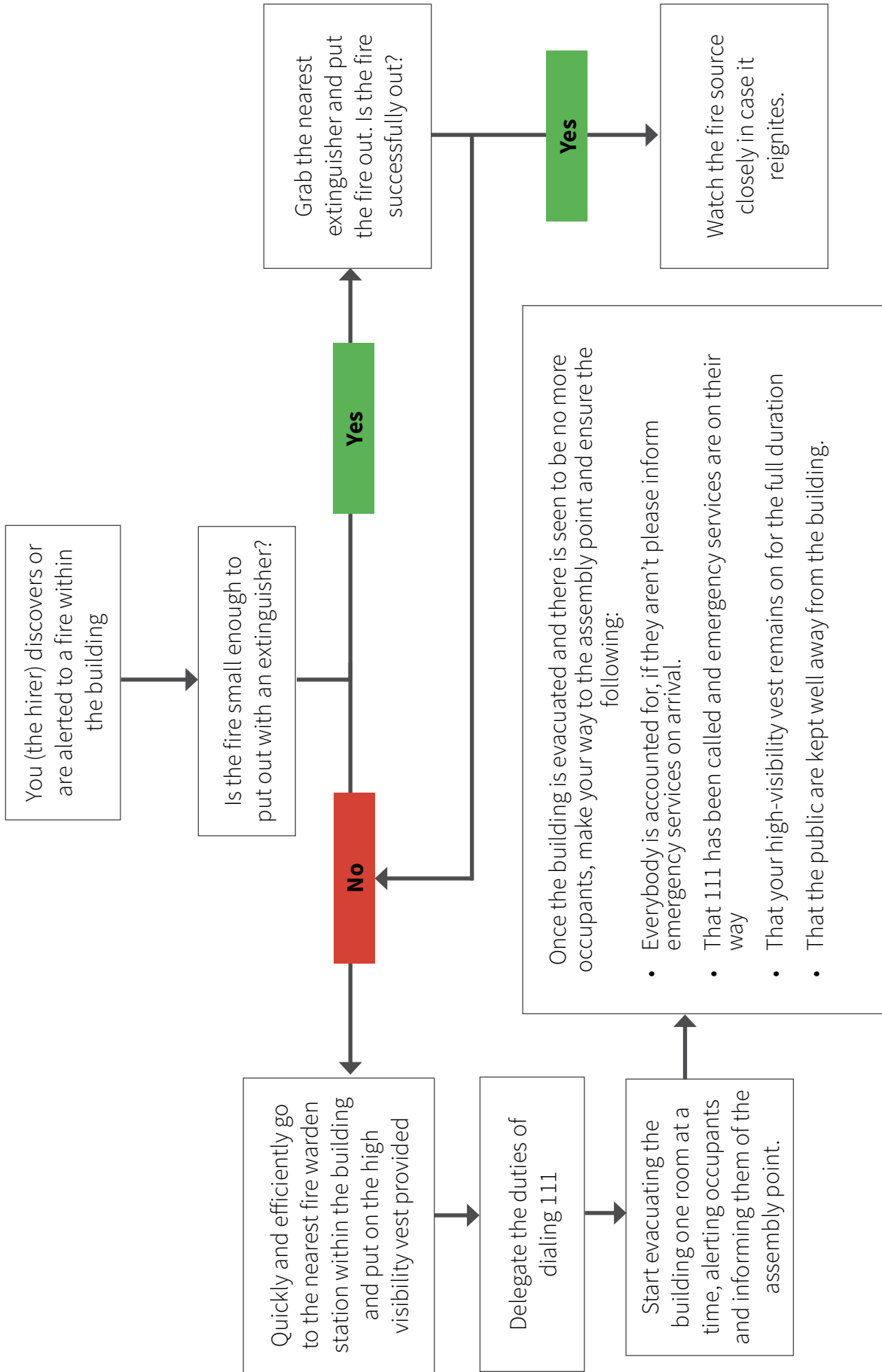


EMERGENCY MANAGEMENT PLAN

JAMES CUMMING COMMUNITY ROOMS

June 2024 | Version 2





EMERGENCY CONTACTS

It is the responsibility of the hirer to ensure the safety of those attending their event.

In the event of a fire, or other emergency requiring evacuation, the prime consideration at all times shall be to protect the staff, visitors, and customers from injury or death.

