



Emergency

MANAGEMENT PROCEDURE

ASB Arena & Baypark Stadium

81 Truman Lane
Mount Maunganui
Tauranga 3175
PH: 07 577 8560

Please ensure you advise ASB Arena Reception of any emergency.
0800 Bay Venues or 07 577 8560



Dial 1 to get an outside line.

Customer Version



HEALTH & SAFETY MANUAL			
SECTION	VERSION	ISSUE DATE	REVIEW DATE
HS7-21	1.0	1/10/16	1/10/18
Approved By	BP Manager & HSQE Advisor		

EVACUATION PROCEDURE

UPON HEARING THE FIRE ALARM OR ON INSTRUCTION

- Evacuate the building IMMEDIATELY via the nearest fire exit – unless instructed otherwise.
- Take your belongings only if they are in reach. Do not go back to get personal items.
- Follow the instructions of the Wardens at all times – assist people with disabilities if asked.
- If anyone refuses to evacuate, leave them behind & report them to the Chief Fire Warden.
- Move quickly and calmly – keep noise to a minimum.
- DO NOT carry food or drink.
- Assemble at designated assembly point.
- Advise a Warden if anyone you know is unaccounted for.
- DO NOT re-enter the building until the ALL CLEAR has been given by the Chief Fire Warden & Fire Service.

ALL BUILDING OCCUPANTS MUST:

- Be prepared to act as a Warden.
- Know the location of the nearest fire alarm call point, emergency exit, and fire alarm panel and assembly areas.
- Check their area/ floor is clear and report to the assembly point to await the arrival of the Emergency Services.

ALL CLEAR

- Remain at the Assembly Area until the ALL CLEAR is announced by the Emergency Services or the Chief Fire Warden.
- **If the Fire Alarm stops, it does not mean the emergency is over.**
- Normal routine may resume once the ALL CLEAR is received.

Do NOT
use the lifts.
Use the
stairs only.

TORNADO

IF CAUGHT OUTSIDE

- Avoid areas with many trees.
- Lie down flat in a nearby gully, ditch or low spot on the ground. Tornadoes cause a lot of debris to be blown at very high speeds. Dangerous flying debris can be blown under overpasses and bridges, and the structures themselves could be destroyed. You will be safer lying flat in a low-lying area where the wind and debris will blow over you.

IF CAUGHT INSIDE

- For added protection, get under something sturdy such as a heavy table or workbench; & protect your head with your hands.
- Stay away from windows and exterior doors.
- Evacuate any rooms that are on the top floor.
- Stay away from windows and get to the lowest level of the building.
- If there is no time to get to a lower level, try to get under a door frame or get up against something that will support or deflect falling debris.
- **Do not use elevators** during or after tornadoes.

AFTER A TORNADO

- Taking care of yourself first will allow you to help others safely until emergency responders arrive.
- Turn on the radio or call your local emergency services to get the latest emergency information.
- Do not touch downed power lines or objects in contact with downed power lines.
- Be aware of hazards from exposed nails and broken glass.

IF CAUGHT IN A VEHICLE

- Do not try to outrun a tornado in your car. Instead, leave it immediately.
- Do not get under your vehicle.
- Follow instructions above for 'outside'.

If you see a funnel nearby, take shelter immediately.

If you spot a tornado that is far away, help alert others.

UTILITY FAILURE. LOSS OF POWER.

MINOR FAILURE **MINOR DISRUPTION TO ROUTINE**

Contact ASB Arena Reception.



MAJOR FAILURE **MAJOR DISRUPTION TO ROUTINE**

IF THERE IS POWER OR WATER FAILURE WITHIN THE BUILDING

1. Contact ASB Arena Reception.
2. Ensure that any equipment and taps being used at the time of the outage are turned off and/or disconnected.



VEHICLE COLLISIONS

Call 111 (Ambulance).

Follow instructions from the ambulance call taker.

If there are other people to help, send them down the road to wave at traffic to slow them down. Remind them to be safe, especially on fast moving roads.

Check the scene is safe before approaching the vehicle/s.

If power lines are down & the vehicle is touching them, DO NOT approach the vehicle.

The people inside the vehicle are safe from electrocution as the vehicle's tyres are grounding the vehicle.

If you touch the vehicle, there is the possibility (if lines are live) that you will be electrocuted.

Advise the ambulance call taker of the situation. They will organise the power to be switched off.

Look for other signs of danger to ensure your safety.

Switch off engines.

NO SMOKING.

Keep children at a safe distance.

DEFIB
Available at
ASB Arena Reception
and in the
Stadium Lounge.

