

# EMERGENCY AND EVACUATION PROCEDURES

## Contents

Vehicle Accident .....	1
Fire and explosion .....	1
Wildfire .....	2
Medical event.....	3
Severe Weather .....	3
Cyclone .....	3
Tsunami .....	3
Earthquake .....	4
Tornado .....	3
Aggressive persons:.....	5
Lock down.....	5

---

## Fire and explosion

### Marina Management Office

In the event that there is a fire, never attempt to extinguish it if there is a possibility you could put yourself or someone else at risk of harm.

- Activate the buildings fire alarm
- Evacuate the building immediately.
- Do not try to recover any belongings from the building.
- Phone 111
- Ensure any visitors are accounted for.

Do not reenter the building until given all clear by emergency services.

### Bar Restaurant

In accordance with Approved Evacuation Scheme

### On a Vessel

Do not attempt to extinguish fire or move other vessels if there is a possibility you could put yourself or others at risk. Be aware of gas bottles/ stored petrol or petrol powered motors (including auxiliary motors which could explode).

### In a vehicle:

- A fire extinguisher is located in the vehicle.
- If possible, pull the vehicle to the side of the road where you can safely exit the vehicle and the vehicle won't create a hazard for other road users.
- Evacuate the vehicle immediately.

- Do not try to recover any belongings from the vehicle.
- Never attempt to extinguish a fire if there is a possibility you could put yourself or someone else at risk of harm.
- Call 111

## Wildfire

If you see a forest fire then it's important that you take fast action; you should alert Fire and Emergency by calling 111. From here, the emergency services will give you clear instructions about what your next steps should be.

Once you have contacted the emergency services you should try to get away from the forest fire by heading downhill and upwind of it; as the heat of the fire rises, it will spread faster, so moving in the opposite direction of the wind will help to ensure that the fire can't be blown towards you faster than you are able to evacuate from it.

When looking for a location to escape to, look for somewhere that is free from combustible materials: rocky areas, or large bodies of water are the best options, if these are available. Forest fire fighting techniques will also take the wind direction into account, and work to drive the fire away from you.



## Vehicle Accident

- If possible, pull the vehicle to the side of the road where you can safely exit the vehicle and the vehicle won't create a hazard for other road users.
- Do not try to recover any belongings from the vehicle
- Move to a safe place away from the vehicle
- Assess the scene
  - Is there anything that could create further harm
    - Fuel leak
    - LPG leak (campervans/ caravans)
    - Other road users
    - Injured animals
  - Determine if there are any injured persons
    - Nature and severity of injury
    - Number of injured persons
    - Age/Gender
    - Known medical conditions
  - Identify your location.
- Call 111 – The operator will help direct your call.

## Medical event

If you are unsure whether you should call 111, make the call and the operator will assist you.

- Determine what the problem is and if the patient has any preexisting medical conditions.
- Administer first aid as required.
- Use the AED Locator App to locate the nearest AED if it may be required
- Call 111 if you require assistance.

## Severe Weather

### Cyclone

Cyclone warnings will provide advance warning.

Secure or remove any objects that could become airborne in extreme winds. All equipment should be locked up or locked down.

Large windows should ideally be boarded up. If that isn't possible place tape over the windows. This will reduce their flex and potential to break.

If the building you are in starts to break up, seek shelter under a bench or strong table.

Beware of the eye of the storm. The eye of the storm is calm, this doesn't mean the cyclone has passed.

Once the cyclone has passed listen to the radio for civil defence messages.

### Tornado

Untethered equipment may become airborne and present a serious risk.

- Take shelter inside, protect yourself by taking shelter under a heavy table or desk.
- Take shelter away from windows.
- Do not try to observe the tornado.



## Tsunami

A Tsunami Sirens is located on the Marina Management Building. Workers should also receive an Emergency Mobile Alert from Civil Defense.

- Do not wait for an alarm, as this could occur sometime after an event. If there is an earthquake and/or you see a sudden change in the sea level, evacuate as quickly as possible. The sea level may drop quite significantly prior to a tsunami.
- Don't stay to watch a tsunami.
- Make your way up the drive to Opito Bay Road. The Bar/restaurant is still located in the tsunami zone for a 3-5m tsunami threat.
- Listen to Civil Defense warnings.
- Check in with the Safety Manager. Do not leave the muster point until given the all clear.



## Earthquake

Earthquakes are uncommon in the Northland however they have previously occurred.

- In the event of an earthquake:
- Remain calm, Drop, take cover, hold on.
- Only move short distances
- Move away from items that may fall such as shelves. Be aware of items stored overhead.
- Move away from windows as they may shatter.
- Take shelter under a strong object such as a table or door frame.
- Do not go outside
- If you are outside, go to a clear spot away from anything that may collapse or fall on you
- Once the shaking has stopped:
  - Extinguish any small fires that may have started.

- Eliminate any further hazards by turning off gas, water, electricity etc at the mains.
- Administer first aid if required.
- Be prepared for aftershocks.
- Listen to the radio for Civil Defence messages.

## Aggressive persons:

Our customers are generally very happy. As we are located on a public beach there can from time to time be issues with the general public. This may involve people who have been consuming alcohol. Avoid getting involved. Our immediate priority is the safety of our team and our guests.

- If the aggressive person/s approach you:
- Be polite always. Speak in a calm manner.
- Stand in a non-aggressive stance, make sure there is some space between yourself and the person.
- Get assistance or walk away if you cannot calm the person down.
- Take note of identifying features.
- Call the Police if necessary.
  - Phone 111

## Lock down

**ESCAPE** - If you see a safe way out leave the area immediately. Move quickly and quietly away from danger if it is safe to do so. Take your mobile phone with you if you can, but do not go back to get it if it puts you in danger.

Leave other belongings behind.

Encourage others to go with you, but don't let their hesitation slow you down. If you cannot escape completely...

**HIDE** - stay out of sight and silence your mobile phone. Secure your environment by locking doors and windows and barricading entries where possible. Stay away from doors and be as quiet and still as possible so you do not give away your hiding place. Note any potential exit points.

As soon as it is safe to do so...

**TELL** - police by calling 111 when it is safe. The more information you can give about your location, surroundings, the attackers and the events that have occurred, the better.

You may be asked to stay on the line and provide further information that the operator requests or if the situation changes.

If it is safe to do so, try to obtain the following information:

- exact location of the incident.
- description of the offender/s and whether they are moving in any particular direction.
- details of any weapons being used.
- number of people in the area and any that have been injured.
- the intent of the offender/s (if known or apparent).



Always try to be aware of your surroundings. If you see a commotion, hear screams, gunfire or loud noises, try to identify where it is coming from. If you think it is dangerous, consider what you can do to keep yourself safe. For example, you may have to hide before you have the opportunity to escape. In some situations, you may still need to hide once you have escaped the immediate area.

If you come across any injured people while hiding, providing first aid may help save their lives. But only help if it does not put yourself and others in any danger.

Try to stop others from entering the area, but only if it doesn't put you in any danger.

Do not move closer to see what is happening - this may put you in danger.

Consider looking for something you can use to defend yourself as a last resort if you are found by the attacker.