



Exhibition Halls Emergency Manual



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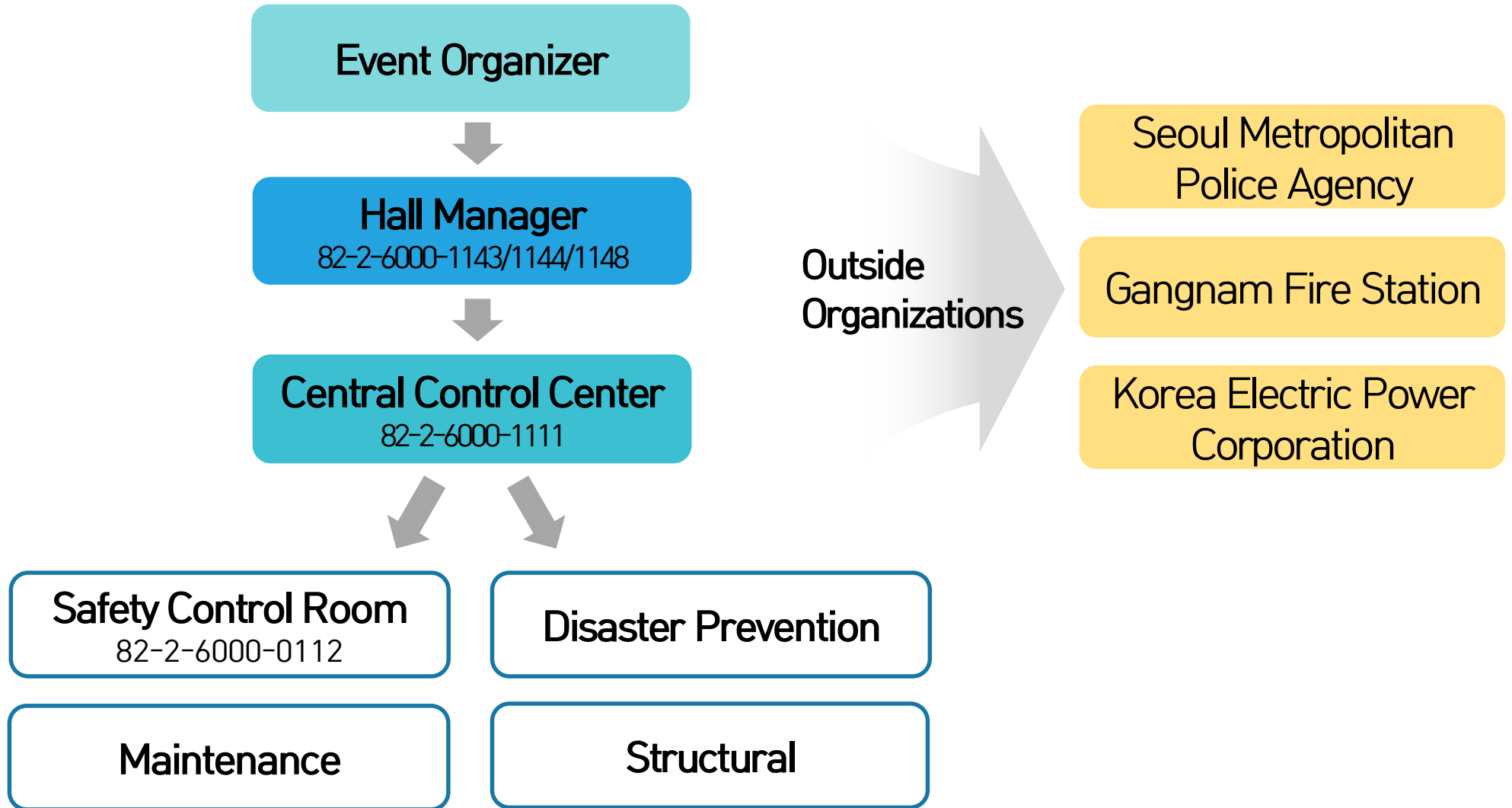
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01