Assess injuries: The quiet casualties are probably the worst injured. Reassure the noisy ones that help is on the way.

Don't move casualties: You may cause further injury. (Only move casualties if their life is in danger or to perform effective CPR).

Check for breathing: If the casualty is **not breathing**, clear the mouth (false teeth, chewing gum etc.). Preferably have someone first aid trained begin CPR.

Stop bleeding: Firm pressure on a wound will stem bleeding. DO NOT remove foreign bodies if embedded in the wound.

Don't give casualties anything to eat or drink: This can cause complications for medics and delay lifesaving treatment.

FIRE

IF YOU HEAR THE FIRE ALARM SOUNDING:

1. Walk, **do not run**, to the nearest fire exit.
2. Do not push.
3. Do not carry food or drinks.
4. Proceed to designated Assembly Area.
5. **Follow instructions from Wardens at all times.**

Do **NOT**
use the lifts.
Use the
stairs only.

IF SAFE TO DO SO:

1. Rescue/remove people in immediate danger.
2. Contain the fire in an area by closing doors after exiting.
3. Use fire extinguisher to contain fire.

IF CAUGHT IN SMOKE: Drop to your hands and knees and crawl to the exit. Stay low to the floor as smoke will rise to the ceiling. Hold your breath as much as possible. Breathe shallowly through nose and use dry clothing (shirt, jacket, etc.) as a filter.

IF TRAPPED IN A ROOM: Place cloth material around or under door to prevent smoke from entering. Close as many doors as possible between you and the fire. Be prepared to signal from a window but do not break the window unless absolutely necessary.

IF FORCED TO ADVANCE THROUGH THE FLAMES: Hold your breath and move quickly. Cover head and hair. Keep your head down and eyes closed.



IF CLOTHING CATCHES FIRE, IMMEDIATELY:



ACTIVE SHOOTER

IF THE SHOOTER IS INSIDE YOUR BUILDING - ESCAPE

Escape by the nearest exit or window. Notify anyone you encounter to exit the building immediately.

Evacuate to a safe area away from danger, and take protective cover. If you get out of the building and do not see a Police Officer, **phone 111 immediately.**

IF YOU ARE UNABLE TO ESCAPE THE BUILDING – HIDE

Move out of hallways & into an office or room & lock the door. Close the blinds. If the door will not lock, barricade it with whatever is available. Turn off the lights. Stay away from the doors & windows. **If possible, call 111.** Silence cellphones. Wait for the Police to come & find you. Do not answer the door or respond to commands until you are certain they are issued by a Police Officer.

IF THE SHOOTER ENTERS YOUR OFFICE OR ROOM – NEGOTIATE/ FIGHT

If possible, call 111. If you cannot speak, leave the line open so Police can hear what's going on. If you are hiding & fight is impossible, attempts to negotiate with the offender may be successful. Playing dead is also a consideration. Attempting to overcome the offender with force is a last resort, but could be used in extreme circumstances.

IF YOU ARE OUTSIDE WHEN A SHOOTING OCCURS

Drop to the ground immediately, face down as flat as possible. If within a few metres of a safe place or cover, duck & run to it. Move or crawl away from gunfire, trying to utilise any obstructions between you and the gunfire. When you reach a place of relative safety, stay down & do not move.

If possible, call 111. Wait & listen for directions from Police.



EARTHQUAKE

IF YOU ARE INSIDE:

DROP down on the floor. Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall or doorway and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, temporary partitions, tall furniture. If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move. Do not run outdoors. Do not use elevators. Follow directions of Wardens.

IF YOU ARE OUTSIDE:

Move to an open clear area if safe to do so. Avoid falling hazards. Drop, Cover and Hold. Protect your head and neck. Follow directions of emergency personnel.

IF YOU ARE IN A VEHICLE:

Pull over and stop in clear area. Avoid overpasses, power lines and structural hazards. Stay in your vehicle.



TSUNAMI

Baypark Stadium is a Tsunami Evacuation Zone.

Visit www.tauranga.govt.nz/tsunami for more information.

How will I know a tsunami is coming?

- If an earthquake lasts **LONGER** than a minute,
- Is **STRONG** enough to knock you off your feet,
- Then **GO**, move inland or to higher ground.
- Loud or strange noises, sudden changes in the sea level or ocean drawing away from the shore can also be signs of a tsunami.



MISSING CHILD

LOST CHILD

Please bring the child to the ASB Arena Reception to locate the parent/caregiver.

MISSING CHILD

Go to ASB Arena Reception.

CHILD ABDUCTION

If child abduction is suspected, **Call Police immediately on 111.**

Advise ASB Arena Reception ASAP.

