

Kiwi Link SEA 2024 Event Safety Plan

Section A: Event Details

Event name	Kiwi Link SEA 2024
Event organiser	Tourism New Zealand Singapore
Event organiser's TNZ office	Singapore
Event start date	14/07/2024
Event end date	16/07/2024
Event venues	Pavilion Hotel Kuala Lumpur

Section B: Delegate Safety Measures

Delegate safety measures before the event

1. Safety measure	
1. TNZ staff organising the event to understand the 'event code of professional conduct'	Yes
2. TNZ staff organising the event to be trained in managing unacceptable behaviour	Yes
3. Delegates to agree to the 'event code of professional conduct' when they register for the event	Yes
4. TNZ to collect delegates' first names, last names, organisations, mobile numbers and email addresses when they register for the event	Yes
5. TNZ to share the event programme with delegates	Yes
6. TNZ to get delegates to give permissions for photographs taken of them at the event to be used by Tourism New Zealand or its partners and affiliates	Yes

7. TNZ to consider and monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes
9. TNZ to remind delegates following the local government's Covid-19 guideline	Yes
10. TNZ to collect all delegates adhere to the 'Covid-19 Travel Terms and Conditions'	Yes
11. TNZ to collect delegates' dietary requirements if food is to be served at the event for a TNZ organised event OR to pass them onto the event organiser for a third party event	Yes
12. TNZ to give delegates the opportunity to note any health or mobility conditions that they would like taken into account for a TNZ organised event OR to pass them onto the event organiser for a third party event	Yes
13. TNZ to consider delegate fatigue and travel disruptions when planning the event programme	Yes
2a. Safety measures for travelling outside of your country	
1. TNZ to brief delegates that they need to make their own visa and vaccination arrangements if travelling outside of their country of residence	Yes
2. TNZ to brief delegates that they need to make their own medical and travel insurance arrangements if travelling outside of their country of residence	Yes
3. TNZ to recommend that delegates register their travel with their country's travel advisory body if travelling outside of their country of residence	Yes
4. TNZ to collect emergency contact names and phone numbers for delegates travelling outside of their country of residence	Yes
5. TNZ to request that delegates notify a TNZ staff member if they begin to feel unwell at the event if travelling outside of their country of residence	Yes

2. Delegate safety measures during the event

1. Safety measure	
1. TNZ to monitor delegates' code of conduct and take action if required	Yes
2. TNZ to monitor levels of delegate fatigue and travel disruptions and take action if required	Yes
3. TNZ to monitor potential emergency situations that could affect delegate safety and well-being and take action if required	Yes
4. TNZ to check up on any unwell delegates at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes

6. TNZ to monitor the Covid-19 alert level of NZ and the country delegate will be travelling to and take action, if required	Yes
7. TNZ to brief delegates on the emergency response procedures at every event venue	Yes
8. TNZ to brief delegates on the emergency response procedures at every event venue	Yes
9. TNZ to check up on any unwell delegates at regular intervals until they start to feel better and arrange for them to see a doctor if required	Yes

3. Delegate safety measures after the event

1. Safety measure	
1. TNZ to reflect on what more could be done to minimise risks to delegates at future events	Yes
2. TNZ to notify People and Culture team of any delegate incidents or accidents that occurred during the event	Yes

Section C: Supplier Safety Measures

1. Supplier safety measures before the event

1. Safety measure	
1. TNZ to brief suppliers on any delegate and/or staff dietary requirements that need to be taken into account (if food is to be served at the event)	Yes
2. TNZ to brief suppliers on any delegate and/or staff health or mobility conditions that need to be taken into account (if relevant to their service)	Yes
3. TNZ to seek previous client feedback when selecting new suppliers to ensure that they are safe and reputable	Yes
4. TNZ to agree with suppliers on what the suppliers' roles and responsibilities will be at the event	Yes
5. TNZ to ensure that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service) e.g. taping electrical cords	Yes
6. TNZ to ensure that suppliers have Covid-19 Health and Safety Plans following the government guideline	Yes
8. TNZ to remind suppliers following the government Covid-19 guideline	Yes
9. TNZ to ensure that the supplier will have appropriate H&S measures/equipment to Covid-19 as per the event country requirements (such as; Hand sanitizer, face mask, first aid kit, Covid trace app/paper register) at the event venue	Yes
10. TNZ to check the supplier's (venue's) safety plan and save it at Kete	Yes
11. TNZ to agree on emergency response procedures at every event venue e.g. evacuations, first aid, etc.	Yes
12. TNZ to ensure that a first aid kit will be available at every event venue	Yes
13. TNZ to ensure that there will be someone on-site at every event venue with a valid first aid certificate	Yes
14. TNZ to ensure that the supplier will have appropriate H&S measures/equipment to Covid-19 as per the event country requirements (such as; Hand sanitizer, face mask, first aid kit, Covid trace app/paper register) at the event venue	Yes

