



Emergency Procedures, buildings and evacuation plan

1. Earthquake:

- Drop, Cover and Hold is the right action to take during an earthquake. It stops you being knocked over, makes you a smaller target for falling and flying objects, and protects your head, neck and vital organs
- **If you are outside, find a clear spot away from buildings, trees and power lines.**
- **If you are in the street, move into a shop doorway or crouch beside a parked vehicle.**
- **After the shaking stops:**
 - Check people for injuries and give first aid.
 - Inspect for damage and ascertain if you should evacuate.
 - Turn off gas, electric heaters, computers etc.
- Be prepared for aftershocks.

2. Fire:

- Raise the alarm – call **FIRE** if there is no alarm.
- Evacuate all by calling instructions e.g. “OK everyone, leave the building quietly now and wait outside ...”
- Ensure all are accounted for.
- **If it is a small fire, put it out.**
- **If necessary, call 111.**
- Assemble at the pre-arranged spot – check again that everyone is there.
- Make sure everyone stays together until you can go back in or all are collected.

3. Storm:

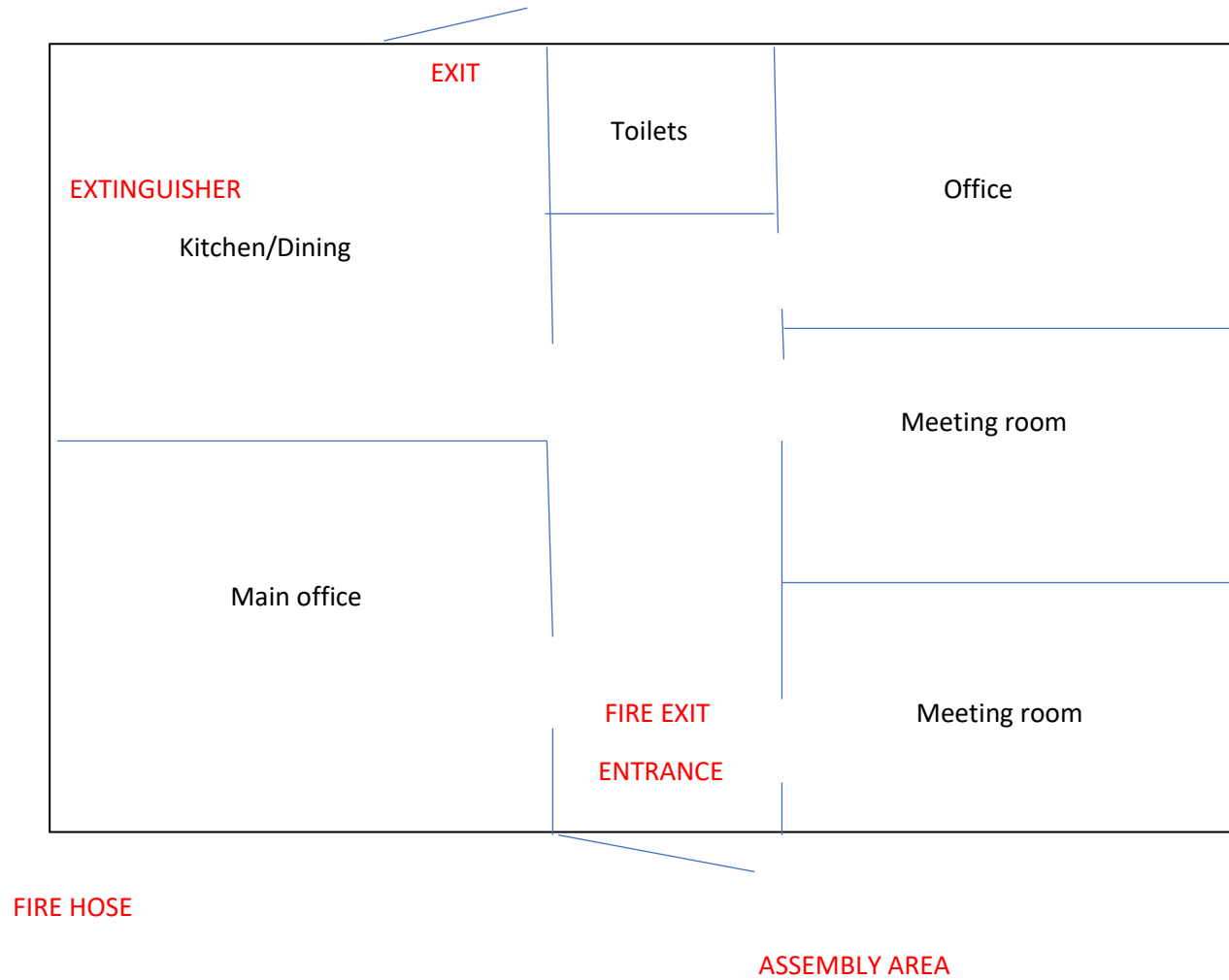
- Stay indoors.
- Close all windows and doors.
- Close curtains.
- Secure office and return home if safe to do so.

