

CENTRE STAGE (TAUPO) INC



EMERGENCY RESPONSE PLAN



TAUPO CENTRE STAGE (INC)

EMERGENCY ACTION PLAN

This Emergency Plan is to guide Centre Stage Management and Members of the action to take in event of an Emergency at Centre Stage premises. Those Emergency situations may include the following:

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LOCATION **TAUPO CENTRE STAGE INC**

 2, MATAI STREET

 TAUPO

COORDINATES: **S 38 41 132 - E 176 6 411**

E MAIL: secretary@centrestagetaupo.co.nz

PHONE: **0064 7 3787969**

The following are the KEY PERSONNEL at the Centre Stage Taupo (Inc.):

President	Kylie Dumble
Vice President	Lara Davies
Custodian	Tom Anderson
Secretary	Lindsey Seaton

NATIONAL EMERGENCY NUMBER FOR POLICE/FIRE, AMBULANCE

111

FIRE EMERGENCY

When fire is discovered:

- Notify the Local Fire Service **DIAL 111**
- Notify the site personnel about the FIRE EMERGENCY by the following means: Voice Communication "FIRE FIRE FIRE", Radio, Phone Paging or over the Club Loud Speaker system (located in the Clubhouse adjacent to the Bar)
- Check that all personnel have been located.

Fight the Fire ONLY if:

- The Fire Service has been notified.
- The Fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest EXIT.
- The fire equipment is in working condition and personnel are trained to use it. Extinguishers and hose are located:
 1. Auditorium
 2. Kitchen
 3. Back Stage
 4. Workshop

Upon being notified about the Fire Emergency, occupants must:

- Leave the Buildings using the designated escape routes.
- Assemble in the designated area; see plan for location. See below page 5.
- Remain outside until the Senior Centre Stage authority announces that it is safe to return.

Designated Official or Coordinator must:

- Disconnect utilities and equipment unless doing so jeopardises his/her safety.
- Co-ordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Service personnel with the necessary information about the facility i.e. location of Fire Extinguishers, Oxygen Cylinders and any other hazardous materials etc.
- Inform the President or other Senior Centre Stage member.

EMERGENCY ASSEMBLY POINT

ON ROAD IN FRONT OF BUILDING



**FOLLOW THE INSTRUCTIONS OF THE SENIOR CENTRE STAGE PERSON OR
AT NIGHT THE PERSON SOUNDING THE ALARM**

EARTHQUAKE

Dangers Associated with Earthquakes

- The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling objects and debris or collapsing structures. Injuries are commonly caused by:
 - Partial building collapse, such as falling masonry, collapsing walls, falling ceiling plaster, etc.
 - Flying glass from broken windows.
 - Overturned bookcases, filing cabinets, fixtures, furniture, office machines and appliances.
 - Fires, broken gas lines, etc. These dangers may be aggravated by lack of water due to broken mains.
 - Fallen power lines.
 - Inappropriate actions resulting from panic.

Earthquake Safety Guidelines

- Remain Calm. Sound usually precedes earthquake motion by a split second. If you have developed the correct earthquake responses in your mind before a quake, this split second is enough time to activate your automatic reactions. If you stay calm, you will be better able to assess your situation. The rolling and roaring may terrify you, but unless something falls on you, the sensations probably won't hurt you. Try talking yourself through the violent motion phase. This will release stress and others may take courage and follow your reasoned restraint. Think through the consequences of any action you plan to take.
- If you are indoors, stay there. If you are in danger:
 - Get under a sturdy table, desk or bed.
 - Brace yourself in an inside corner away from windows.
 - Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects).
 - In an apartment building the safest place is by the central reinforced core of the building, which is usually located by the elevator well.
 - Choose shelter which will provide an airspace if it collapses. If your furniture shelter moves, stay under it and follow it around the area.
 - Watch for falling objects - plaster, bricks, light fixtures, pots and pans, etc.
 - Stay away from tall shelves, china cabinets and other furniture which might slide or topple over.
 - Stay away from windows, sliding glass doors, mirrors.
 - Grab anything handy (blanket, pillow, tablecloth, newspapers, box, etc.) to shield your head and face from falling debris and splintering glass.
 - Don't be alarmed if the fire alarm or sprinklers go off.

