



SCHOOL RESOURCES PACK

2025/2026



PERTH CONVENTION AND
EXHIBITION CENTRE



BRIEF TO CLIENTS

In the event of an emergency, instructions will be issued over the Emergency Warning and Intercommunication System (EWIS) to assist in the coordination of an evacuation and/or passage of information.

This information will be in the form of an automated tone and verbal communication.

In the event the alarms activate, the following warning tones will be sound:



STAGE 1: SOUND

BEEP – BEEP – BEEP



STAGE 1: ACTION

Prepare to evacuate and follow any PCEC Warden instructions



STAGE 2: SOUND

WHOOP – WHOOP – WHOOP

(Followed by a verbal announcement)



STAGE 2: ACTION

Evacuate the building immediately via the nearest emergency exit and proceed to the assembly point detailed on evacuation map displayed at the front of the room



PCEC fire wardens can be identified by red hats.

PCEC fire wardens will advise when it is safe to return to the building.

Any colleagues that cannot be accounted for should be immediately reported to a Fire Warden.



EMERGENCY ASSISTANCE

- 1 Dial 9338 0334 on the nearest available telephone
- 2 Give your NAME, LOCATION and NATURE OF THE EMERGENCY

URGENT FIRST AID ASSISTANCE

There is a first aid room located on Level 1 opposite Exhibition Pavilion 2.

If urgent first aid is required, please contact a PCEC staff member or call Security on 9338 0334.



BRIEF TO CLIENTS

In the event of a Personal Threat emergency, (Active Shooter or Armed Robbery) instructions will be issued over the Emergency Warning and Intercommunication System (EWIS) about the emergency, and the actions to be taken.

There are 3 actions to be taken, Escape, Hide and Tell

In the event of a threat the EWIS will be activated with the Whoop – Whoop – Whoop alarms, and a Code Black will be announced highlighting a Personal Threat:



STEP 1: ESCAPE

Move quickly and quietly away from the threat.

Look for alternative doorways or exit points, there are various doors leading to our service areas, use these to move away from the threat.

If it is safe use exit doors leading outside of the building and move further away from the building



