

ILT Stadium Southland Emergency Management Policy

Policy Statement

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

Scope

This policy applies to all Stadium Southland employees (fulltime, part time, casual & volunteers), all venue users, contractors, tenants and other people.

Definitions

Workers	includes all employees, contractors, subcontractors, labour hire workers, apprentices and interns and volunteer workers
Other People	includes all visitors, members of the public, participants, casual volunteers etc.
Venue Users	includes tenants, users of the facilities, those that hire the facility for the purpose of events, tournaments, competitions, meetings and other activities
Workplace	is any place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out

Responsibilities

General Manager

- Must act as Emergency Chief Warden for Stadium Southland
- Must delegate Chief Warden responsibilities in their absence to an appropriate person
- Must ensure adequate staff members are on at all times to evacuate the venue if required
- Ensure that all staff received appropriate training & education in regards to emergency management
- Will identify workers that may require specialised emergency training e.g. Advanced First Aid

Operations Manager

- Will maintain a register of workers onsite that may require special assistance in the case of an emergency requiring evacuation
- Will ensure that records are kept of all Emergency evacuation drills
- Ensuring testing of Emergency evacuation drills is no greater than 6 months apart
- Will ensure that all workers receive appropriate training & education in regards to emergency management in conjunction with the General Manager and will ensure training it kept up to date

Health & Safety Committee

- Will review all evacuation drills, false alarms & actual alarms. They will record and update procedures and plans where appropriate
- Ensure emergency procedures are communicated with all workers, venue users and others related to the work place
- Will review the Emergency Management Policy yearly and ensure any changes/updates are communicated to all workers, venue users & others related to the work place

Receptionist

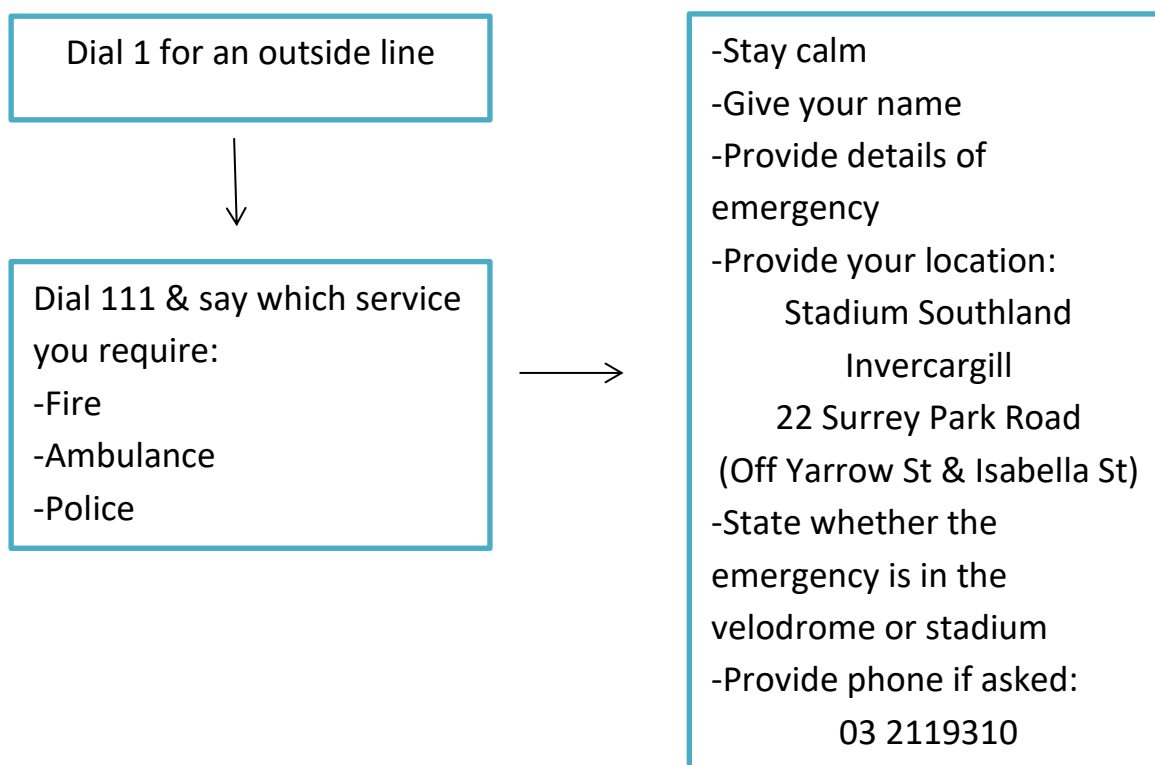
- Will be responsible for being present at reception at all times to respond to any emergency situations and alert the appropriate person
- Will alert other employees if there is an emergency in the Velodrome

