

HOUSEKEEPING NOTES FOR ASB SPORTS CENTRE:

1. CARPARKING

There are 317 free carparks at ASB Sports Centre - 138 are located in the underground carpark (also known as the Undercroft) and 179 are on the outside of the building.

There are 12 disability carparks at ASB Sports Centre – 5 are in the underground carpark and 7 are on the outside of the building located near accessibility ramps.

2. TOILETS

These are all located on the Ground Floor, behind Reception and along the Spine of the building. There are also four large team changerooms with toilets on the Ground Floor.

3. SPECIAL ASSISTANCE

There are 12 disability carparks available on a first come first serve basis. A mobility pass must be present and visible at all times. There are fully accessible toilets on the Ground Floor, behind Reception, along the Spine and also in the four large team changerooms.

There are two lifts in the building, as well as ramps leading from the carpark to the facility entrance. The main entrance has automated doors.

4. EMERGENCY PROCEDURES

FIRE:

- Evacuate the building via the nearest fire exit
- Follow all the fire exit signs
- ASB Sports Centre Staff / Wardens will assist visitors to evacuate if needed, and if able to do so
- Assemble at one of the Fire Assembly Points:
 - Outdoor Basketball Court (South Side of building)
 - Northern Carpark (North Side of building)
- ASB Sports Centre staff will check every area of the building to ensure everybody has evacuated
- Await instructions from Fire Wardens / Fire Service before re-entering building

EARTHQUAKE:

- Remain in the building, as it is safer than going outside
- Move away from windows
- Go into the turtle position ("Drop, Cover, Hold") on the floor - this is where you go down on your knees, forming a tight ball (turtle) and protect the back of your neck with your hands. If you are near smaller children, cradle them underneath you while you are in the turtle position.
- Keep calm and assist those who panic.
- The senior staff member (from ASB Sports Centre) will assess whether or not to evacuate the building, depending on the severity of the earthquake. If it is an earthquake that lasts less than a minute and you are able to stand throughout the earthquake, we will not evacuate. Activity will resume as normal after the earthquake.

TSUNAMI:

- If the earthquake is so severe that a person gets knocked off their feet during the earthquake, or if the earthquake lasts longer than 1 minute in length, or if instructed by other official channels, we will evacuate the building.
- If an evacuation order is given, customers are expected to meet at the Emergency Assembly Point at either side of the building (depending on where you are when the evacuation order is given or fire alarm is sounded).
- Evacuate the building via the nearest fire exit
- Follow all the fire exit signs
- ASB Sports Centre Staff / Wardens will assist visitors to evacuate if needed, and if able to do so
- Assemble at one of the Fire Assembly Points:
 - Outdoor Basketball Court (South Side of building)
 - Northern Carpark (North Side of building)
- ASB Sports Centre staff will check every area of the building to ensure everybody has evacuated
- If a Tsunami evacuation is deemed necessary, we will evacuate to our safe place in the safe zone, which is Kilbirnie Tennis Club on Crawford Road (see attached map "ASB Sports Centre Tsunami Evacuation Route"). It is not compulsory for customers to follow us to our safe place (Kilbirnie Tennis Club), although we advise you to do so.

ASB SPORTS CENTRE TSUNAMI EVACUATION ROUTE