Emergency Contact Network

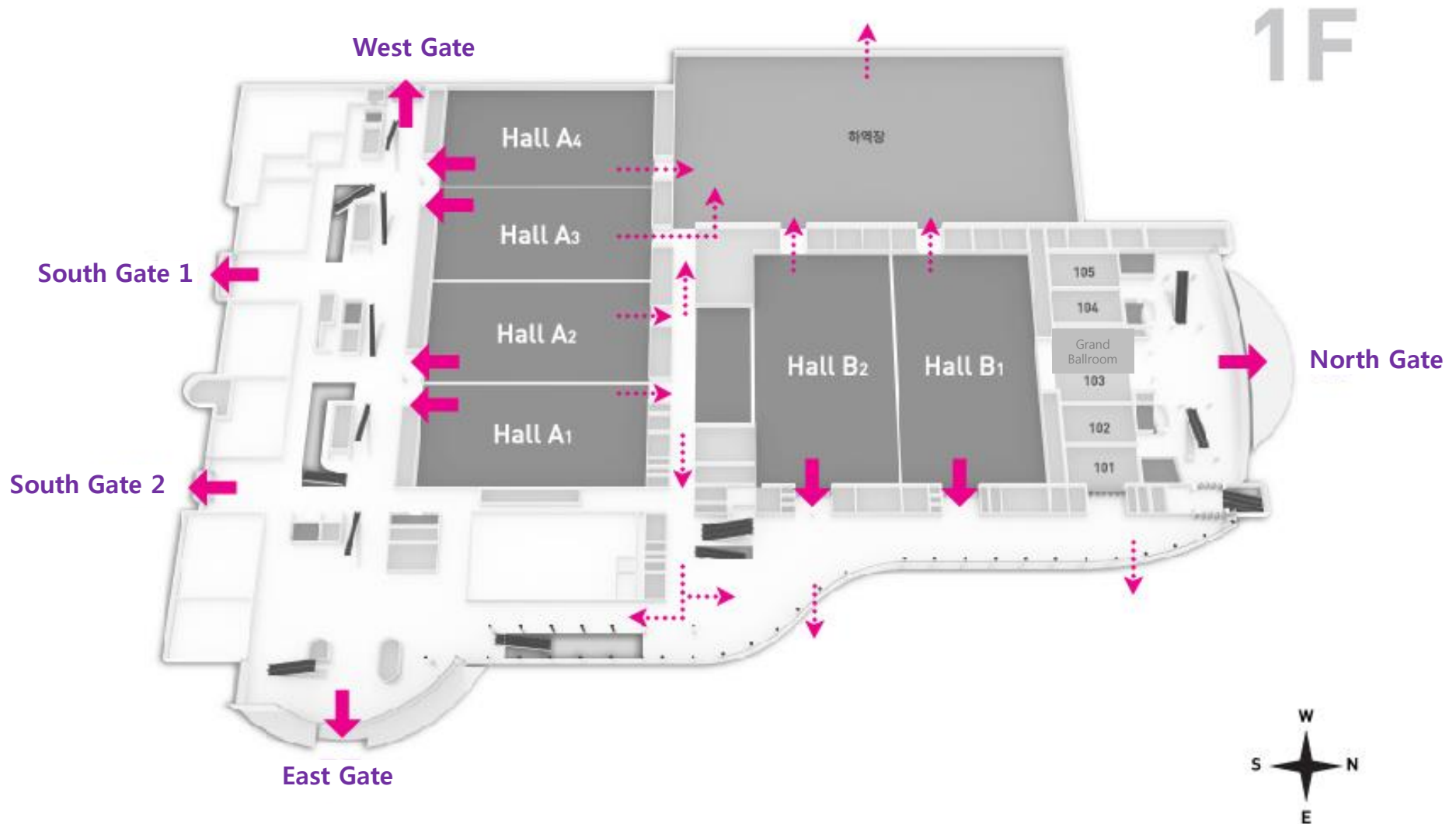




02

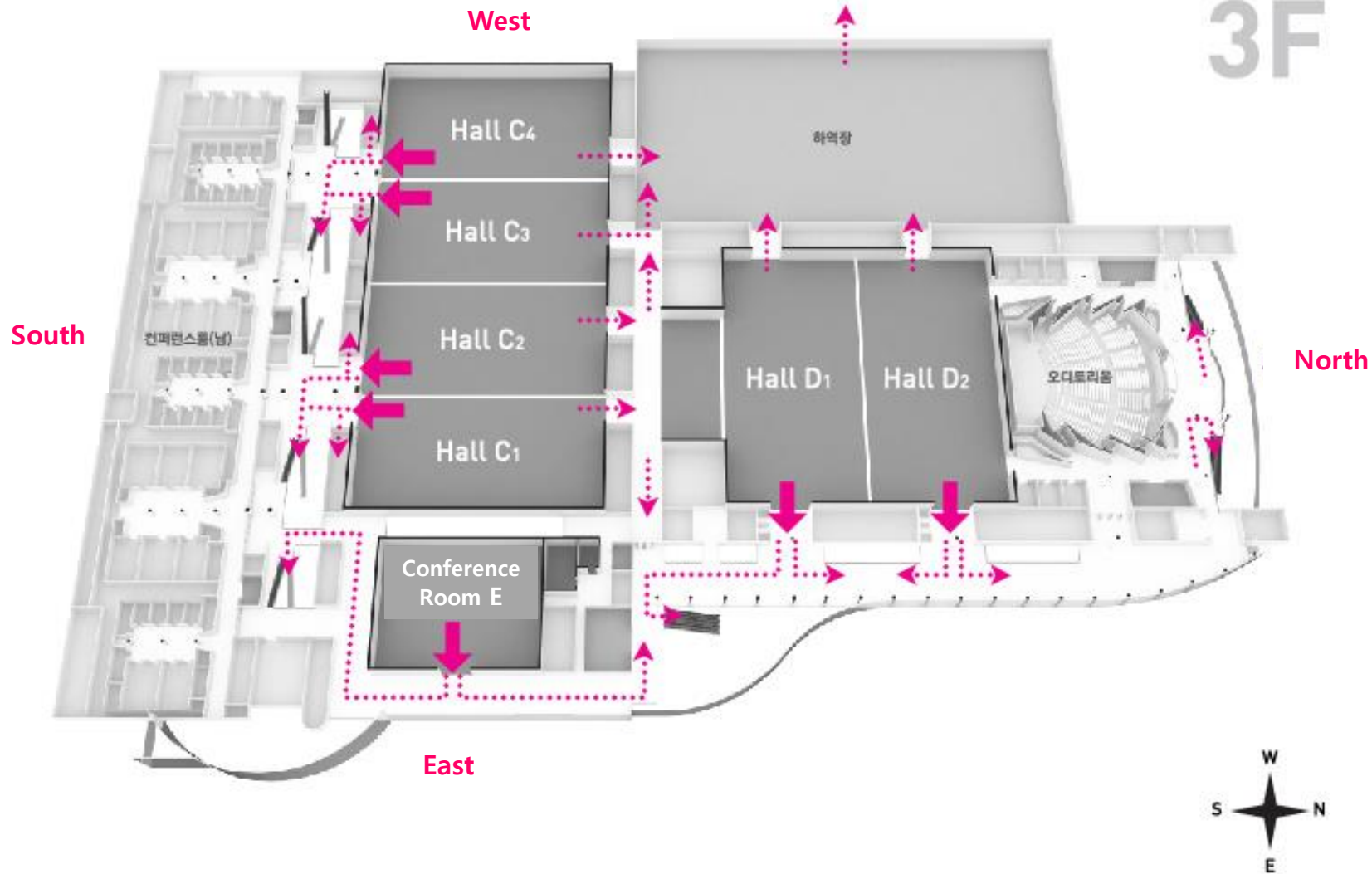
Emergency Evacuation Routes

1st Floor Emergency Evacuation Routes (Halls A, B)



3rd Floor Emergency Evacuation Routes (Halls C, D)

3rd Floor Emergency Evacuation Routes (Halls C, D)





03

In Case of a Fire Emergency

1. Reporting and Extinguishing Fires

In case of a fire, evacuating quickly and safely should be the top priority

What to do in case of a fire



In a loud voice,
alert others of the fire



Quickly escape from
the source of the fire



Call 119



Cooperate with others
in assisting with extinguishing the fire

What to do in case of a fire

- Quickly alert others that there is a fire
 - Shout "Fire!" loudly to alert other people and/or press the fire alarm button before evacuating
- Evacuate the building quickly
 - Quickly escape from the source of the fire
 - Never hide during a fire
 - Do not stay behind to search for your belongings
 - Never re-enter the building
 - Use stairs. Never take the elevator during a fire
- Call 119 as soon as you move to a safe place
 - Clearly explain to the authorities where the source of the fire is (address, nearby buildings, etc)
 - Make note of large buildings or attractions nearby for the reference of emergency personnel

◎ Emergency Plan for Event Officials in Case of a Fire

01 Reporting a Fire

- Central Command Center : 82-2-6000-0119, 1111
- Gangnam Fire Station : 119

02 Event Organizers

- Report fires to a hall manager
- Broadcast emergency alerts evacuation route for visitors

