



# Medical Emergency Procedures

1. Call out for the assistance of a first aider if you are not confident or trained
2. **CALL 111** and state type of Medical Emergency. Provide as much detail of the event as you can, i.e. possible cardiac or respiratory arrest, accident, unauthorized discharge shooting, vehicle accident, serious injury.
3. State the exact location of the victim.

The Club Location is: \_\_\_\_\_

**Send someone to show the Ambulance staff onto the grounds.**

4. If the Medical Emergency involves any kind of poison/hazardous substance contact The National Poisons Centre on 0800 764 766.
5. If you are trained or confident in First Aid, provide emergency assistance until the arrival of an ambulance or qualified medical expert.

## STAY CALM, STOP AND THINK

Check area for your own safety before entering area  
 Check response levels of injured party. Send for help immediately if no response

## REMEMBER THE ABC'S OF FIRST AID

- A** Check Airway is clear.
- B** Check for Breathing, heartbeat and apply CPR if necessary
- C** Check Circulation and check for bleeding – apply pressure if necessary.

The nearest defibrillator to our location is

\_\_\_\_\_

Name of the Club President is:

\_\_\_\_\_

Club President Contact Number is:

\_\_\_\_\_



# Fire & Evacuation Procedures

## If You See or Suspect a Fire

1. **RESCUE** anyone from immediate danger.
2. **ALERT** people & **ACTIVATE** the nearest Fire Alarm  
**CALL 111**  
State location of “**FIRE**”, giving **exact location** and **type of fire**.

The Club location is:

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## **SPEAK CLEARLY, STAY CALM**

3. **CONTAIN** fire by closing doors and turning off machinery or processes (**only if it is safe to do so**).
4. **EXTINGUISH** the fire but only if it is safe to do so, **DO NOT** put yourself at risk.

## On the sounding of the fire alarm:

- Leave the grounds and building immediately by the nearest escape route.
- Report to your designated assembly area.
- Remain until the “**ALL CLEAR**” is given by either the Fire Service or Fire Warden.

## Fire & Evacuation Procedures

The nearest fire escape route is: \_\_\_\_\_

The alternative fire escape route is: \_\_\_\_\_

The assembly area is: \_\_\_\_\_

The Fire Warden is: \_\_\_\_\_

If the fire is uncontrollable – **EVACUATE IMMEDIATELY**

Name of the Club President is:

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Club President Contact Number is:

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# Earthquake Emergency Procedures

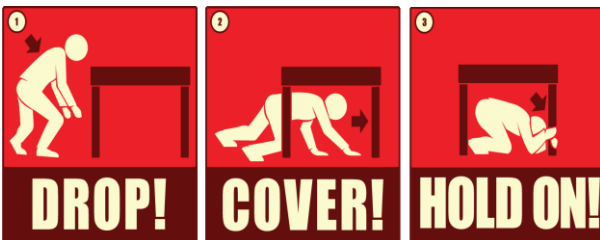
## During An Earthquake

**Remove anyone from immediate danger if safe to do so**

### If Inside

1. Stay inside
2. Don't use lifts or stairs
3. Take only a few steps and take shelter under desks, or down beside an internal wall
4. Keep away from windows or objects that could fall on you.

- **DROP**
- **COVER**
- **HOLD ON**



### If outside

1. Stay outside
2. Take only a few steps and take shelter clear of buildings, trees, power lines or other potential hazards.

## When the Earthquake Stops

1. Check for signs of Fire, Hazardous Material Spill or Major Structural Damage.
2. If you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the main fuse if it is safe to do so.
3. Account for all personnel at The Club including visitors.
4. Assist with First Aid Treatment if necessary.
5. Do not evacuate unless area is immediately threatened or instructed to do so.

## Expect After Shocks



# Threatening Behaviour Procedures

## Threatening Behaviour Obey Instructions – Keep Calm

1. Remove yourself and others from immediate danger if possible and it is safe to do so.
2. Do not argue or try to negotiate – do what is asked
3. **DO NOT** take risks – do not try to disarm or struggle with the person.
4. Observe the aggressor for:
  - Physical features or clothing worn
  - Distinguishing features
  - Any weapons
  - Anything touched or taken
5. **If you feel unsafe at anytime immediately CALL 111**
6. **Give exact location and details of events.**
7. Write down all you observed.

## Unwanted Media Attention

If you are approached by people from the media, ask them to identify themselves and the organisation they work for.

You do not have to answer any questions or be interviewed or filmed if you do not wish to.

## Refer - NZCTA - Harrassment-Free Sport Policy And Procedures

Name of the Club President is:

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Club President Contact Number is:

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