Workers

- Will maintain familiarity & understanding with emergency responses and procedures
- Will advise the Operations Manager of any special assistance that may be required in the case of an emergency requiring evacuation
- Will ensure their own safety by following procedures, adhering to policies and by utilising the appropriate safety & security measures

Procedures

If Emergency Services are required:



Fire Procedure

If you discover a fire:

- Activate the alarm from your nearest call point
- Dial 111 or delegate this role to the receptionist
- Only extinguish the fire if it is safe to do so, you are comfortable to do so and there is no potential danger to you or to others
- Evacuate the building following the evacuation procedure (Refer to the Evacuation SOP)
- Once the building has been evacuated, ensure that no one re-enters the building until advised by emergency services or the chief warden to do so

If the fire alarm sounds:

- Evacuate the building by following the evacuation procedure
- Once the building has been evacuated, ensure that no one re-enters the building until advised by emergency services or the chief warden to do so

Earthquake Procedure

If an earthquake occurs:

- Move away from windows, shelves & equipment that may fall.
- Take shelter under a solid structure e.g. a doorframe or desk
- Stay where you are

When the shaking stops:

- The chief warden will turn off power sources and gas if it is safe to do so
- Stay inside if it is safe to do so
- Check for hazards to yourself and others
- Evacuate if necessary using the evacuation procedure

Unwanted Visitor Procedure

If a person is displaying unusual or concerning behaviour:

- Keep calm
- Remove yourself from the situation if it is safe to do so
- Inform the General Manager, the Operations Manager or the Warden assigned to your shift. They will make the decision to either ask this person to leave or inform police
- Do NOT confront them yourself
- Memorise what the person looks like
- If you believe there is immediate danger, notify police as soon as it is possible

Robbery

If a robbery occurs:

- Keep calm
- Follow the offender's instructions. Do what you are told. Nothing more. Nothing less.
- If you are not directly involved, stay out of danger
- Try your best to memorise details of the offender including:
 - Sex
 - Age
 - Height
 - Clothes
 - Skin, hair and eye colour
 - Voice
 - Any marks or tattoos
- Call 111 if and when it is safe to do so. Keep the line open until the police arrive
- Contact the General Manager as soon as it is safe and possible to do so
- Ask any witnesses to stay and speak with police
- Assist others if required, once it is safe to do so

Bomb Threat

If a bomb threat is received:

- Treat all threats as serious
- Alert emergency services as soon as possible
- Follow the instructions of the police
- Prepare to evacuate the building if told to do so

If a suspicious package is discovered:

- Treat all suspicious packages as serious
- Alert emergency services as soon as possible
- Follow the instructions of the police
- Advise management as soon as possible
- Prepare to evacuate the building if told to do so

Extreme Weather

If there is extreme weather including but not limited to; high winds, snow, ice or heavy rain:

- Monitor the development of the weather
- Contact the General Manager or Operations Manager with any concerns
- If it is becoming dangerous to travel, consider sending staff home
- The General Manager or Operations Manager will make a decision as to whether the building is safe to remain open
- In the case of snow fall – remove any additional loadings from the roof or lower to the ground

Electrical Hazard

If there is an electrical hazard:

- Alert the Operations Manager or other management onsite
- If it is unsafe to eliminate, isolate the area using cones, barriers and signage (These are located in workshop)
- Immediately call our electrical provider – H & J's Electrical 03 218 1897