03 Security Workers

- Open all emergency exits
- Help visitors evacuate while maintaining order

04 Hall Managers

- Report fire to the central control center and identify the source of the fire
- Take early measures to extinguish the fire

05 Disaster Prevention Employees

- Take measures to extinguish the fire
- Fully cooperate with fire fighters
- Conduct field investigation and prevent repeat accidents from occurring
- Investigate human injuries and property damage
- Investigate the cause of fire

▶ Instructions on how to use a fire extinguisher

- After setting the extinguisher down on the ground, hold the extinguisher with one hand and pull the pin with the other hand.
- Stand against the wind and point the nozzle at the base of the flames
- Move toward the fire and squeeze the lever while holding the lower part of the handle
- Stand several feet from the fire, sweep the hose back and forth towards the fire.



Pull the pin



Aim the hose
at the base of the fire



Squeeze the lever



Sweep the hose
from side to side

3. How to use an indoor fire hydrant

▶ How to use an indoor fire hydrant

- Press the emergency button
- Pull out the hose and bring the hose to the location of the fire
- Open the inlet valve in a clockwise direction
- Turn the nozzle to open the water. As the water starts to spray, aim for the fire's edge and center to extinguish the fire
- After the fire is extinguished, close the inlet valve and put the hose back into the box by coiling it up



Press the emergency button



Pull out the hose and bring it to the location of the fire



Open the inlet valve



Turn the nozzle to begin spraying water

4. Evacuating from Fire Smoke

<Source : Gangnam Fire Station>

13

➤ It's very dangerous to inhale hot smoke from a fire

— How to evacuate safely from fire smoke



Cover your nose and mouth with a handkerchief or cloth



Crouch your body as low as possible



Hold the wall with your other hand



Quickly move towards the nearest emergency exit

➤ How to prevent smoke inhalation

Suffocation by hot smoke inhalation is the primary cause of death for fire victims. The high levels of toxic materials in the hot smoke damages lungs which can cause injury or kill.

— How to escape from fire smoke

- When there's a fire, smoke usually rises to the upper floor while clean air usually settles 30-60cm from the floor. If you see or smell smoke, immediately cover your mouth and nose with a cloth, crouch low, and escape as quickly as possible.
- When evacuating, make sure you close any fire doors. This helps prevent the fire and smoke from spreading while creating more time for evacuation.
- Slightly touch the handle before opening any doors. If the doorknob is hot, it means a fire is very close, so it's better to escape through a different escape route.



04

In Case of a Power Outage

⊙ Emergency Plan for Event Organizers in Case of a Power Outage

01 Exhibition Organizers

- **Broadcasting service will be unusable due to a power outage**
- Alert exhibition participants in the halls to evacuate

02 Security Workers

- Maintain order
- Set evacuation routes

03 Hall Managers

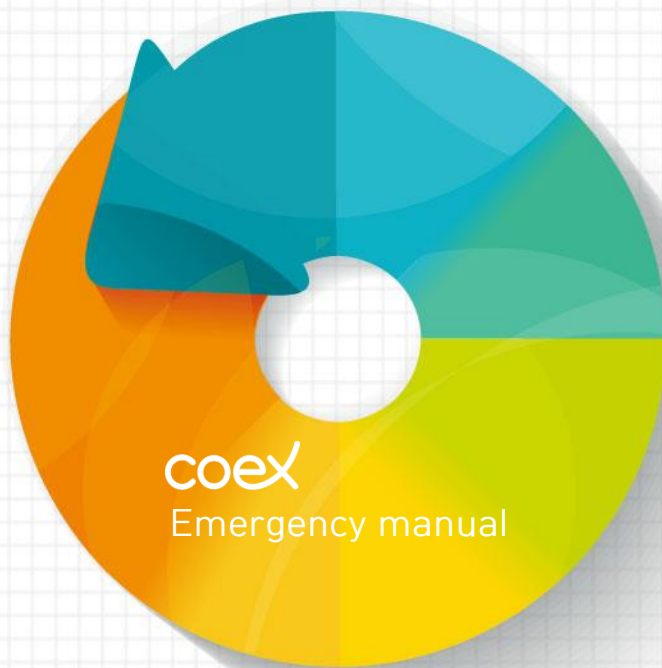
- Report a power outage to the electrical room
- Request central control center for an evacuation broadcast
- Request emergency operational generator and emergency recovery
- Assist with the evacuation of the exhibition participants

