified to return."

Other Possible Reasons for Evacuation:

- Gas Leak
- Suspect Package
- Earth Tremor
- Major Structural Collapse
- Advice from Emergency Services

Then the following announcement will be broadcasted over the public address system:

"It has become necessary to evacuate the building. Please make your way calmly under the direction of the security to the nearest emergency exit. Please proceed to the assembly point and wait for further instructions."

MEDICAL EMERGENCIES

The Medical First Aid Room

The Medical First Aid room is located on the ground floor next to hall 5, near the information point. In the event of a medical emergency, dial 4040 on an internal phone or +971 4 306 4040.

If Possible Give the Following Information:

- The location
- The nature of the problem
- Is the patient conscious?
- Is the person breathing?
- Their approximate age
- Do they have chest pains?
- Are they bleeding?

Remain with the injured person until the arrival of the medical staff in order to provide vital information.



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

EVACUATION MAP

