



Disaster and emergency procedures



Bomb Threats or similar threats to safety

- note as much detail concerning the call as possible including: gender, accent, age, emotion, background noise and details of the threat
- immediately notify management
- contact the police and follow their instructions
- ensure that all people in the building are safe
- follow evacuation procedures if directed to do so by police
- document incident.

Building and site evacuation

- Evacuation should be initiated when risks warrant evacuation and follow the building evacuation plan (approved by the Fire Service)
- Be calm and avoid panic and a surge at the exits – provide any assistance required to others in accordance with the building evacuation plan
- Check rooms to make sure everyone is out
- Stand by exits to make sure no one re-enters
- Secure doors and assemble at a specific, safe location outside
- Follow the instructions and direction of the police.

Earthquake

All occupants to drop, cover and hold and remain that way until the earth stops moving.

Coastal



Move immediately to the nearest high ground, or as far inland as you can if you are at the coast and experience any of the following:

- a strong earthquake that makes it hard to stand up, or a weak rolling earthquake that lasts a minute or more
- see a sudden rise or fall in sea level
- hear loud and unusual noises from the sea
- or a local siren

Walk or bike if possible.

Do not wait for official warnings.

Recognise the natural warning signs and act quickly.

Remember, LONG or STRONG: GET GONE.

Contact management once you and those with you are on safe ground. Listen to the radio and if operating, the cellphone. Do not return to coastal vicinity until all-clear is given.

Electrical storm

- Turn off computers
- Avoid use of landline phones
- Encourage all members, guests and staff to stay indoors away from windows and doors
- Wait until the storm passes.

Fire alarm/ Emergency

If smoke or fire is seen:

- Evacuate everyone in building drop and crawl to avoid smoke and close doors behind you
- Call 111 from outside the building
- Conduct an attendance check to ensure everyone accounted for