04 Electric Facility Managers (Electric Workers)

- Operate emergency generator and emergency recovery
- After recovery, investigate the cause of the power outage and take measures to prevent the accident from occurring again

05 Visitors

- Utilize the flashlight on your phone to escape the exhibition hall



05

In Case of a Medical Emergency

■ If the patient is able to move on his or her own

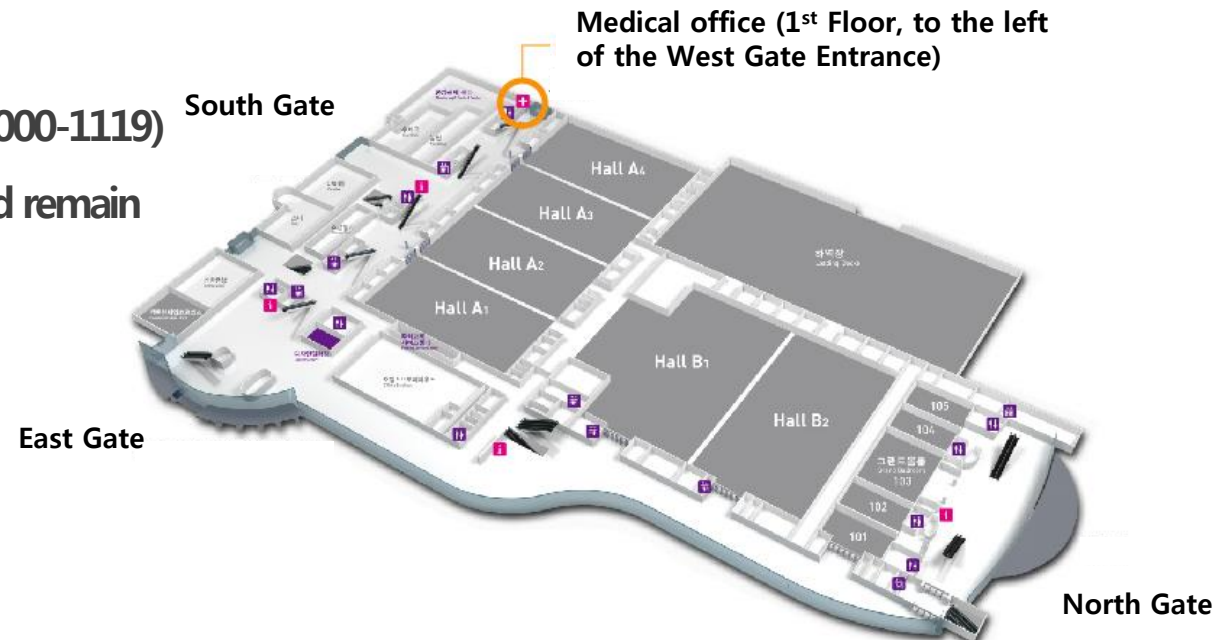
- Along with the event organizer, accompany the patient to the medical office for medical treatment
- After treatment, transfer the patient to a hospital if in need of further treatment

■ If the patient is unconscious or unable to move

- Immediately contact the Gangnam fire station 119 to request for emergency medical assistance
- Request assistance from the m (T. 82-2-6000-1119)
- The event organizer and the guards should remain on site until the arrival of emergency officials

■ Medical office operating hours

- Daily from 10AM – 6 :30PM
(365 days a year)
- * Please contact the safety control office
(T. 82-2-6000-0112) outside of operating hours



◎ In case someone suffers a heart attack

How to do Cardiopulmonary Resuscitation (CPR)

In case someone experiences cardiac arrest, perform cardiopulmonary resuscitation (CPR) in the following order.

