



**Suntec**  
SINGAPORE  
Convention & Exhibition Centre

**The Preferred Place To Meet**



# TECHNICAL GUIDE [EMERGENCY EVACUATION]

# INTRODUCTION

Thank you for choosing Suntec Singapore as your preferred place to meet.

Suntec Singapore is the World's Leading Meetings & Conference Centre, located at the heart of Asia's most integrated meetings, convention and exhibitions hub. With great versatility featuring 42,000m<sup>2</sup> of flexible customisable space, free WiFi, digital signages, an excellent range of culinary choices and dedicated team of service experts, our award-winning facility can cater to events from 10 to 10,000 persons.

This guide contains essential details about our Centre's technical specifications, providing you with the necessary information required to deliver a successful event. Should you have further questions, our team of professional and dedicated Suntec Point Of Contact will be with you from start to finish - helping you with all your event needs.

We look forward to having you with us at Suntec Singapore, your preferred place to meet.

Additional technical guides can be found [here](#)

# OVERVIEW

This guide provides essential info on Suntec Singapore's evacuation procedure during an emergency.

It is important for everyone to familiarise themselves with the following information:

- 1) How to Raise the Alarm
- 2) Fire Alarm Activation
- 3) Exit Directional Signage
- 4) Evacuation - Do's & Don'ts
- 5) Evacuation Routes
- 6) Assembly Area

## HOW TO RAISE THE ALARM:

Should an emergency arise, you should trigger the alarm by using an emergency activation button.

These buttons are activated by breaking the glass panel. Using the emergency activation button, will notify our Central Fire Command Centre and Operations Centre.



## FIRE ALARM ACTIVATION

Upon alarm activation, please remain calm - do not panic.

Here is what you should do:

- On hearing an evacuation alarm, immediately cease all activity and secure personal valuables.
- Assist any person in immediate danger, **but only if safe to do so**.
- Act in accordance with directions given by emergency control personnel and instructions provided via the PA system.
- Evacuate the building immediately.
- Do not use lifts and escalators to evacuate a building.
- Move calmly to the designated evacuation assembly area and do not leave the evacuation assembly area until the all clear has been given.
- Follow the instructions of relevant emergency services personnel and emergency control personnel.

# FIRE ALARM ACTIVATION

Our Central Fire Command Centre and Operations Centre will be alerted of the alarm and activate the respective security personnel, Company Emergency Response Team (CERT) and the necessary emergency services.

You will be updated via the personal announcement (PA) system.  
Upon the alarm, a general PA announcement shall be broadcast:

“ Ladies and Gentlemen, your attention please.  
The fire alarm in the building has been activated.  
We are investigating the situation.  
Please remain calm and standby for further instructions.  
Thank You. ”

Should there be a need to evacuate; the following PA announcement will be broadcast:

“ Ladies and Gentlemen, your attention please.  
There is an emergency in the building.  
Please evacuate by the nearest exit staircase.  
Do not use the lifts. I repeat, Do not use the lifts.  
Please remain calm, and leave the building in an orderly manner.  
Thank you. ”

# EXIT DIRECTIONAL SIGNAGE

When evacuating, follow the exit signages and head for the nearest exit route. Take the emergency stairwell to the ground floor and proceed to the assembly area.

Below is an illustration of the exit signages:



# EVACUATION – DO'S & DON'TS

During an evacuation, you **must** exit the Centre using the stairs. Stairs are designed to provide a safe egress during emergency evacuations.

