

# Cowles Emergency EVAC PROCEDURES

(For the people running the event, Floor controller, Coaches of each team)

## EVACUATION

If the Evacuation alarm sounds or you are advised to evacuate please do the following

-DO NOT PANIC – remain calm

-LEAVE THE BUILDING IMMEDIATELY VIA THE **CLOSEST EXIT** (not always the one you came in)

-CHECK AS SOON AS YOU GET INTO THE STADIUM WHERE THE FIRE EXITS ARE

-DO NOT TAKE PERSONAL BELONGINGS OR BAGS

DO NOT RUN, PUSH OR OVERTAKE.

**Listen for and follow instructions from the Wardens** (CCC staff member with a bright colour vest on) NOTE if there is one CCC worker on they may ask the people running the event to assist them as a warden. This will be agreed on prior to Event.

Everyone is to meet in the car park after evacuating, see map for details.

## NOTE

The evacuation alarm is a loud siren followed by a voice which says “please evacuate the building” there are also red strobes lights which will flash.

In event of a power failure there is emergency lighting

In some situations we may need to evacuate the building without using the alarm, The CCC staff member or (MC if event has one) will advise patrons to leave via the sound system mic

In any emergency evacuation if music is going it's to be cut off straight away.

- If alarm is set off the fire service are automatically called and nobody is allowed back in until they give the all clear please note if it goes off and it's a false alarm we still have to get everybody out and wait for the fire service to come and turn it off and check things out.

## Health & Safety

First Aid Incident – All CCC staff have a First aid Certificate, all staff and hirers are to follow standard first aid practice and every Incident will have to have a complete accident/incident form done. (CCC staff have the forms)

Defibrillator is located in the office with the CCC staff member. We have basic first aid that is also in the office and an ice machine that can be running for injuries.

**NOTE**- If you need to call an Ambulance make sure the CCC worker is informed and they can ring, if you need to ring the details are below

- Cowles stadium Christchurch Wainoni
- 210-220 pages road off shuttle driver
- Closest intersections is pages rd and breeze rd

Fire/ Earthquake emergencies – CCC staff will follow the Cowles stadium Emergency Incident Action plan. You can help by keeping people calm and follow the advice of the Warden.

Kitchen- Never leave the kitchen unattended when cooking.

Fire Exits – as per rental contract it's the hirer's and CCC staff member responsibility to keep all exits clear at all times during the event/booking,

Set up/ Pack up of the stadium Equipment- is to be done by staff trained to set up/pack up equipment.

**Note**- closest doctor is East care (03-388-8800) (283 breezes Rd) next to the doctors is a physiotherapy clinic (03-388-8815)

Eastern Pharmacy is 338 pages rd (03 388-8700)

Christchurch Hospital after hours medical services 24 hours every day 401 madras street, entrance on the left just before Bealey Avenue phone number (03 365 7777)