STEP 2: HIDE

If it is not safe to escape, move into a room or toilet

Barricade the doors with furniture or anything to stop the door from opening

Turn off the lights and stay silent

Lie flat on the ground

Put mobile phones on silent and vibrate off



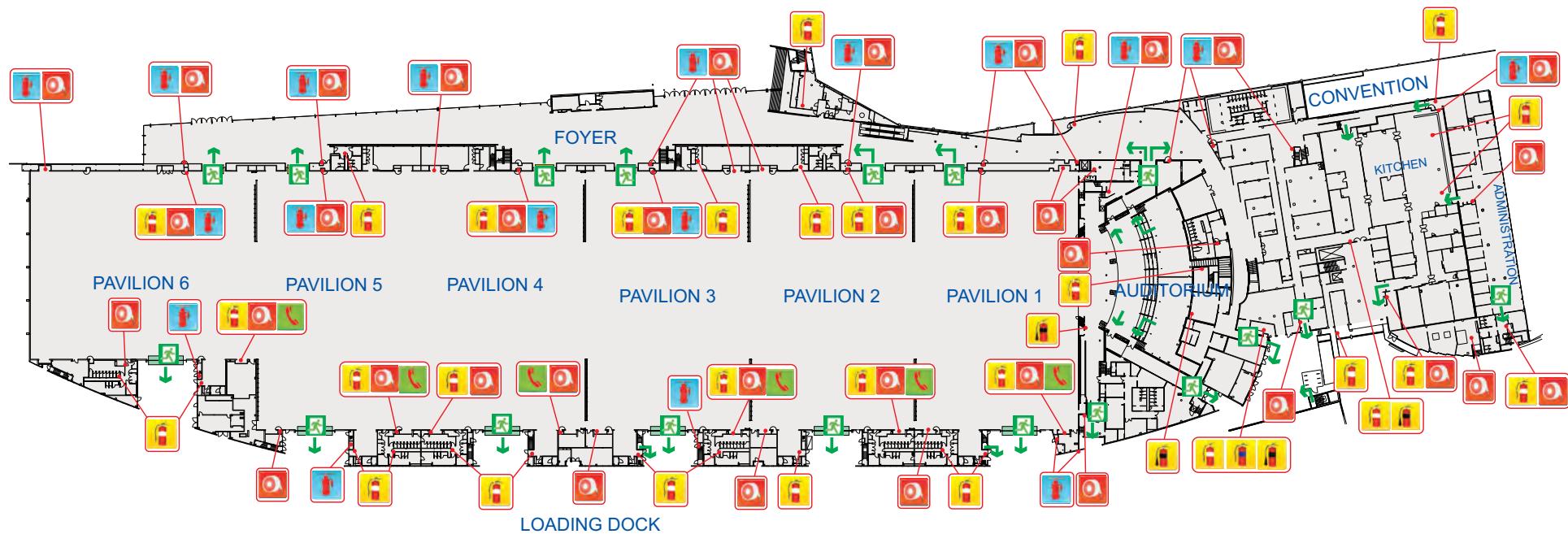
STEP 3: TELL

Call “000” as soon as it is safe and notify the emergency operator of the situation and your current location.

If possible, provide accurate information to the operator of what you saw and heard, and any casualties.

If there is a threat in your immediate area, move quickly away from the area and call security on 9338 0334 and 000

Do not assume someone else will ring “000”, the sooner law enforcement is able to attend to the incident, the sooner the incident will be resolved



Issued: 27 May 2025
(Valid for a period of 5 years)