2. Supplier safety measures during the event

1. Safety measure	
1. TNZ to check that suppliers have put in place measures to cater for any delegate/staff dietary requirements (if food to be served at the event)	Yes
2. TNZ to check that suppliers have put in place measures to cater for any delegate/staff health or mobility conditions (if relevant to their service)	Yes
3. TNZ to monitor that suppliers meet their agreed roles and responsibilities at the event	Yes
4. TNZ to monitor that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service)	Yes
6. TNZ to check that a first aid kit is available at every event venue	Yes
7. TNZ to check that there is someone on-site at every event venue with a valid first aid certificate	Yes
8. TNZ to check that the supplier will have appropriate H&S measures/equipment to Covid-19 as per the event country requirements (such as; Hand sanitizer, face mask, first aid kit, Covid trace app/paper register) at the event venue	Yes

3. Supplier safety measures after the event

1. Safety measure	Applicable?
1. TNZ to reflect on what more suppliers could do to minimise risks to staff and/or delegates at future events	Yes
2. TNZ to notify People and Culture team of any supplier incidents or accidents that occurred during the event	Yes

4. Any additional supplier safety measure

1. Safety measure
The venue's security supervisor will conduct a safety briefing at the beginning of the event days.

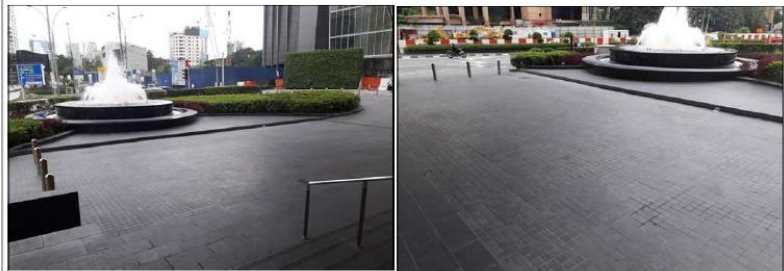
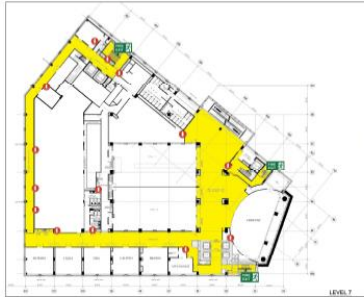
Section E: Venue Safety Briefing