4. Flood:

- Raise or remove all valuables.
- Turn off and unplug all electrical and/or gas operated appliances.
- Avoid flooded areas.
- Secure office and return home if safe to do so.

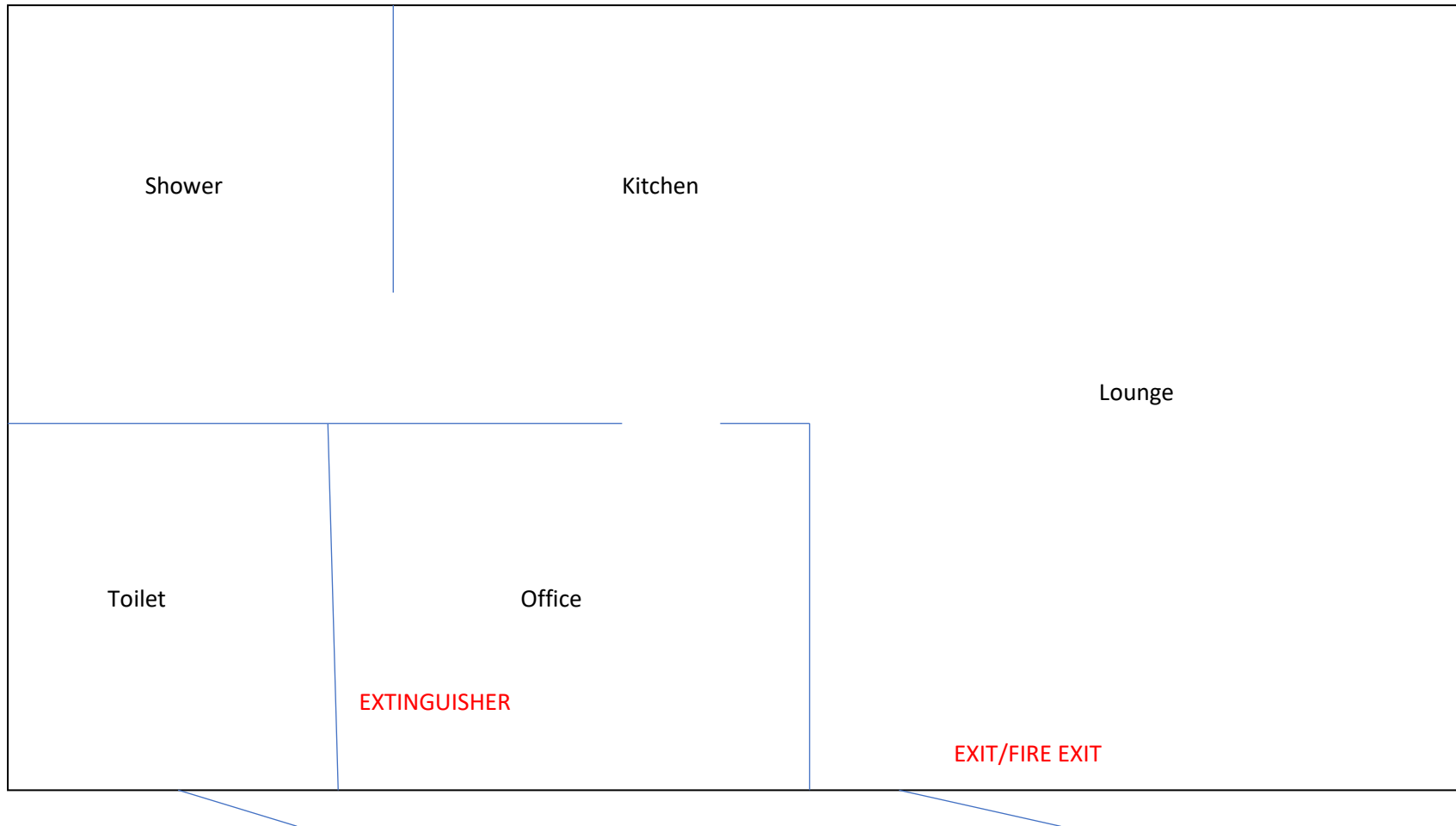
Male Room – main building evacuation plan

Evacuation assembly area – in car park at front of building.



Te Whare Haumaru – evacuation plan.

Evacuation assembly area – other side of the gate into Pioneer Park



<i>Date Adopted 12/12/19</i>	<i>Last reviewed</i>	<i>21/6/25</i>
------------------------------	----------------------	----------------

<i>Next review: On cycle</i>	<i>Approved by Trustees</i>
------------------------------	-----------------------------