DRY CHEMICAL POWDER
FIRE EXTINGUISHER



CARBON DIOXIDE
FIRE EXTINGUISHER



FOAM
FIRE EXTINGUISHER



WET CHEMICAL POWDER
FIRE EXTINGUISHER



FIRE HYDRANT



WARDEN INTERCOM
PHONE

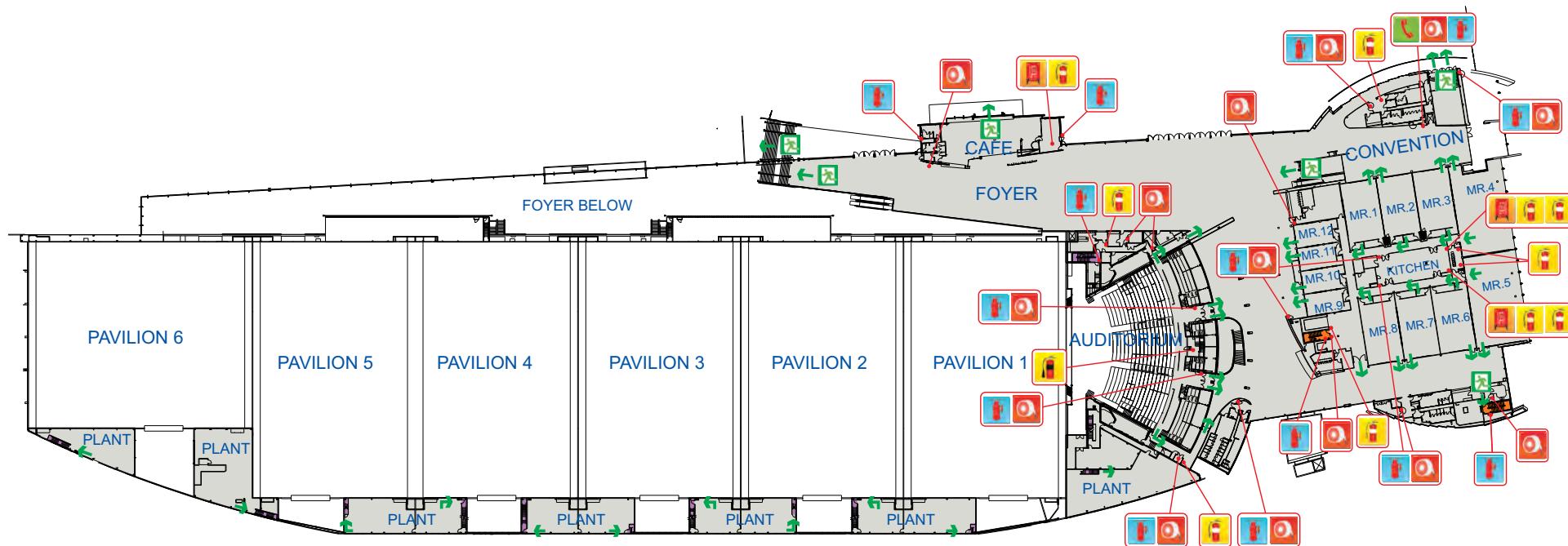


FIRE HOSE REEL



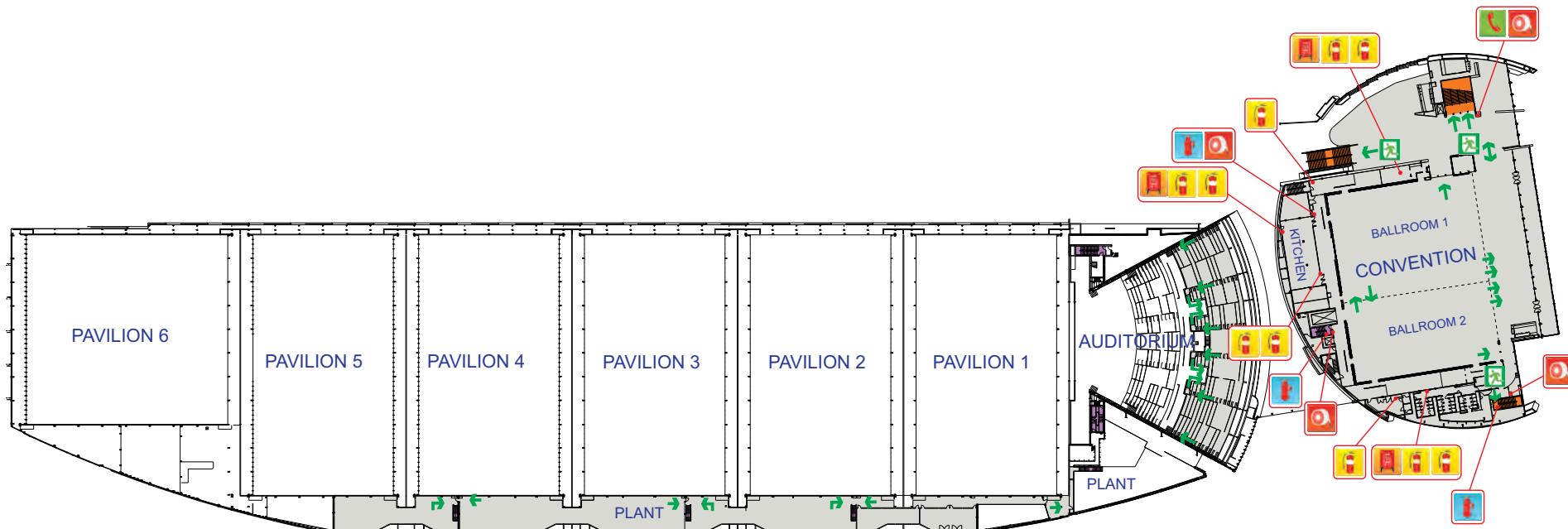
EMERGENCY EXIT





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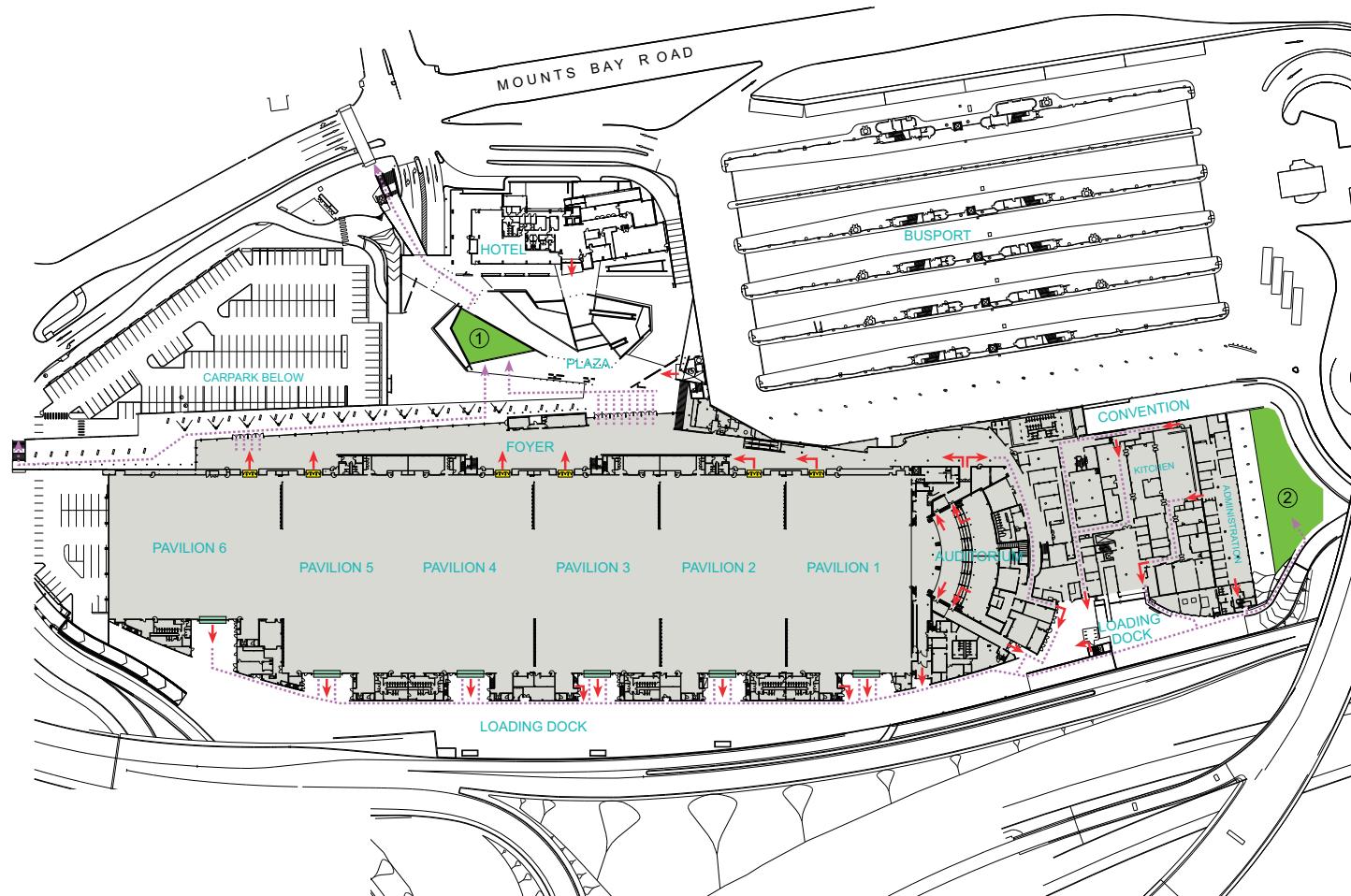