1 Check for the person's consciousness



2 Request the surrounding crowd to call for 119 rescue and to bring the Automated External Defibrillator (AED)



3 Open the individual's airways. If the person does not breathe for 10 seconds perform two cases of mouth-to-mouth respiration, supplying enough air each time for the person's chest to swell



4 If no reaction follows, administer 30 chest compressions and two breaths of mouth-to-mouth respiration



5 Operate the Automated External Defibrillator (AED)



Location of Coex AED Devices

- ✓ Exhibition Safety Management Office (1st Floor) (82-2-6000-0112)
- ✓ Exhibition Hall Medical Office (1st Floor) (82-2-6000-1119)
- ✓ Convention Service Center (2nd Floor near North Conference Rooms) (82-2-6000-1147)
- ✓ ASEM Tower Safety Management Office (B1)

How to operate the Automated External Defibrillator (AED)



STEP 1

Turn the AED on by pressing the 'ON' button



STEP 2

Take out the pads from its case and attach to the patient's body as seen in the image



STEP 3

Follow the instructions of the AED and press the 'Shock' button. Immediately resume chest compressions

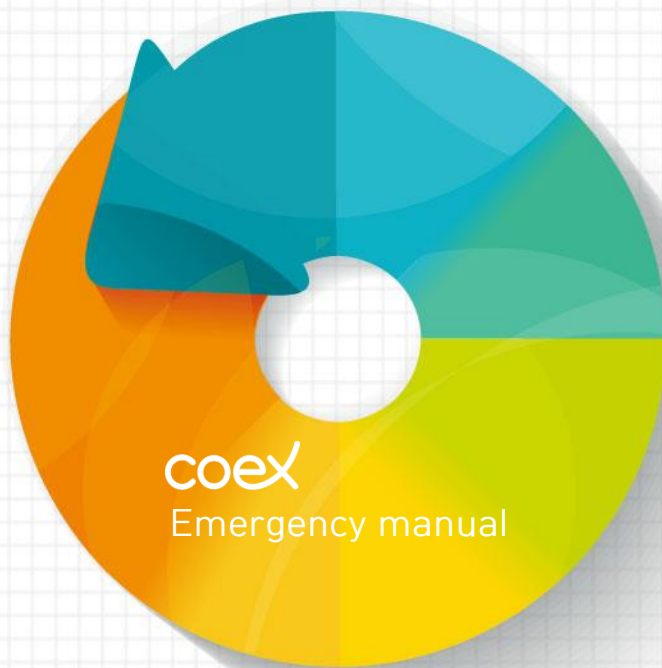


06

In Case an Explosive Device is Discovered

- In case of a suspected terrorist attack and/or if you see a suspicious individual / materials, immediately call 119, 111, 112

- At the site of a discovered explosive device
 - ✓ Immediately alert the surrounding crowd to evacuate in the direction opposite of the suspected explosive
 - ✓ Use of cellphones, radios, and other wireless devices is prohibited to prevent the detonator from possibly being set off
 - ✓ Evacuate to a safer distance (exceeding 500m) once you are out of the building
 - ✓ In case of an explosion, immediately drop down, place your arms & elbows close to your body, and cover your ears / head with your hand
 - ✓ Remain crouched down as additional blasts may follow. In case you need to move to another location, crawl on the floor
 - ✓ Evacuate away from places where the distance between pillars is wide as the structure is under higher risks of collapsing
 - ✓ Take cover under desks or areas safe from falling debris such glass shards, signboards, lightbulbs



07

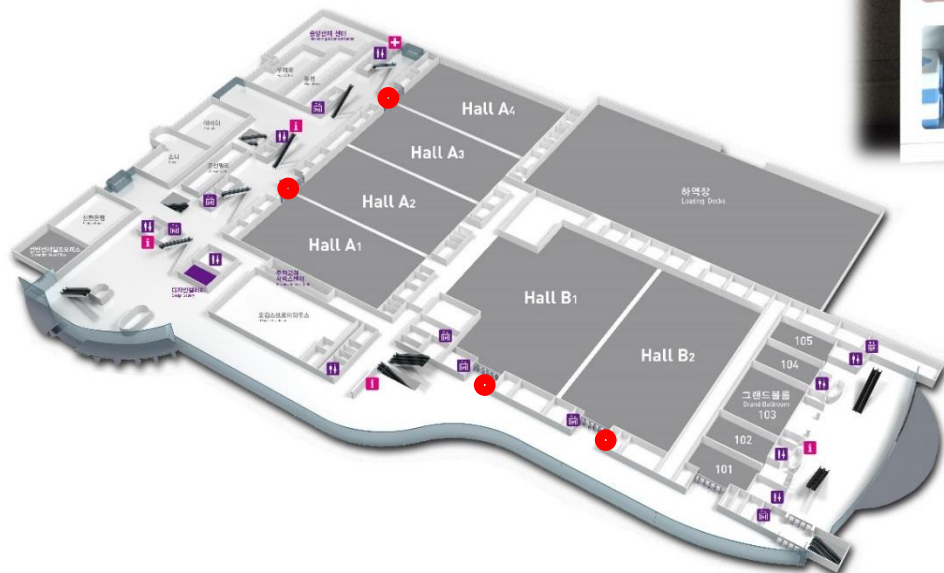
Emergency Equipment Usage

- Emergency equipment kits can be found at every exhibition hall entrance to assist safer evacuation and personnel recovery. Kits are available to all individuals in cases of an emergency