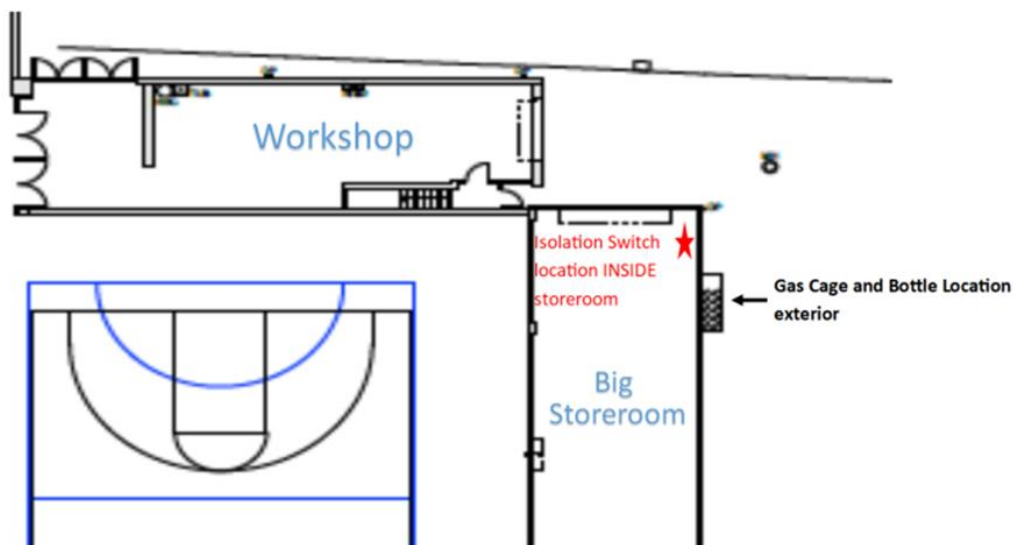
Gas Leak Procedures

If you are suspicious of a gas leak:

- Ensure all fire, cigarettes and other sources of flame are extinguished.
- Do NOT operate any electrical switches as this may cause a spark
- If there is no immediate risk of fire, shut off all the gas bottle taps (by turning clockwise)
The gas cage is located on the external wall on North East side of building with the manual isolating switch located on the backside of the concrete wall behind the gas cage in our large store room.
- Call Brian at Ultra Gas and Plumbing immediately to inspect the risk 03 2131507
- Operations manager immediately

If there is a major gas leak

- Activate manual call point
- Evacuate the building following the fire evacuation procedure
- Call emergency services from a safe location
- Alert Ultra Gas and Plumbing 03 2131507
- Alert General Manager
- DO NOT ATTEMPT TO EXTINGUISH ANY FIRES



Power Cut Procedures

Day Time Power Cut Procedure

This procedure is slightly different to the night time procedure due to the fact that you are working with natural light into the venue and the time pressure to make a decision is significantly increased as you are not reliant on emergency lighting.

The Head Warden is to take control of the situation.

- **TELEPHONE POWERNET IMMEDIATELY ON 03 217 3610**. This provides a direct link to their control room. This will give you a priority status and will be answered ahead of other incoming calls.
- **IMMEDIATELY ALERT THE OPERATIONS MANAGER** and if they fail to answer then the General Manager.
- Send a head warden to the Emergency Management Cupboard located behind reception to have the mega-phone on hand for communication if needed for a large crowd.
- Send a staff member around all of the venue users immediately and explain that we are working on the problem and we are in communication with Powernet and we will continue to update the users as progress is made. Ensure everyone understands that there is no danger.
- The staff member on the phone with Powernet needs to ascertain an estimated time of the power being restored?
- Our policy is that if the power cut is during the day the General Manager or Operations Manager are to make the call on remaining open to the public but also continuing the communication with Powernet and continuously monitoring the natural light levels within the venue.
- If natural light levels are running out then the call will be made to evacuate the venue following the fire evacuation procedures but also allowing our guests to gather up their belongings.

Night Time Power Cut Procedure

The Head Warden is to take control of the situation.

- **TELEPHONE POWERNET IMMEDIATELY ON 03 217 3610**. This provides a direct link to their control room. This will give you a priority status and will be answered ahead of other incoming calls.
- **IMMEDIATELY ALERT THE OPERATIONS MANAGER** and if they fail to answer then the General Manager.
- Send head warden to the Emergency Management Cupboard located behind reception and allocate out torches and have the mega-phone on hand for communication if needed for a large crowd.
- Send a staff member around all of the venue users immediately and explain that we are working on the problem and we are in communication with Powernet and we will continue

to update the users as progress is made. Ensure everyone understands that there is no danger and that the emergency lights will run for well over an hour and to remain calm.

- The head warden on the phone with Powernet needs to ascertain an estimated time of the power being restored?
- Our policy is that if their answer is they don't know or more than 20 minutes, then immediately begin a calm evacuation of the venue keeping in mind this is not an emergency and to allow our guests to gather up all their belongings and remind everyone that we are closing the venue due to the power cut and a limited timeframe on emergency lighting.
- If the answer from Powernet is that power will be restored in less than 20 minutes communicate this message with all the users in the venue.

At 15 minutes after the power cut, please re-call Powernet and ascertain that their initial timeframes are still correct and if they have blown out longer then begin the calm evacuation of the venue