- Do Not Rush Outside. Stay on the same floor that you are on. Stairways may be broken and exits jammed with people. Do not use elevators as the power for elevators may go out and leave you trapped. The greatest danger from falling debris is just outside door-ways and close to outer walls. If for safety reasons you must leave the building, choose your exits as carefully as possible.
- If you are outside, stay there. Move away from the building, garage, walls, power poles and lampposts. Electric power lines are a serious hazard - stay away from fallen lines. If possible, proceed cautiously to an open area.
- If you are in a moving car, stop. Stop as quickly as safety permits in the best available space. Stay in your car. Don't stop where buildings can topple down on top of you. A car is an excellent shock absorber and will shake a lot on its springs during an earthquake, but it's a fairly safe shelter from which to assess your situation.
- Avoid Fallen Power Lines. The possibility of encountering fallen live wires is great during and after an earthquake. If you are on foot, make a wide path around the wires. If you are in the car and live wires have fallen across the car, remain where you are. Your car is usually well insulated and will protect you from electric shock. Never assume that downed power lines are dead.

After An Earthquake

Within the First Several Minutes:

- Remain Calm. Don't Panic. Try to calm and reassure others. Stop and take time to think. Wait until all motion has stopped. Do not run down stairs or outdoors. Be prepared for additional shockwaves.
- Do not light matches, cigarettes or turn on electrical switches. Flashlights are one of the best light sources after a damaging earthquake. Proceed with extreme caution.
- Protect hands and feet from broken glass or debris. Keep head and face protected (hard-hat, blanket, tablecloth, etc.)
- Make a quick check for injuries or trapped people. Provide emergency first aid if needed. Do not try to move seriously injured persons unless they are in immediate danger from further injury.
- Turn off all appliances and office machines. Extinguish all open flames. Check power lines and cords. If problems exist in electrical lines or gas lines the mains should be shut off. Electrical main isolator located on the Southern side of Building outer wall.

- It may be necessary to draw a moderate amount of cold water in bathtubs and sinks and other containers, in case service should be disrupted.
- In the event that someone is trapped or has been injured then get help DIAL **111**

During the Next Several Hours:

- Do not operate electrical switches, appliances or open-flame equipment if gas leaks are suspected. Sparks or flames can ignite gas from broken lines causing an explosion.
- Tend further to injured or trapped persons. Try to get help if necessary. If a person is trapped and you can free him without injury to yourself, remove debris piece-by-piece starting with the top of the pile.
- Be prepared for aftershocks - they are weaker than the main shock but can cause additional damage and psychological trauma. Watch out for other possible dangers, which may follow an earthquake, such as fire, flood, landslide or TSUNAMI (tidal wave).
- Turn on a battery radio to receive disaster instructions. Use telephones only to report extreme emergency situations.
- Inspect your work area carefully for structural damage. Carefully open exit doors - they sometimes jam. The initial quake may damage the structure and an aftershock could knock down weakened walls. Use extreme caution when moving around in damaged areas - they may collapse without warning. Check to see that sewage lines are intact before flushing toilets.
- You should not try to get home until government authorities say it is safe, which will be when the worst fires are under control and the streets have been cleared. This may happen quickly or it may take longer (perhaps 72 hours or more). You should advise your family that in the event of a major earthquake you may be retained at work. When possible notify your family about your wellbeing.
- Don't go outside sightseeing. Keep streets clear for passage of emergency vehicles. Your presence might hamper rescue and other emergency operation

If damage to Centre Stage property has occurred advise key club personnel as per The Emergency Action Plan phone list so that property security action can be undertaken and the Insurance Provider notified.

VOLCANIC ERUPTION

In the event of a VOLCANIC ERUPTION or pending eruption and you are the senior person present at the Club, you should take control and ensure the following:

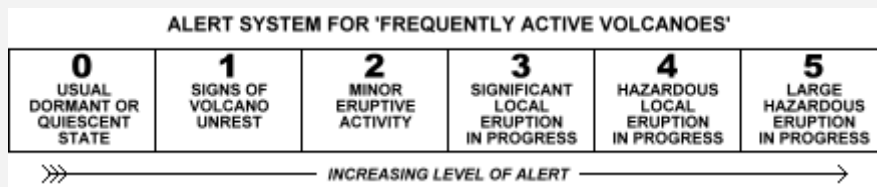
Ensure your own personal safety and that of others before leaving the area, if it is safe to do so.

- In the Club house cover all electronic equipment
- Close all windows and doors.
- Seal doors and windows to prevent ash from entering.
- Turn off Power after checking Freezer.
- Inform the key club personnel as per the Emergency Action Plan list.