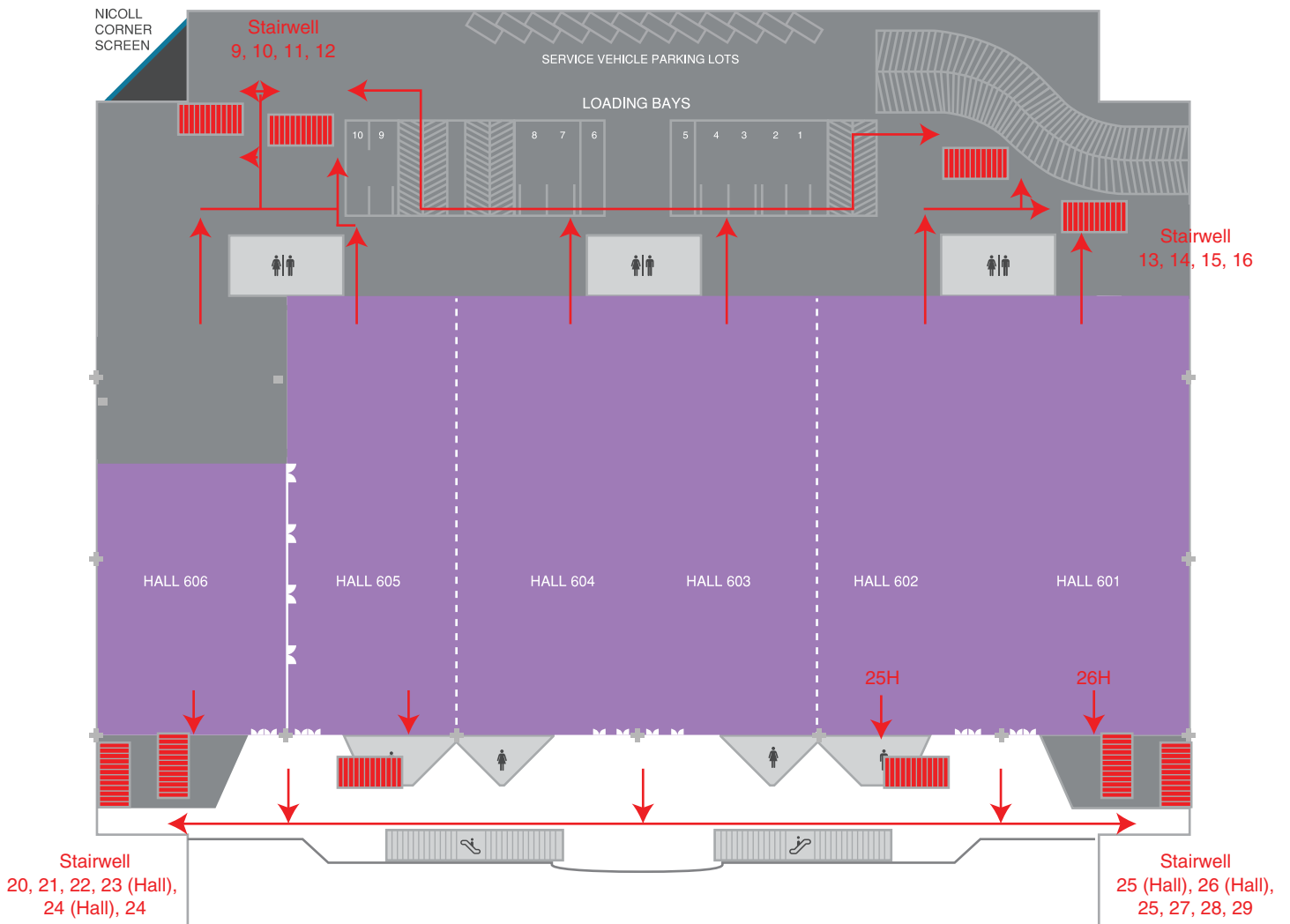
**REMEMBER** – Do **NOT** use the lifts or escalators during an evacuation.

Other instructions to take note are as follows:

- Instructions shall be provided to all guests via PA system and/or Fire Warden.
- Remain calm and listen to the instructions given.
- All guests shall proceed to the nearest fire exits upon instructed to evacuate.
- All guests shall assemble at the designated assembly area located at War Memorial Park.

# EVACUATION ROUTES – LEVEL 6

1. During an evacuation, please note that emergency exits are provided at the front and back of the halls.
2. Upon exiting the exhibition halls, guests should follow the route as indicated below.

