

## Emergency Management Policy

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### Policy Statement

Cycling Southland recognises the need to be prepared for emergency situations that may be encountered while at work.

### Scope

This policy applies to all Cycling Southland employees, contractors, volunteers and participants.

### Responsibilities

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The General Manager (or delegated staff member in their absence) is responsible for:

- Ensuring all staff receive evacuation training for themselves and any participants in the velodrome.
- Running a safety briefing before an event.
- Identifying muster point in event of evacuation.
- Maintaining a register of those staff or participants who may require special assistance in the case of an emergency requiring evacuation.
- Ensuring all staff are accounted for after an evacuation and notifying the relevant attending emergency services.

### All staff are responsible for:

- Maintaining familiarity with emergency responses and following procedures.
- Knowing where alarm points and muster location are situated.
- Advising the General Manager of any special assistance that may be required in case of an emergency requiring evacuation, e.g. in case of deafness, physical disability.
- Ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available, e.g. doors locked.

### Procedures

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#### When Emergency Services are required

- For emergency services dial 1 for an outside line then 111 and ask for the service you require:
- Stay calm, give your name, details of the emergency, and street address - which is:
  - Stadium Southland, Surrey Park Road, Invercargill.
  - 03 2199 325.
- Visitors are the responsibility of the person they have called to see.

#### Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

#### If you discover a fire:

- Activate the nearest alarm.
- Alert people in your area.
- Do not extinguish the fire unless there is no personal danger to you or anyone else.

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- Evacuate the building following the evacuation procedure or scheme.
- After evacuation, meet at the assembly point.

**If the fire alarm sounds:**

- Walk quickly to your nearest exit.
- Make sure any visitors leave the building with you.
- Do not stop to take personal items with you.
- Keep to the left of the stairs.
- Meet at the assembly area in the carpark opposite SBS House.

**Earthquake**

- Keep calm.
- Move away from windows, equipment, and shelves that may fall.
- Drop, cover and hold under a solid piece of furniture.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

**When the shaking stops:**

- Keep calm and help those who need assistance.
- Fire wardens will coordinate evacuation.
- Wardens will designate people to turn off all electrical sources and gas taps.
- Check for damage to stairways and for fallen debris at your exit to determine a safe exit route.
- Check for hazards and extinguish any fires if safe to do so.
- Evacuate if instructed to do so.
- Go to the assembly point and await further instructions.
- If the assembly point is unsafe, (i.e. subject to liquefaction), the warden will nominate an alternative assembly point.
- A register will be kept of people present logging when they leave and their intentions.

**If you need to evacuate or the fire alarm sounds:**

- Use evacuation procedures to leave the building.
- Keep together.
- Follow the warden's instructions.
- Meet at the assembly area outside the stadium entrance.

**Flooding (in building, e.g. sprinklers)**

- Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
- Try to identify the source of the flooding if safe to do so.
- Contact the stadium manager Nigel Skelt, or senior staff in his absence.
- Prepare to evacuate.

**Violence**

This is defined as:

- Threatening behaviour – shaking fists, destroying property, throwing objects
- Verbal or written threats – any expression of intent to inflict harm

- Harassment – any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome – e.g. words, gestures, intimidation, bullying or other inappropriate activities
- Verbal abuse – Swearing, insults or condescending language
- Physical attacks – Hitting, shoving, pushing or kicking

### **What to do**

- Ask the person to leave (If they are a group/organisation speak to them)
- Ask a colleague for support if available
- If they don't walk away lock office and call police 1-111
- Contact the General Manager
- Collect and record information from the victim
- Complete an incident report

**DO NOT put yourself in harm's way remove yourself from the situation immediately and seek help.**

A trespass order may need to be filled out and served by police.

All incidents and accidents must be reported as soon as possible to the General Manager.

### **Lock down**

Exit the building if instructed that it is safe to do so.

If you are unable to leave:

- Lock all external doors/fire exits
- Cover the doors and windows (only if curtains can be pulled)
- Stay away from windows and doors.
- Turn off all lights
- Lie on the floor, under furniture if possible out of sight
- DO NOT answer the door
- Wait for police or security to assist you out of the building
- If you are notified of a potential lock down take precaution and lock down anyway. (listen to the radio or phone police if possible for information)

### **Bomb Threat**

When a bomb threat is received or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

- Keep calm.
- Keep the person talking – don't interrupt.
- Let them feel in charge – keep the person on the line, don't hang up.
- Ask questions and record responses, note background noises for clues on location of caller.
- Do not operate the manual alarm points or electrical switches or use a mobile telephone as this may activate the device.
- Attract assistance if possible and have this person alert staff and notify Police on 111.
- Evacuate the building if directed to do so by the Police (but do not hang the telephone up on the caller).

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