- Fire, Police and Ambulance - 111
- NZ National Poisons Centre - 0800 764 766
- 24 hour Health Line - 0800 611 116
- Nearest Medical Centre -Gore Medical - 03 208 9222
- Nearest Hospital - Gore Hospital - 03 209 3030

FIRE SAFETY EQUIPMENT

Fire extinguishers can be found at the following locations:

- Near the fire exit in the Ōtamatea / Otamita Room
- in the foyer
- in the kitchen

Fire Warden Kits can be found in the:

- Community Room Foyer

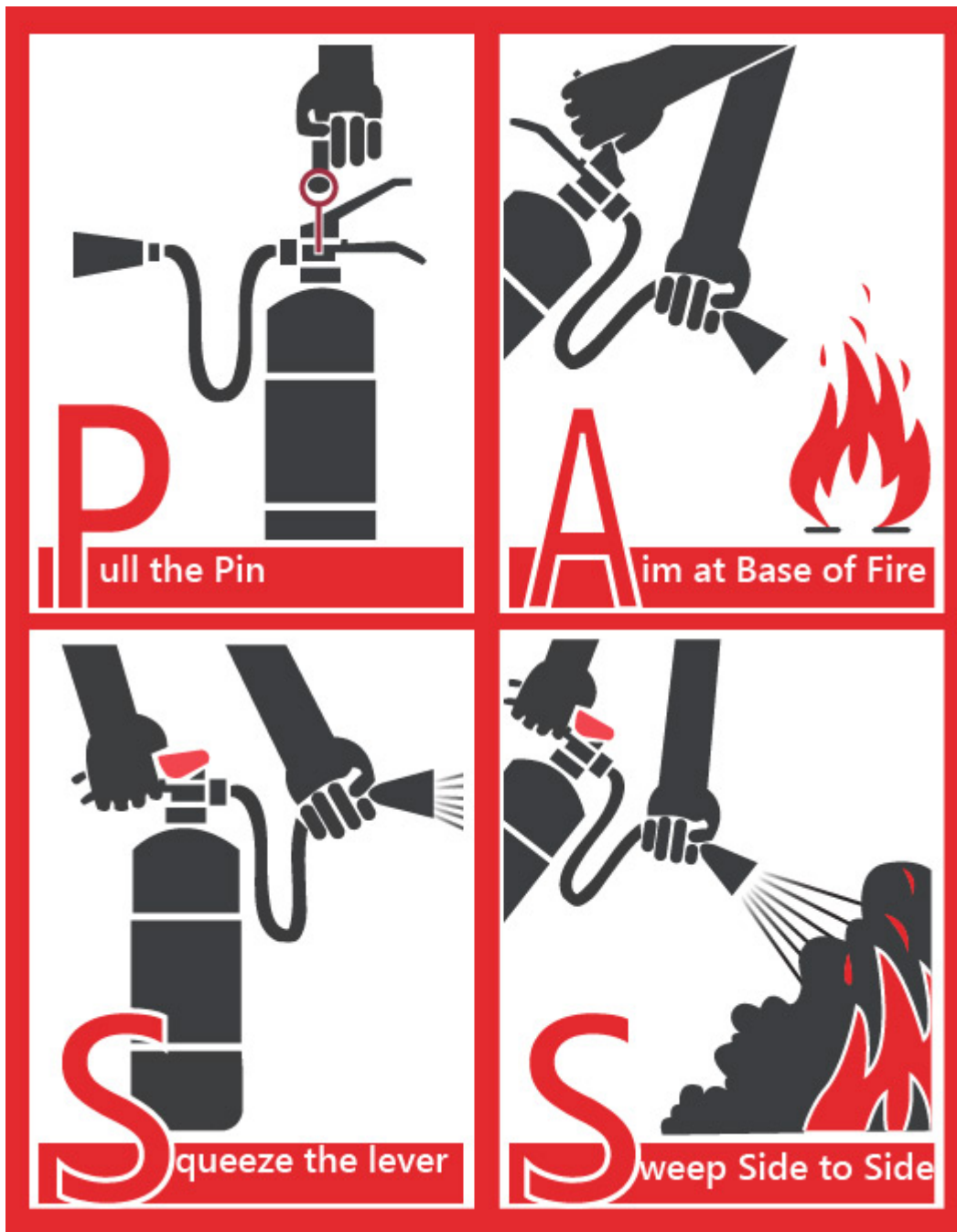
ALERTING OCCUPANTS TO A FIRE OR EMERGENCY

This building is fitted with smoke detectors, which will trigger an alarm if there's a fire. Should the alarm not activate during a fire, or there's another emergency requiring evacuation of the building, break the glass on the alarm panel to start it.

This will alert occupants to the fire or danger and to start exiting the building.

FIRE EXTINGUISHER USE

1. Pull the safety pin or remove the clip.
2. Test squirt the extinguisher to make sure it is working.
3. Aim the nozzle at the base of the fire from a safe distance. Most extinguishers are designed to be operated from about two (2) to three (3) meters away.
4. Squeeze the handles.
5. Sweep the extinguisher from side to side while aiming at the base of the fire.