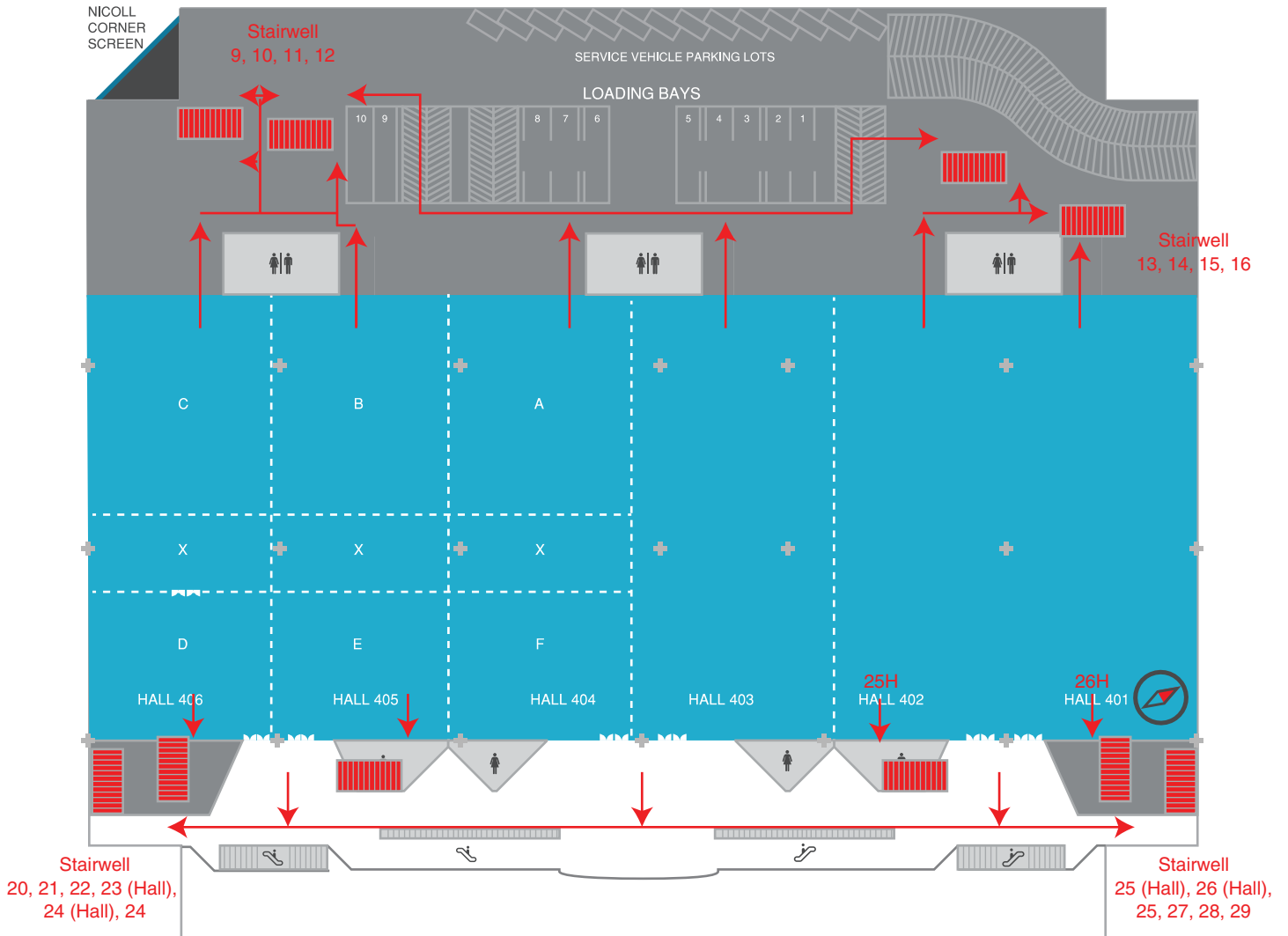


3. At the ground floor proceed to the assembly area at War Memorial Park.



# EVACUATION ROUTES – LEVEL 4

1. During an evacuation, please note that emergency exits are provided at the front and back of the halls.
2. Upon exiting the exhibition halls, guests should follow the route as indicated below.