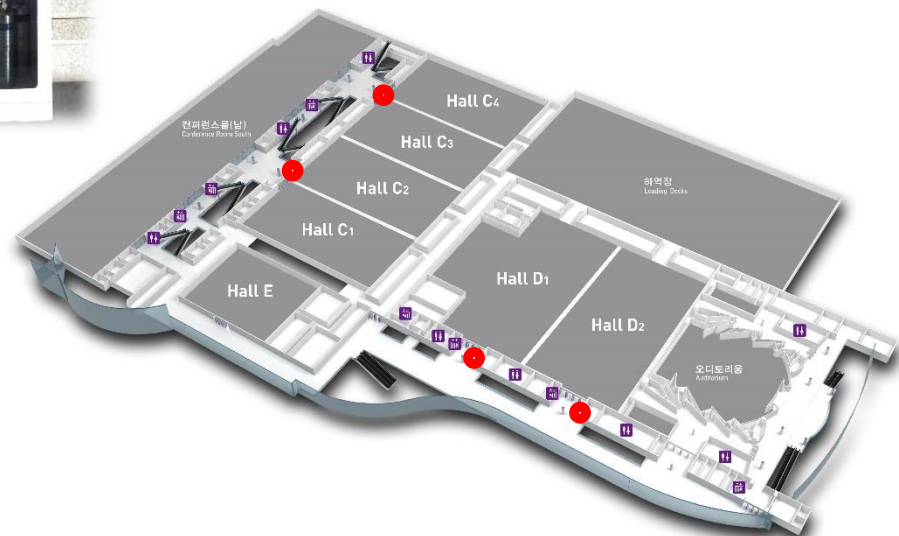
Emergency Equipment

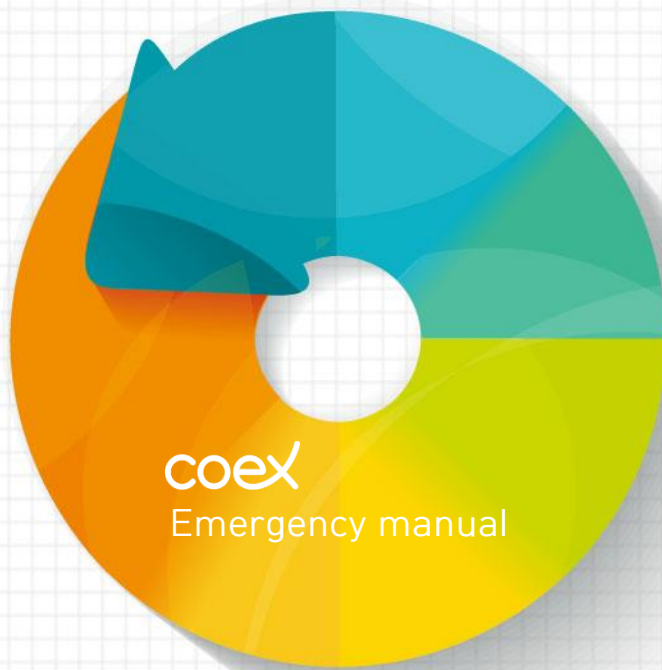


1st Floor



3rd Floor





08

Emergency Contact Numbers



◎ In case of a fire

- 119 / General Civil Service Office / Disaster Prevention: 82-2-6000-1111, 0119

◎ In case of a power outage

- General Civil Service Office : 82-2-6000-1111

◎ In case of a medical emergency

- 119 or Coex Medical Office: 82-2-6000-1119

◎ In case of a crime or suspicious activity

- In case of a suspected terrorism incident: 111(NIS), 119, 112

- Coex Safety control office: 82-2-6000-0112 / 0113

◎ In case of a natural gas accident

- Gas management services: 82-2-6000-1232

- Korea Gas Safety Corporation (Seoul HQ) : 82-2-3411-0019

◎ To report any other incident

- Hall manager's office : 82-2-6000-1143, 1144, 1148