PAVILION HOTEL KUALA LUMPUR MANAGED BY BANYAN TREE

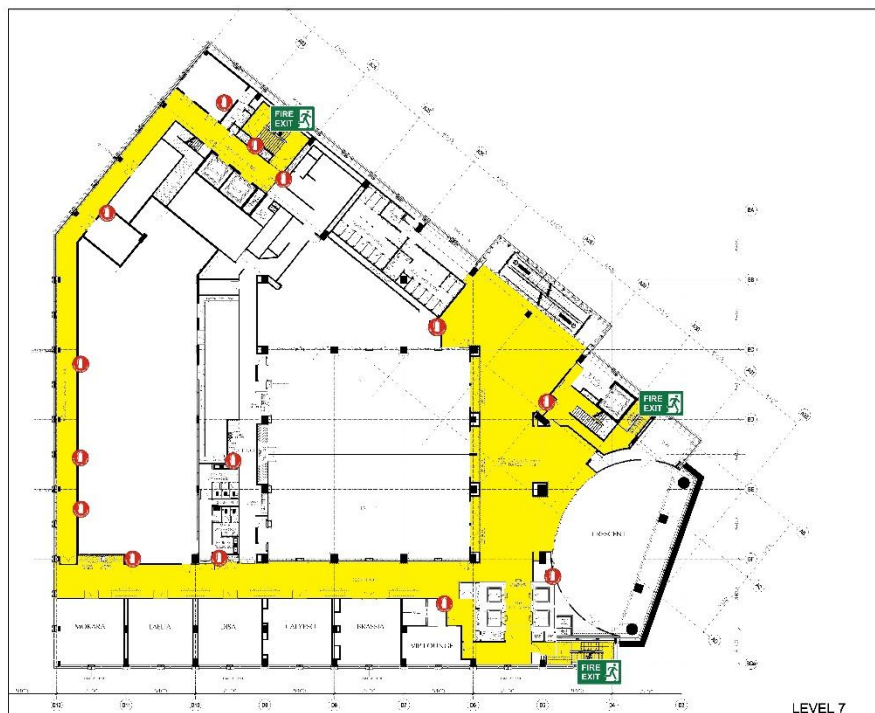
Safety Briefing Verbiage

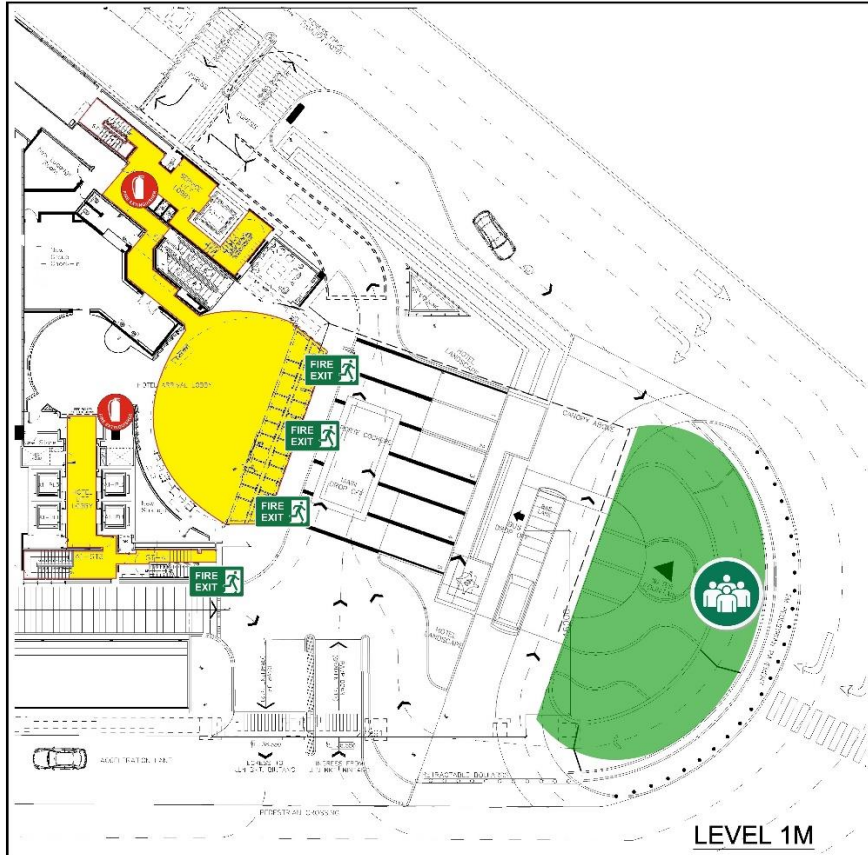
In the event of emergency:-

- When you hear the first fire alarm, please remain calm, alert and prepare yourself for any possible evacuation.
- When you hear the second continuous alarm followed by an announcement on the public address system or instructed by our Floor Warden, please leave the floor immediately by using the exit door which is nearest to you and proceed to the nearest emergency staircase.
- Please do not use the lifts, try to re-enter the floor/building or go down to the car park, until instructed it is safe to do so.
- From the emergency staircase, you can exit out of the building through the exit door at Level 1M.
- Our Floor Warden will direct you to the Emergency Assembly Area (EAA) located in front of the hotel near to Water Fountain.



Venue Fire Exits:





Section D: Submit

I. Approval

Approved by	Karem Basulto
Approver's job title	Regional Trade Manager Asia
Organisation	Tourism New Zealand
Date of the approval (DD/MM/YY)	05/07/2024

Karem Basulto