**Emergency Procedures**

**EVACUATION PLAN**

In the case of an emergency such as a fire, earthquake or other event requiring evacuation, all occupants of [CLUB] shall cease activities and immediately move to the signposted evacuation area via the safest route.

**PLEASE MEET [LOCATION] BY THE ASSEMBLY POINT SIGN.**

[MAP]

**[NAME]** will contact the emergency services.

A copy of the evacuation plan identifying this location will be displayed in a prominent place at all times.

**FIRE**

Fire extinguishers are located **[PLACE]** and is readily accessible at all times**.** This extinguishers are not to be interfered with for any reason, other than practical use in a fire situation.

**If you discover a fire:**

* Activate the nearest alarm
* Alert people in your area
* Do not extinguish the fire unless there is no personal danger to you or anyone else
* Evacuate the building following the evacuation plan

**If the fire alarm sounds:**

* Walk quickly to your nearest exit
* Make sure any visitors leave the building with you
* Do not stop to take personal items with you
* Keep to the left of the stairs
* Meet at the assembly point

**EARTHQUAKE**

**When the shaking starts:**

* Keep calm
* Move away from windows, equipment and items that may fall
* Drop, cover and hold under a solid piece of furniture
* Do not try to evacuate until the shaking has stopped
* Be prepared for aftershocks

**When the shaking stops:**

* Keep calm and help those who need assistance
* Fire wardens will coordinate evacuation
* Wardens will designate people to turn off all electrical sources and gas taps
* Check for damage to stairways and fallen debris at exits to determine safest route
* Evacuate if instructed to do so
* Go to assembly point and await further instructions
* If the assembly point is unsafe, the warden will nominate an alternative assembly point
* A register will be kept

**FLOODING**

**If in building:**

* Shut off the power, water and electrical appliances if there is no personal danger to you or anyone else
* Try to identify the source of the flooding if safe to do so
* Notify building manager
* Prepare to evacuate

**If natural disaster:**

* Shut off the power, water and electrical appliances if there is no personal danger to you or anyone else
* Move vital records to the highest accessible points if safe to do so
* Notify emergency services
* Prepare to evacuate

**UNWANTED VISITOR**

If the person is displaying unusual behaviour:

* Keep calm, make no sudden movements
* Do what the offender asks
* Try to memorise as many details about the offender as possible
* Notify police as soon as it is safe to do so and leave the telephone line open until police arrive

**BOMB THREAT**

When a bomb threat is received or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

* Keep calm
* Keep the person talking – don’t interrupt
* Let them feel in charge – keep the person on the line, don’t hang up
* Do not operate the manual alarm points or electrical switches or use a mobile telephone as this may activate the device
* Attract assistance if possible and have this person alert staff and notify Police on 111
* Evacuate the building if directed to do so by the Police (but do not hang the telephone up on the caller)