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LEVEL 1 ASSEMBLY AREAS

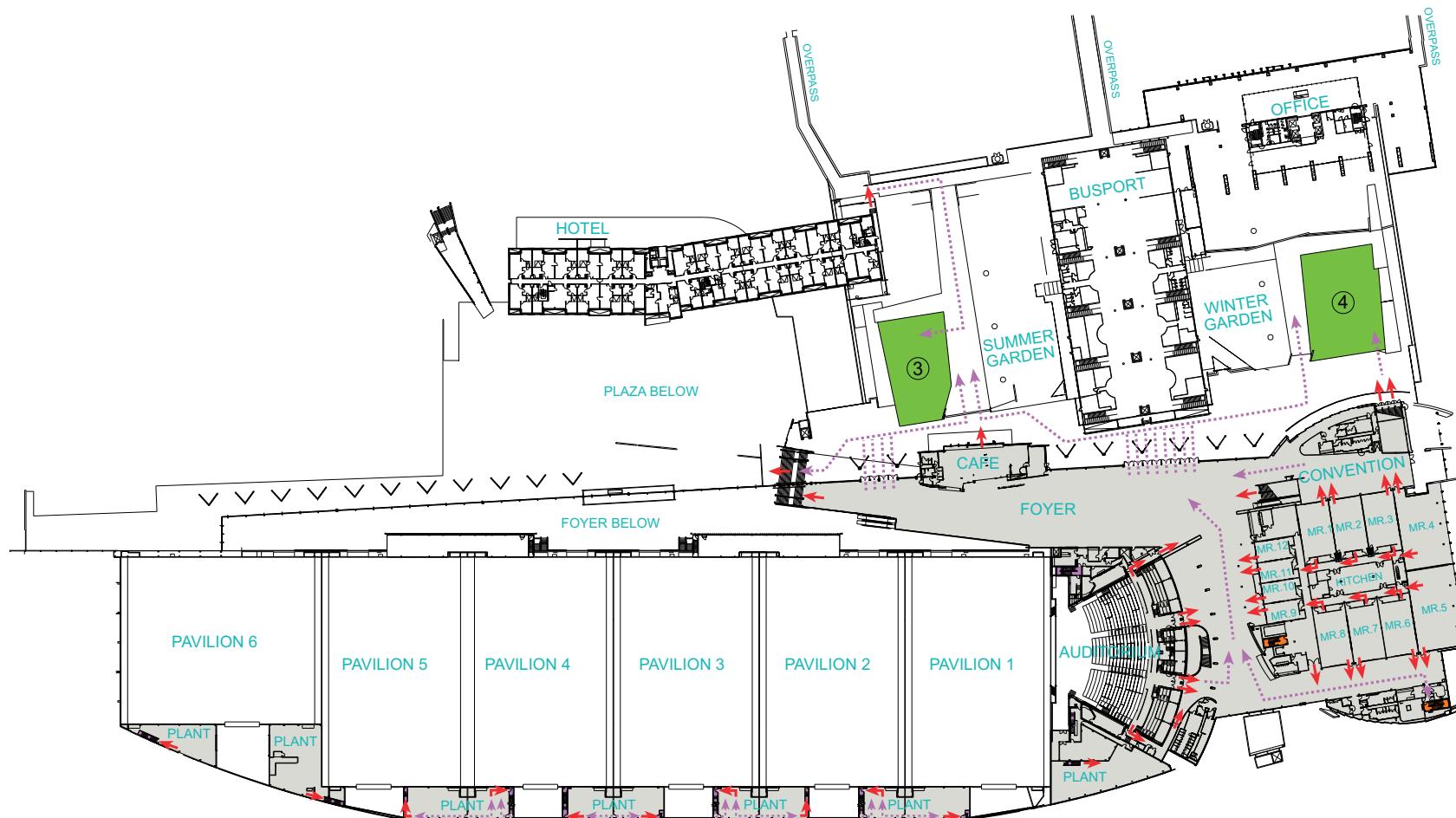


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SYMBOL LEGEND	
■	Primary Exit Point
■	Secondary Exit Point
→	Egress Point
···→	Pedestrian Path of Travel
■	Assembly Point



LEVEL 2 & 3 ASSEMBLY AREAS



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SYMBOL LEGEND	
Orange square	Escape Stair - Public
Purple square	Escape Stair - BOH
Red arrow	Egress Point
Dotted purple arrow	Pedestrian Path of Travel
Green rectangle	Assembly Point



