

# **POLICY 1 - DISASTER MANAGEMENT**

## **CIVIL EMERGENCIES POLICY**

### **RATIONALE**

A civil emergency may occur without warning. The health and safety of all occupants of the Vasanta House building is of paramount importance. Therefore clear procedures that are known to all will ensure a calm organised response.

### **PURPOSE**

1. To ensure that the various emergencies that may occur each have a set of procedures to be followed by all on the Vasanta House premises at the time.
2. To ensure that these procedures are clearly documented and known by the occupants, staff and volunteers.

### **GUIDELINES**

1. Procedures will be displayed.
2. At the meeting place the most senior person present will assume overall control of the group until Civil Defence or other Authorities take over.
3. People will remain in area until the area has been declared safe.
4. The President or Vice-President will liaise with authorities.

### **PROCEDURES**

#### **1. Fire Evacuation Plan**

- Fire Evacuation Plan to be displayed where it is clearly visible, in all rooms.
- All exits are clearly labelled.
- The signal will be a continuous ring of the electric bell.
- Occupants, staff, and visitors will vacate the building immediately, in an orderly, controlled manner to the Assembly Point on the lower main car park tarmac. Exits to be used.
- The liaison person will take the visitors accommodation book for a roll check at the assembly point.
- The liaison person will ascertain how many occupants, staff, or visitors, if any, are not accounted for and if any medical attention is required.
- All staff must be prepared to give on the spot instructions, exercise judgement and use common sense.
- The liaison person will:
  - a) Ensure the fire alarm is sounding and evacuation begins.
  - b) Ensure the fire brigade has been advised.
  - c) Supervise the entire evacuation.
  - d) Advise officer attending the emergency whether the building has been cleared and all persons accounted for.
  - e) Direct all personnel to the Assembly Point and conduct roll call.

## **2. Earthquake Plan**

- All occupants should remain in the building until the shaking has stopped, and the Liaison person or staff member gives the all clear.

### *Inside*

- Staff to give on-the-spot instructions using the word 'drop'.
- Occupants to take cover beside tables/desks and hold onto its legs or stand in a door jamb.
- If no desk or table is available, they should drop to their knees (away from windows); keep knees together; clasp both hands firmly behind their heads (bowing their heads); bury their faces in their arms, protecting their heads; close their eyes tightly; and stay in position until it is safe to move. If occupants cannot move away from windows, they should turn away from the glass to minimise injuries from broken glass.
- If the decision to evacuate is made, the movement to the assembly point would be as for Fire Evacuation. All care to be taken for maximum safety (i.e. avoid buildings, power lines/poles and trees.)
- The liaison person will take the accommodation registry for a roll check at the assembly point.
- The liaison person will ascertain, how many staff or other occupants, if any, are not accounted for and if any medical attention is required.
- Staff will bring the radio to the assembly point.
- People will remain in the assembly area until the incident site has been declared safe.

### *Outside*

- Move away from all buildings, power lines/poles and trees.
- Stop, drop and curl - remaining still in this position until assisted/further instructions given by staff.
- Exercising judgement for maximum safety and proceed to Assembly Point or other area that is safe. People will remain in the assembly area until the incident site has been declared safe.

## **3. Volcanic Eruption Plan**

- Staff must be prepared to give on-the-spot instructions, exercise judgement and use common sense.
- If heavy ash is falling do not shelter in buildings with low-pitch roofs or in confined/small rooms where gases may accumulate.
- If instructed to move out of a building
  1. Cover head and body with substantial clothing. e.g. Coats, hats, jerseys or blankets.
  2. Breathe through handkerchief.
  3. Liaison person to try and have a torch (even in daytime).
  4. People will remain in the assembly area until the incident site has been declared safe.

## **4. Tsunami**

- Staff must be prepared to give on-the-spot instructions, judgement and use common sense.

**APPROVED:**  
**DATE:**

**REVIEW DATE:**  
**SIGNATURE:**

Passed at National Council Meeting on 25<sup>th</sup> September 2004