3. At the ground floor proceed to the assembly area at War Memorial Park.

# EVACUATION ROUTES – LEVEL 3

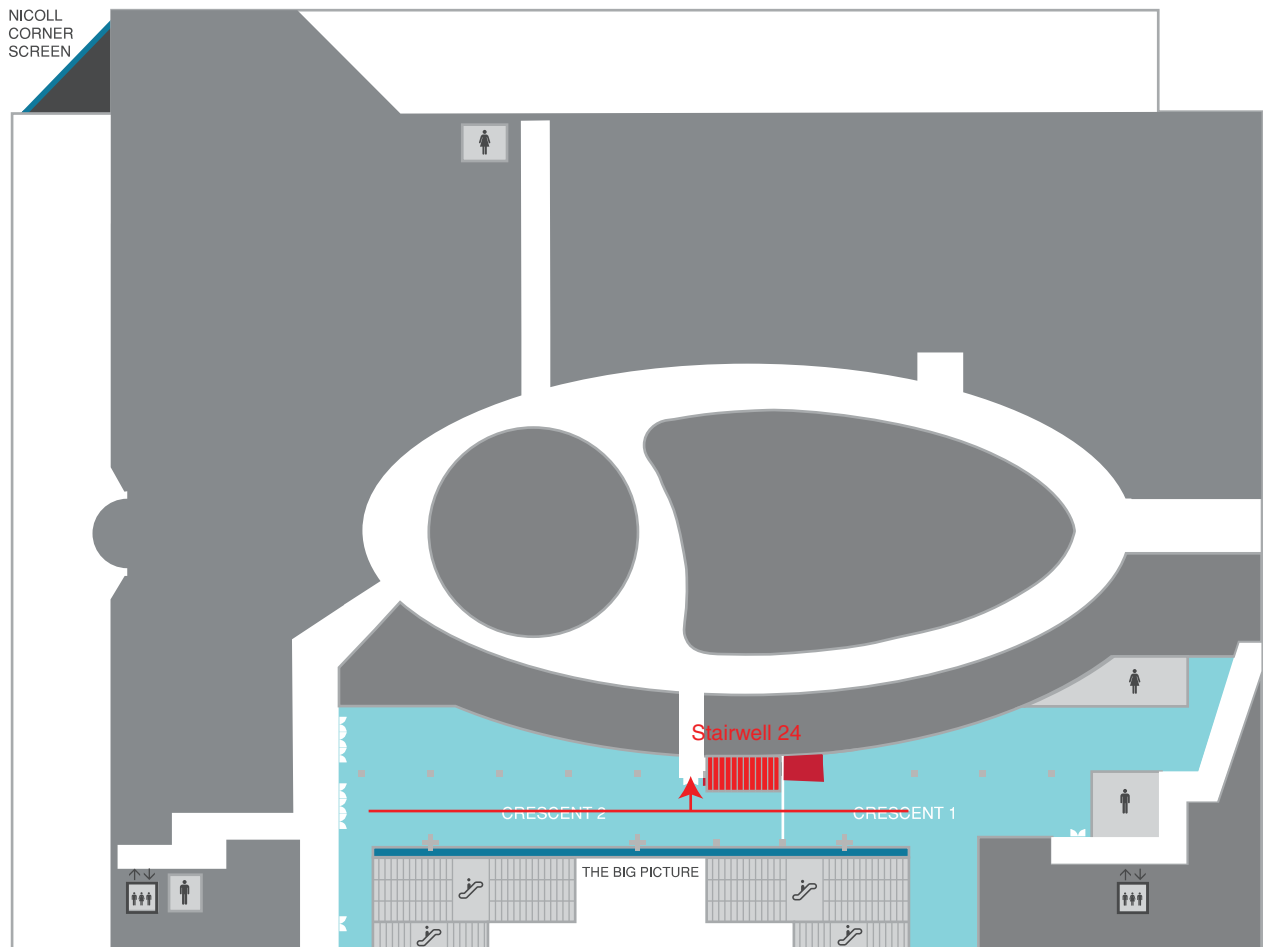
1. During an evacuation, please note that the emergency exits are at the front and/or back of the meeting rooms.
2. Upon exiting the meeting rooms, guests should follow the EXIT signs and proceed to the emergency stairwell which are located at all corners of the building.



3. Take the stairwell down to the ground floor and proceed to the assembly area at War Memorial Park.

# EVACUATION ROUTES – LEVEL 2

1. During an evacuation, please note that emergency exits are provided at the centre of the meeting room.
2. Upon exiting the meeting rooms, guests should follow the EXIT signs and proceed to the emergency stairwell which are located at all corners of the building.