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27 October 2025

To Whom it May Concern,

CERTIFICATE OF CURRENCY PUBLIC AND PRODUCTS LIABILITY

SOCIAL INFRASTRUCTURE & CITIZEN SERVICES

THIS CERTIFICATE OF CURRENCY PROVIDES A SUMMARY OF THE POLICY COVER AND IS CURRENT ON THE DATE OF ISSUE. IT IS NOT INTENDED TO AMEND, EXTEND, REPLACE OR OVERRIDE THE POLICY TERMS AND CONDITIONS CONTAINED IN THE ACTUAL POLICY DOCUMENT. THIS CERTIFICATE OF CURRENCY IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. WE ACCEPT NO RESPONSIBILITY WHATSOEVER FOR ANY INADVERTENT OR NEGIGENT ACT, ERROR OR OMISSION ON OUR PART IN PREPARING THESE STATEMENTS OR IN TRANSMITTING THIS CERTIFICATE BY EMAIL OR FOR ANY LOSS, DAMAGE OR EXPENSE THEREBY OCCASIONED TO ANY RECIPIENT OF THIS LETTER.

INSURED

Downer EDI Limited ABN: 97 003 872 848;
Spotless Group Limited ABN: 77 004 376 514;
Spotless Facility Services Pty Ltd ABN: 83 072 293 880;
Spotless Services Australia Limited 19 005 309 320;
Spotless Group Holdings Limited ABN: 27 154 229 562;
Spotless Facility Services Pty Ltd t/as TGS Security ABN: 83 072 293 880;
SSL Asset Services (Management) Pty Ltd ABN: 88 089 388 170;
Downer EDI Engineering Power Pty Ltd ABN: 53 000 983 700;
Downer Professional Services Pty Ltd N 34 129 384 032;
Envista Pty Limited ABN 26 114 790 215;

and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001 (including those acquired or incorporated during the Period of Assurance) for their respective rights and interests.

THE BUSINESS

Principally design, construction, maintenance and facilities management services to the power, water, gas, telecommunication, mining, rail and road sectors, for business and industry of all types, including utilities, airports, defence, education, governmental, health, leisure, sport and entertainment, public/private partnerships, resources, security, air conditioning, contractors and services of all types for the above, child care facilities, canteen, social and sporting clubs, welfare organisations of all types, property owners and occupiers and all other occupations incidental thereto.

PERIOD OF INSURANCE	From: 4.00pm on 31 October 2025 To: 4.00pm on 31 October 2026 Both Australian Eastern Standard Time
INTERESTS INSURED	Legal Liability to third parties for personal injury and/or property damage happening during the period of insurance arising out of the business and/or the products as a result of an Occurrence. All charges, expenses, legal and other costs incurred as the result of an Occurrence.
COVERING	Public and Products Liability Public, Products and Completed Operations Liability covering The Insured's legal Liability (including liability assumed under contract) in respect of: <ul style="list-style-type: none">a) Personal Injuryb) Property Damagec) Advertising Liability happening during the Period of Insurance as a result of an Occurrence happening anywhere within the Geographical Limits and in connection with the construction operations and/or other business operations detailed in the risk prospectus.
GEOGRAPHICAL LIMITS	Worldwide
CURRENCY	Australian
LIMIT(S) OF LIABILITY	AUD 20,000,000 any one occurrence and limited in the aggregate any one period of Insurance in respect of claims arising from the Insured's products and completed operations.
INSURER(S)	POLICY NUMBER
XL Insurance Company SE and Other Insurer(s)	TBA
Indemnity is subject to the terms and conditions of the Policy, including any applicable Sub-Limit of Liability and Deductible.	
All certificate of currency enquiries are to be directed to Insurance@DownerGroup.com	
In accordance with the ongoing commitment by Marsh to quality management philosophies, this certificate has been verified for accuracy of content by:	
<u>Mike Hogan</u>	
Mike Hogan Senior Account Executive	



For more information
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