



Building Evacuation Procedure



FOLLOW HEAD COACH/LEAD COACH INSTRUCTION

- Head Coach/Lead Coach are responsible for:
 - The gymnasts on the floor
 - Taking the roll with them
- Checking the toilets & Locker rooms – Admin / Lead Coach
- Walk to the nearest exit
- Do not go back for personal items
- Meet at the assembly point (Outside across carpark) where the roll will be taken
- The Head Coach/Lead Coach to ensure that parents are not driving their cars in/out while the gymnasts are at the assembly point
- Admin Manager / Programme Manager / Administration are to ensure parents awaiting outside to remain calm in assembly area for their child/ren
- Admin Manager / Programme Manager / Administration are to reassure and direct parents to the nearest exit.
- Everyone is to stay at the assembly point until the Admin Manager / Programme Manager / Head Coach has clarified secure safety, giving you a go-ahead for you to leave



Fire Safety



How to be fire safe:

- Don't block fire exits.
- Keep fire doors closed.
- Take care with flammable materials.
- Know the fire drill procedure (and who your fire wardens are).
- Know where fire extinguishers are located and how to use them.

In the event of a fire:

- If possible, operate the nearest fire alarm.
- Call 111.
- Use a fire extinguisher IF IT IS SAFE.

Evacuate the building following the evacuation procedures.

If you hear the fire alarm:

- Immediately vacate the building via the closest fire exit and meet at the assembly area (Outside fence by the carpark on Rishworth Street)
- Walk, don't run.
- Don't return for personal belongings.
- Report to the designated meeting point and don't return until the all clear is given.



Earthquake Safety



To be earthquake safe, eliminate hazards such as:

- Unsecured equipment, shelves and cabinets.
- Blocked doorways.

In the event of an earthquake:

- Move away from windows and anything that could be dangerous if it falls.
- Drop to the ground and hold onto something sturdy or cover your face and head with your arms.
- Be prepared for aftershocks.
- Hutt Valley Gymnastics is on the within the Tsunami Zone. In the event the earthquake is long and strong or knocks you off your feet please follow the evacuation procedure and walk up the Moera Bridge (by the Moera City Hall) past the blue lines. Do not wait for an official warning.
- Head Coach/Lead Coach to collect the HVG Evacuation Backpack from the top draw of the filing cabinet in the office

After the earthquake:

- Evacuate if instructed to do so - it could be safer inside than out.
- Check for injuries – first aiders to assist with treatment.
- Check for hazards – beware of broken glass, live wires, and damage to floors, walls and ceilings.
- Extinguish any fires.

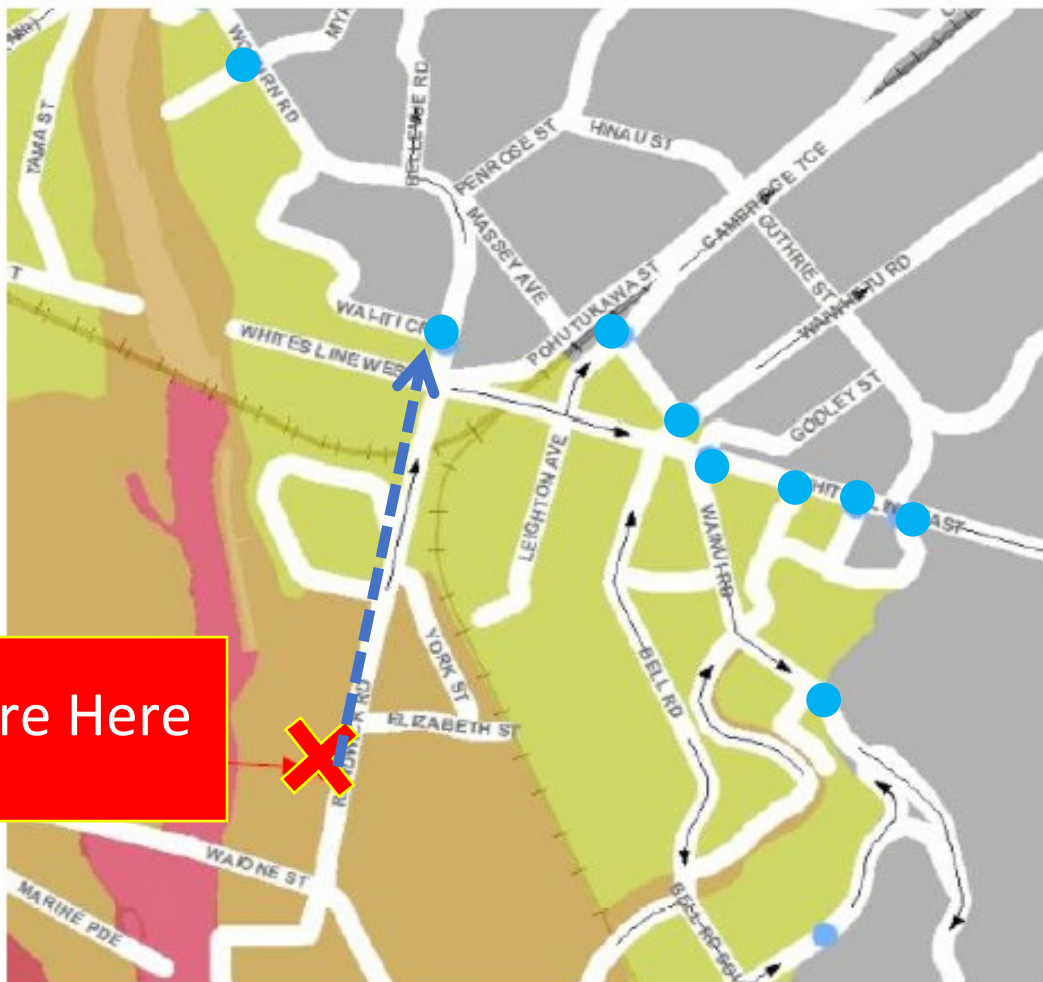


Tsunami Safety



In the event of a Tsunami:

- Follow Evacuation Procedure to Assembly point
- After Clear call from Admin Manager / Programme Manager / Head Coaches, please move in one group with your Coach to the Moera Bridge
- Wait for clear call from Emergency Services
- Evacuation from there to higher grounds, Move with White Lines road up the Wanganuiomata Hill to safety.



We are Here