



# Emergency management

## Policy

NZMF recognises the need to be prepared for emergency situations that may be encountered while at work.

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### Scope

This policy applies to all full-time and part-time NZMF stakeholders.

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### Responsibilities

#### The Promoter is responsible for:

- acting as the warden for and NZMF event they are hosting
- ensuring all staff receive emergency preparedness training
- ensure the venue has maintained emergency supplies of water and provisions in accordance with civil defence requirements
- maintain a list of any attendees who may require special assistance in the case of an emergency requiring evacuation.

#### All volunteers, trainers, athletes and workers are responsible for:

- maintaining familiarity with emergency responses and following procedures
- advising the Promoter and Sanctioner of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability)
- ensuring their own safety if working in the building after hours or alone, by utilising security measures that are available (e.g. doors electronically locked).

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### Procedures

#### 1. When emergency services are required

- For emergency services dial 1 for an outside line then 111 and ask for the service you require:  
FIRE  
AMBULANCE  
POLICE.
- Stay calm, give your name, details of the emergency, and street address - which is the Event or Gym address  
PHONE NUMBER (give own cell contact number).
- Audience  
Audience are the responsibility of the event promoter.

#### 2. Fire

Ensure you are familiar with the building evacuation scheme or evacuation procedure.

##### If you discover a fire:

- activate the alarm and dial 111
- alert people in your area and the warden the Promoter and Sanctioner or a health and safety representative in his/her absence
- do not extinguish the fire unless there is no personal danger to you or anyone else
- if time permits and there is no danger, close all doors and windows
- evacuate the building following the evacuation procedure or scheme
- after evacuation meet at the assembly point.

**If the fire alarm sounds:**

- walk quickly to your nearest exit (do not use lifts)
- 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 area {specify where this is} and report to the building or floor warden.

**3. Earthquake**

- Keep calm.
- Move away from windows, equipment and shelves that may fall.
- Take cover under solid furniture such as tables and desks.
- 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
- warden will turn off all electrical sources and gas taps
- wait for orders from your warden
- check for hazards and extinguish any fires if safe to do so
- evacuate if instructed to do so
- listen to the radio for civil defence instructions.

**If you need to evacuate or the fire alarm sounds:**

- use evacuation procedures to leave the building
- keep together
- follow the warden's instructions
- meet at the assembly area {specify where this is}.

**4. Flooding (in building, e.g. sprinklers)**

- Shut off the power and water and turn off 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.
- Contact the building manager {specify who this is and their contact details}.
- Prepare to evacuate.

**5. Flood (Natural Disaster)**

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

**6. Unwanted visitor**

If a 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. Leave the phone line open until police arrive.