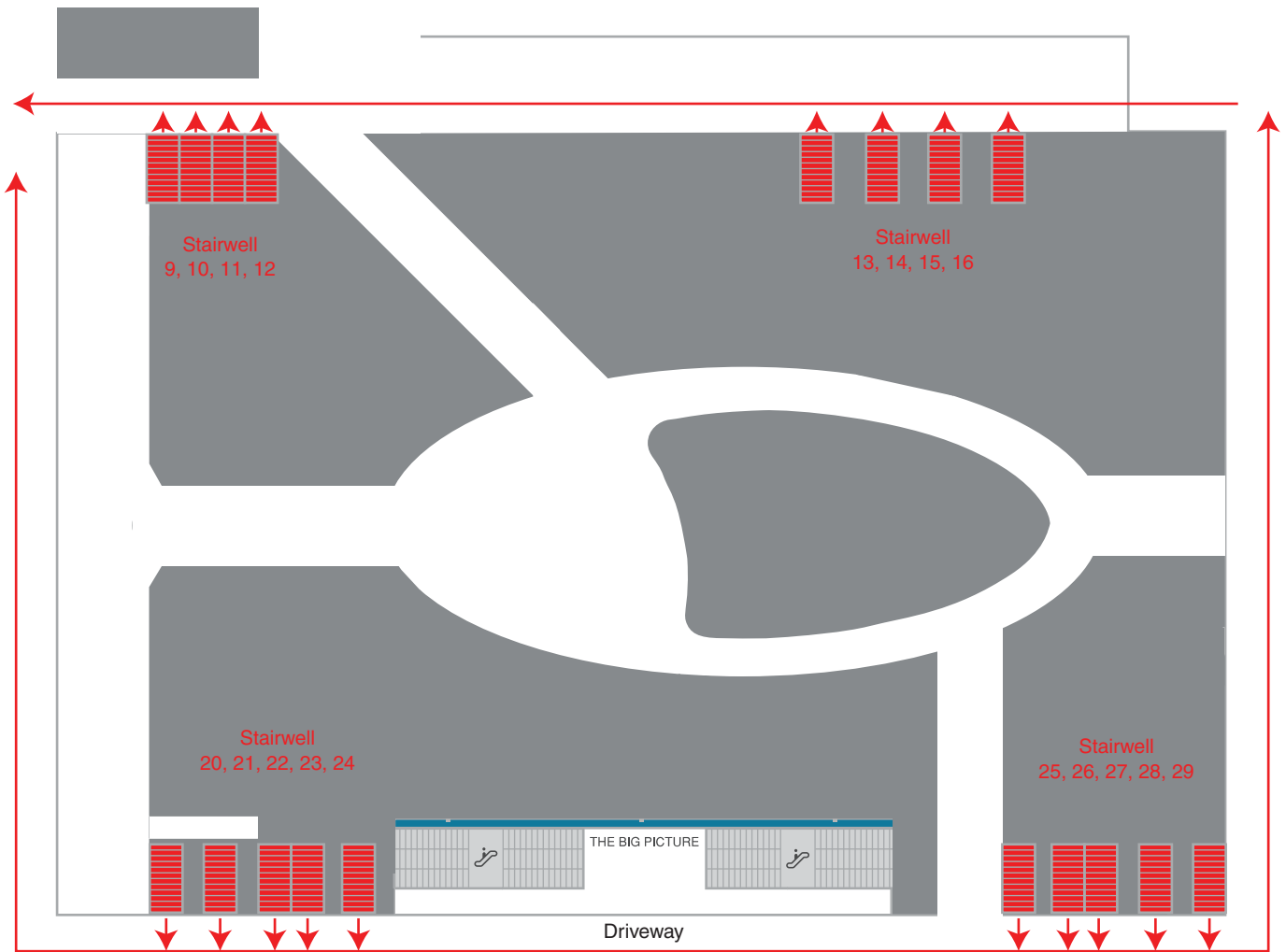


3. Take the stairwell down to the ground floor and proceed to the assembly area at War Memorial Park.



# EVACUATION ROUTES – LEVEL 1

During an evacuation, please proceed to War Memorial Park from the lobby of level 1.



# ASSEMBLY AREA

The War Memorial Park is located near Esplanade Station. You can use the underpass or cross the main road to access the area.



**REMINDER: DO NOT** wander away from the assembly area as your action may complicate the search and rescue operation during an emergency.





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Suntec Singapore Convention & Exhibition Centre  
1 Raffles Boulevard, Suntec City  
Singapore 039593  
+65 6337 2888 | [sales@suntecsingapore.com](mailto:sales@suntecsingapore.com)  
[www.suntecsingapore.com](http://www.suntecsingapore.com)