

Pulman Arena Lock Down Procedure

In the event of a lock down follow the instructions of the Arena staff as situations vary:

- Assess the type of emergency e.g. an assailant with a weapon
- Immediately call the Police via **111** – do not waste valuable time
- You will be advised via the loud speaker that there is an emergency and the nature of the emergency
- If the assailant is outside the building then the front doors will be locked by Arena staff so that the assailant cannot enter
- **Do not set off the fire alarm** as this opens all the external fire doors around the building
- The lights in the arena will be turned off.
- Direct all occupants away from the external areas of the building e.g. foyer, corridors, West end of the arena which has window areas.
- Direct everyone on the second floor to clear the corridors and move to the seating.
- Direct everyone on the ground floor to the court area away from the Western end and multiple windows.
- Ensure anyone who needs assistance is identified and notify arena staff if you need help.

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- If the assailant enters the building then **SET OFF THE FIRE ALARMS** so that all possible means of escape are opened and direct people to the exits away from the assailant.
 - Immediately dial **111**
 - The fire alarm will also automatically contact the fire service.

The Police station is less than 5 mins away and the Police are regularly patrolling through the Park – they are advised when we have major events.

Important points of contact in case of emergency

(Always call 111 for Fire, Ambulance or Police)

Duty Manager Arena – 09 394 1422 or physically in the foyer office

Conroy Security – 09 239 0068

Arena Manager – 027 499 6840

Thank you for your cooperation ☺