Volcano alert levels: New Zealand

The volcanological authority in New Zealand is GeoNet. In New Zealand two alert level systems are used, one for 'frequently active volcanoes' and one for 'reawakening volcanoes'. Each runs from '0' (lowest) to '5' (highest) as follows.

Alert system for 'frequently active volcanoes': Ruapehu, Tongariro-Ngauruhoe, White Island, Kermadec Islands



Volcanic alert level system used by GeoNet for frequently active New Zealand volcanoes (Ruapehu, Tongariro-Ngauruhoe, White Island, Kermadec Islands).

Alert Level 0: usual dormant or quiescent state

Typical background surface activity; seismicity, deformation and heat flow at low levels.

Alert Level 1: signs of volcano unrest

Departure from typical background surface activity.

Alert Level 2: minor eruptive activity

Onset of eruptive activity, accompanied by changes in monitored indicators.

Alert Level 3: significant local eruption in progress

Increased vigor of ongoing activity and monitored indicators. Significant effects on volcano, possible effects beyond.

Alert Level 4: hazardous local eruption in progress

Significant change to ongoing activity and monitored indicators. Effects beyond volcano.

Alert Level 5: large hazardous eruption in progress

Hazardous large volcanic eruption in progress.

Frequently active cone volcanoes White Island, Tongariro-Ngauruhoe, Ruapehu, Kermadecs		VOLCANIC ALERT LEVEL	Reawakening volcanoes Northland, Auckland, Mayor Island, Rotorua, Okataina, Taupo, Egmont/Taranaki	
Volcano status	Indicative phenomena		Indicative phenomena	Volcano status
Usual dormant, or quiescent state	Typical background surface activity, seismicity, deformation and heat flow at low levels.	0	Typical background surface activity; deformation, seismicity, and heat flow at low levels.	Usual dormant, or quiescent state.
Signs of volcano unrest	Departure from typical background surface activity.	1	Apparent seismic, geodetic, thermal or other unrest indicators.	Initial signs of possible volcano unrest. No eruption threat.
Minor eruptive activity	Onset of eruptive activity, accompanied by changes to monitored indicators.	2	Increase in number or intensity of unrest indicators (seismicity, deformation, heat flow and so on).	Confirmation of volcano unrest. Eruption threat.
Significant local eruption in progress	Increased vigour of ongoing activity and monitored indicators. Significant effects on volcano, possible effects beyond.	3	Minor steam eruptions. High increasing trends of unrest indicators, significant effects on volcano, possible beyond.	Minor eruptions commenced. Real possibility of hazardous eruptions.
Hazardous local eruption in progress	Significant change to ongoing activity and monitoring indicators. Effects beyond volcano.	4	Eruption of new magma. Sustained high levels of unrest indicators, significant effects beyond volcano.	Hazardous local eruption in progress. Large-scale eruption now possible.
Large hazardous eruption in progress	Destruction with major damage beyond volcano. Significant risk over wider areas.	5	Destruction with major damage beyond active volcano. Significant risk over wider areas.	Large hazardous volcanic eruption in progress.

CORE ACTION MESSAGES

►► Evacuate or take shelter.

During an eruption:

Don't panic – stay calm.

Stay indoors.

If you are caught in an ash fall:

- Wear a dust mask designed to protect against lung irritation from small particles. If masks are unavailable use a handkerchief or cloth over your nose and mouth
- Protect your eyes by wearing goggles. Wear eyeglasses, not contact lenses as these will result in corneal abrasion.
- Keep as much of your skin covered as possible.
- If you have chronic bronchitis, emphysema or asthma, stay inside and avoid unnecessary exposure to the ash.
- If outside, seek shelter (e.g. in a car or building).
- Listen to a local radio station on a portable, battery-operated radio for updated emergency information and instructions. If the electricity is out, this may be your main source of information. Local officials will provide the most appropriate advice for your particular situation using local media outlets.
- Follow any evacuation orders issued by authorities, and put your Household Emergency Plan into action. Although it may seem safe to stay at home and wait out an eruption, if you are in a hazard zone, doing so could be very dangerous. The best way to stay safe is to take the advice of local authorities.
- If warning is given before ash fall starts, go home from work.
- If at work when ash fall starts, stay indoors until the ash has settled.
- Do not tie up phone lines with non-emergency calls.
- If there is ash in your water, let it settle and then use the clear water. If there is a lot of ash in the water supply, do not use your dishwasher or washing machine.
- Water contaminated by ash will usually make drinking water unpalatable before it presents a health risk.
- If indoors, close all window, doors, and dampers to limit the entry of volcanic ash.
- Stay out of designated restricted zones. Effects of a volcanic eruption can be experienced many miles from a volcano.
- Avoid low-lying areas, areas downwind of the volcano, and river valleys downstream of the volcano. Debris and ash will be carried by wind and gravity. Stay in areas where you will not be further exposed to volcanic eruption hazards. Trying to watch an erupting volcano up close is a deadly idea.

