

Timaru Bridge Club

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EMERGENCY and EVACUATION PROCEDURES

RATIONALE:

To ensure the safety of Timaru Bridge Club Members, staff and visitors during an emergency.
To ensure damage to property is minimised.

GENERAL ROUTINES

1. The emergency signal for fire is the fire alarm will sound continuously.
2. The assembly area is where the carpark at the southern side of the Timaru Bridge Club – Wilson Street entrance.
3. In the case of FIRE, members, staff and visitors must move calmly and quietly to the outside assembly area.
4. In the case of EARTHQUAKE, members, staff and visitors must calmly take cover under a table or in an inside doorway and hold on, keeping the head down to protect the face. (Any revised safety measures as a result of the Canterbury earthquakes should be used). Once shaking stops and it is safe to move, members, visitors or staff must walk outside to assemble at the Richard Pearse Carpark.
5. An appointed bridge club member must arrange notification of Emergency Services.
6. Students must not return to the buildings until it is established that the environment is safe. (In the case of a civil emergency) NB: - Fire evacuation and earthquake procedures/practices should be carried out at least once per year and dates, notes, etc recorded on a register managed by the Timaru Bridge Club Committee.

Review Responsibility: Bridge Club Health & Safety Person, Health & Safety Co-ordinator,

Date _____

Confirmed: _____

President: _____

EMERGENCY MANAGEMENT PLAN

EMERGENCY CHECKLIST

First Aid Kit

Evacuation Response

Fire Emergency

Earthquake Emergency

Flood Emergency

Medical Emergency

Death Emergency

Site Map and evacuation route

HEALTH AND SAFETY CRISIS PROCEDURES

Emergency Phone Numbers

Fire 111

Ambulance 111

Police 111

ALL CLEAR

1. The Chairperson of each division, will ensure that the ALL CLEAR message is relayed to all members, visitors or staff.
2. Only after the ALL CLEAR is given can staff, members and visitors return to their areas and smoke-stop doors can be opened
3. The ceasing of the bell (manual) fire alarm does not mean the emergency is over.
4. The decision to terminate the emergency rests with the CHIEF FIRE WARDEN and / or POLICE

STORMS

DURING A STORM

- Open a window on the side of the building away from the wind – this will relieve pressure on the roof.
- Close the curtains to slow down flying glass or other loose objects.
- Stay away from doors and windows. If the wind becomes destructive shelter further inside the building.

- Stay away from metal and electrical fixtures.
- Contact the Timaru Bridge Club Committee if the building is severely damaged by the wind.
- Stay clear of buildings, high walls large trees and electricity lines if outdoors

EARTHQUAKE

DURING AN EARTHQUAKE

- Stay indoors.
- Keep calm, ensure your own safety, reassure all.
- Alert and assist where possible, to take cover in doorways or under or tables.

DUCK, COVER, HOLD

If outdoors stay clear of buildings, high walls, large trees and electricity lines.

- Keep yourself calm. Calm members or visitors.
- Beware of panic-stricken people. Assist them to be calm.

FLOOD - TSUNAMI

If warning of Flood/Tsunami is given:

- Shift members to higher/safer levels – if necessary
- Turn off electricity at mains located in switchboard cupboard.
- Turn off water mains if possible.
- Evacuate areas in danger first.
- Keep everyone there and check off the register.
- Evacuate to Civil Defence assembly centre if asked.

SECURITY THREAT CHECKLIST

What did the person want?

Was this person known to you?
 Did they use a name?
 Where did they come from?
 Where were they going?
 Were they alone?
 Were they armed?
 What was their mental state?

Intruder Appearance	Medium	Fat	Skinny	Tall	Short	Stocky
Hair	Short	Long	Curly	Close Cropped	Straight	
	Dark	Fair	Multicoloured	Grey	Unkempt	
Clothing	Shorts	Jersey	T-Shirt	Hat	Other	
	Longs	Jacket	Open-Shirt	Hospital clothing	Unknown	
Race	European	Maori	Asian	Polynesia n	Unknown	
Sex	Male	Female				
Age Group	Approx					
Marks	Scars	Tatoos	Marks	Glasses	piercings	
Facial Hair	Moustache	Beard	Other			

ANTI-VIOLENCE

Examples = hold up, alcohol and drug issues.

1. Don't get into HEROICS!
2. Find out what they want. Quietly ask them to leave. If they refuse, go to step 3.
3. If possible, alert another person without jeopardising your own safety or others' safety, so they can alert police.
4. Note time, person's appearance race, age, voice, clothing, mannerisms, etc. If unauthorised people are noticed in grounds surrounding the Bridge Club or inside the Bridge Club Immediately contact the Police.

BOMB-THREAT

Where is the bomb?

What does the bomb look like?

What will make the bomb explode?

When is the bomb going to explode?

What is your name?

Where are you?

Exact wording of threat?

Report call immediately to the Police.

Other:	Sex of caller	Estimated age
Call taken:	Date	Duration of call
	Time	Number called
Recipient:	Name	Telephone

BOMB-THREAT

- Stay calm!
- Do not touch a suspicious package or case
- If perpetrator calls, get as much information as possible
- Alert another person, so they can alert the police

- Chief Fire Warden, in consultation with Police, will declare if evacuation needs to take place
- Evacuate as per evacuation plan
- Assemble well way from building

UTILITY FAILURE

Loss of vital systems which may include –

POWER
WATER

Or both of these things;

1. Loss of Power
Refer to: Secretary
Electrician

2. Loss of water supply
3. Refer to: Secretary
Plumber

Review Responsibility: Health & Safety Health & Safety Officer & President

Date Confirmed:

President:

Trial Evacuation Checklist

Date of Trial Evacuation: _____

Time taken to complete evacuation of building: _____

Comments: _____

1. Time taken to complete evacuation of the building _____ Minutes: _____

- | | Yes | No |
|---|--------------------------|--------------------------|
| 2. Could alarm be heard in all areas? Ask Teachers | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the secretary know to call 111 in an emergency?
(Not for trial evacuations) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Was the correct assembly point used? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are all evacuation procedure notices and exit signs in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are all exit ways clear and all doors able to be opened without
the use of a key? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Has all fire fighting equipment been serviced in the last 12 months? | <input type="checkbox"/> | <input type="checkbox"/> |

Next trial evacuation due: _____

(Date) Principal's Signature: _____