EVACUATION PROCEDURE

- In the event of discovering a fire or being made aware of a fire, alert others by activating the nearest manual alarm point and shouting **“FIRE, FIRE, FIRE, EVACUATE THE BUILDING”**.
- Then call 111 for Fire and Emergency Services. Give them as much information as possible.
- Follow all instructions given by the Wardens.
- The Head Warden will put on their vest, hat, and checklist, and go outside to the assembly point (lawn area directly outside the main entrance of building) and wait for Fire & Emergency Services and Floor Wardens.
- The Floor Wardens will clear all of their areas stated on their cards, if safe to do so, and meet the Head Warden at the assembly point
- Use the correct extinguisher on a small fire if you are trained and it is safe to do so.
- All wardens - do not allow anyone to re-enter the buildings.
- Feel the doors for heat before opening.
- Stay low to the ground if there is smoke in the air.
- Keep your hand on the wall to prevent disorientation.
- Close all doors and windows behind you.
- Once you have exited the buildings, do not go back inside.
- Wait for instructions from the Head Warden and/or the Fire & Emergency Services.

Fire Warden Responsibilities

It is the hirer’s responsibility to evacuate the building. The hirer or any other occupant must not re-enter the building once evacuated. There is a fire warden vest in the Community Room Foyer for the hirer to use.

Assisting those with disabilities

It is the hirer’s responsibility to make themselves aware of any occupant who may require assistance in the event of an emergency and make sure these people are evacuated safely. If all occupants are not evacuated, the hirer must inform emergency services as soon as possible. The Gore Medical Centre is available for those who require assistance within opening hours.

Fire Exit Routes

- All fire exit routes should be kept clear at all times.
- If any debris or blockages are found, then this must be reported immediately to the Senior Facilities Officer and removed.

FIRE ACTION NOTICES

The hirer must understand and make themselves familiar with the nearest exit within each room. Displayed near the exit doors will be signage like the one below. This clearly outlines the nearest escape route and the assembly point.



ASSEMBLY POINT

The emergency assembly point for the James Cumming Community Rooms is located on the grassed area at the front of the Gore District Council Building, on Bowler Avenue.



FIRST AID EQUIPMENT

First Aid kits can be found in the:

- Community Rooms Kitchen.

Automated External Defibrillators (AED) can be found at:

- The Gore Library
- McDonalds

RESUSCITATION

D

DANGER

Check for danger to yourself, bystanders and the patient. Move the patient only if the danger cannot be eliminated.



R

RESPONSE

Check for response, talk and touch.



S

SEND FOR HELP

Call for an ambulance or get another person to make the call. **DIAL 111** and ask for Ambulance attendance.



A

AIRWAY

Clear and open airway Adult/child — full tilt.
Infant — neutral head position.



B

BREATHING

Look, listen and feel for breathing. If not breathing normally, start CPR.



C

CPR

Perform 30 compressions followed by 2 breaths. Continue CPR until help arrives or patient recovers. If for any reason breaths are unable to be performed continue with uninterrupted chest compressions.



D

DEFIBILLATION

Apply a defibrillator (if available) and follow the voice prompts or instructions on the device. AED - Automated External Defibrillator.



Continue CPR until directed otherwise by an emergency responder.

EARTHQUAKE EMERGENCY PROCEDURES

During an Earthquake

- If you are inside a building, move no more than a few steps, drop, cover and hold.
- Stay indoors till the shaking stops.
- Meet in the earthquake assembly point- from the assembly point an executive decision will be made on the safest escape plan.
- If you are in the elevator, drop, cover and hold. When the shaking stops, try and get out at the nearest floor and go to the designated assembly point.
- If you are driving, pull over to a clear location, stop and stay there until the shaking stops. Once the shaking has stopped, proceed with caution. If possible, contact Council staff to ensure your safety has been accounted for.
- Keep away from windows and cabinets.
- Cover your head and neck with your arms.

After an Earthquake

- Avoid calling the Fire & Emergency Services or making unnecessary calls unless urgent, they may not be able to attend due to other emergencies elsewhere.
- Check those around you for injuries and help where needed.
- Be aware that car alarms and fire alarms can go off during an earthquake. Check for and extinguish small fires if trained and safe to do so.
- Tune into a local radio station and listen for advice and information including where the local civil defence post will be, and locate your Civil Defence kit.
- Expect to feel aftershocks, conserve water and keep account of everybody on a register.
- Be aware of broken power lines outside and evidence of electrical damage inside; turn off the electricity at the mains if safe to do so.
- Only allow people to leave the premises if the building is unsafe or the Fire & Emergency Services have deemed it safe to leave

This building is owned by the Gore District Council. If there are to be any questions or concerns in relation to the building or this Emergency Management Plan, please contact one of the following:

- Senior Facilities Officer, Neil Mair - 021 957 136
- Health, Safety & Wellbeing Advisor, Joshua Ward - 03 748 0190
- Building Control Manager, Russell Paterson - 027 467 3022
- Gore District Council - 03 209 0330

EMERGENCY EXIT MAP - JAMES CUMMING COMMUNITY ROOMS

