

Emergency Procedures - (Example)

Earth Quake Procedure

- Keep calm
- Keep clear of glass and the stage
- Evacuate if necessary
- Keep a vigilant look out for staff, volunteers and public
- Instruct those outdoors to take suitable cover as necessary

Once Earth Quake is over

- Confirm that all facilities are fit for use
- Confirm that all equipment and storage areas are safe and operating correctly
- Assess all areas for staff and public safety

Fire

- Alert all staff and persons as soon as possible
- Indoors – activate fire alarm
- Make sure all staff and person are well away from the area concerned, taking particular care for the young, elderly and disabled
- Inform members of the public to the evacuation procedures and instruct them to leave the area immediately.

First Aid Procedure

- If there is any doubt to the extent of any injury, treat the matter as serious. Ensure the safety of the scene and self as well as the injured person. Assess the seriousness of the injuries or illness and summon appropriate assistance.
- The event may have on attendance St Johns. Any instructions by them or other qualified first aid staff must be followed immediately.
- Major accidents requiring medical attention, the patient should be transported to either local medical centre or accident and emergency unit at Christchurch Public Hospital.
- Accident/Incident forms must be filled out