CORE ACTION MESSAGES

- ▶▶ Stay inside.
- ▶▶ Protect your lungs and eyes.

You should:

- Stay indoors and away from volcanic ash fall areas if possible. The fine, glassy pieces of volcanic ash can increase the health risks for children and people with respiratory conditions, such as asthma, chronic bronchitis, or emphysema.

- Follow the same precautions as given for “What to Do during a Volcanic Eruption” (previous section).
- When it is safe to go outside:
 1. Clear roofs of ash fall. Ash is very heavy and can cause buildings to collapse, especially if made wet by rain. Exercise great caution when working on a roof.
 2. Avoid driving in heavy ash fall. Driving will stir up volcanic ash that can clog engines and stall vehicles. Abrasion can damage moving parts, including bearings, brakes, and transmissions.
 3. Keep animals indoors where possible. Wash animals’ paws and fur or skin to prevent their ingesting or inhaling ash while grooming themselves, and provide clean drinking water.
- You may eat vegetables from the garden but wash them first.

EMERGENCY PLAN

1. *Taking Charge*

Depending on who is immediately available, in order of preference, the person taking charge should be:

- President
- Custodian
- Senior Club member (e.g. other, Committee member,)

2. *Priorities (Remember, effective communication is critical)*

- 1st Priority for immediate attention is life or property
- 2nd priority is Police requirements
- 3rd priority is notifying the club President if not on site
- Media enquiries are lowest priority, and should be dealt with by the President, or the Vice President in his absence. Media should be given facts only – no speculation as to causes, no names of persons involved.

3. *Emergency on or near club site*

a) If injury obvious or likely, dial 111 for ambulance, giving site name and physical location for road access, and GPS coordinates for helicopter if appropriate (see example on page one, Club coordinates). Fatality requires police as well.

b) Take emergency kit and fire extinguisher to site and extinguish any fire.

c) Do no more than is necessary to preserve life – if reasonable and spinal injury not suspected, remove occupants to administer first aid, noting the state of safety harnesses and positions of occupants as they are extricated.

d) All surviving casualties should be transported to hospital or other medical facility for further assessment, regardless of their condition. Obtain the names, addresses, phone numbers, and intended movements of witnesses. Note any witnesses who may have photographic or video evidence of the occurrence.

e) Check with the police before any action is taken to remove bodies.

f) Advise President, Vice President if not present – defer all media enquiries in the first instant to the President or Vice President in their absence.

4. Returning to normal operations after emergency stand-down

- a) The club President (or their nominee) should telephone the key personal advise them about the emergency and the “state of play”.
- b) Consider whether any persons involved might need counselling and, if so, contact Victim Support on 0800 VICTIMS (0800 842 846).
- c) If club assets are lost or damaged the club President will co-ordinate all claim action with the relevant insurance company being promptly advised in order not to prejudice any subsequent claim.

FOLLOW UP ACTIONS

In the follow-on stage after an accident or serious incident, there will be a transition of focus from the President to whole-of-club management of responses, both on and away from the site

The follow-up priorities and responses will be unique to each event, but the following checklist should be referred to for guidance and allocation of lead responsibilities. Some are not essential actions, but reminders of issues to be considered.

Appendix A

Accident Response Plan

Centre Stage Inc.

This plan is to be initiated on receipt of an emergency call from any Club member

Details:

Nature of emergency _____

ETA (if applicable) _____

Hazardous materials / other significant issues _____

Notification – Advise the following (or their deputies)

Club President Contacted? YES / NO / NOT APPLICABLE / TIME _____

Vice President Contacted? YES / NO / NOT APPLICABLE / TIME _____

Secretary Contacted? YES / NO / NOT APPLICABLE / TIME _____

Custodian Contacted? YES / NO / NOT APPLICABLE / TIME _____

Police Contacted? YES / NO / NOT APPLICABLE / TIME _____

Emergency Response Team to assemble at Centre Stage

All Senior officials to assemble at Centre Stage to prepare for call-out if required by police.

Administrative Actions

All phone calls to President. Nil comment to media.

Club President to contact Next of Kin

APPENDIX B