

Emergency Action Plan



AONGATETE
OUTDOOR EDUCATION CENTRE & LODGE



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1. Emergency Call Plan

Dial 111 for Emergency Services and request
Ambulance, Fire or Police

The emergency is at:

Aongatete Outdoor Education Centre & Lodge
834 Wright Road, Katikati

Landmarks:

Top of Wright Road

Turn down Aongatete Lodge Lane

Someone will need to meet Emergency Services at Gate
proceed to Lodge up driveway (on right)
through gate

Appoint a person to
meet Emergency Services at the gate or
give Emergency Services the Gate Code

**Please inform the Lodge Duty Manager of
any Emergencies**

AOEC Manager - Karen Tobich 021 051 6449



**If no response to your 111 call,
call the following 24 hour phone numbers**

Ambulance: 07 549 3273

Fire Station: 07 549 0239

Police (Katikati): 07 549 0004

Police (Tauranga): 07 577 4300

Other Important Numbers

- **National Poison Centre: 0800 764 766**
- **The nearest 24hr Medical Centre:**
Katikati Medical Centre **07 549 0411**
4 Clive Road, Katikati
- **Tauranga Hospital: 07 579 8000**
(Cameron Road, Tauranga)
- **The nearest 24hr Dental Service:**
- Western Bay Dental Service **07 549 5454**
- **24hr Health Line: 0800 611 116**
- **24 Hour Poison Centre: 0800 764 766**



2. Medical Emergencies

Call for Assistance - Dial 111

ask for an Ambulance

Appoint a person to meet the ambulance at
The gate

Ensure **your safety first**
Check for other hazards or life wires

Contact your designated First Aider

Provide basic first aid
until qualified assistance arrives

Check - the person for a responses by gently
shaking

Airway - Open airway, tilt head back

Breathing - If not breathing normally start CPR

CPR - 30 chest compressions, two breaths



3. Fire Evacuation

Activate the nearest Fire alarm

There is one in every building

Dial 111 and ask for Fire Service,
give address and landmarks

Appoint a person to meet fire services at gate

Evacuate Immediately

- Follow instructions from the designated fire wardens
- Evacuate buildings and remove people from danger
- Assemble everyone on the playing field. Remain there until the all clear is given.
- If safe to do, contain the fire with fire hoses and close doors and windows of the affected building.
- **Ensure AOEC Management has been informed**



4. Outdoor Safety: Land Search and Rescue

If you need to report someone lost or missing,
DIAL 111

There are no hard and fast rules about **how long you should wait** after you think a person is overdue before you call for help. For example, if you can't find a child within an hour or so, it is time to call for assistance. It depends on the people, how prepared they are, the weather, medical conditions, etc.

Remember this:

Everyone in Search and Rescue would rather be called out and have the missing person show up five minutes later than be called out too late.

- **Appoint** a person to meet LandSAR at gate
- **Ensure AOEC Management has been informed**



5. Accidents, Incidences & Near Misses

1. STOP and THINK
2. Look for Hazards
3. Assess the RISK
4. CONTROL
5. Proceed Safely

All accidents, incidences and near misses

MUST be logged

on the Occupancy & Safety log at the Safety Station in the Kitchen.

An **Accident/Incident Report** must be completed for all **medium to high risk** accidents, incidences and near misses.

AOEC Management **MUST** be informed at the earliest possibility about any high risk accidents. Incidences or near misses



6. Severe Weather

Cyclones, gale force winds, severe storms

Alert others if you can and if safe to do so

Immediately **seek shelter** indoors.

Close windows and doors

Move to the strongest part of the building
(away from exterior walls and windows)

Stay inside

Isolate electrical power
turn off and unplug electrical equipment.

If caught outside, seek shelter from potential hazards, such as falling trees and debris and flash flooding

Wait for further instructions from Group Leader and AOEC Management.

Check for announcements from Civil Defense



7. Flooding

Be prepared to evacuate quickly.

Inform AOEC Management at the earliest convenience

Turn Off electrical power if safe to do so

Consider using items to create a flood barrier.

Lift items as high a possible above the floor.

Never attempt to walk or drive through floodwaters unless deemed safe to do.

Stay inside unless otherwise instructed.

Stay as warm and dry as possible.

Await further instructions from your Group Leader and AOEC Management



8. Earthquakes

During and earthquake or aftershocks

If inside - stay inside

Move no more than a few steps then, **drop, cover and hold**

Do not run outside

Once the shaking has stopped, **evacuate** the building, and go to your **designated safe assembly area**

Await further instructions from your Group Leader, AOEC Management and Civil Defence.

Check for announcements from Civil Defence





9. Volcanic Activity

Seek shelter indoors

Limit ash entering the building by closing windows and doors.

If you must go outside, wear protective gear, such as facemarks and goggles and carry a torch.

Await further instructions from your Group Leader and AOEC Management and Civil Defence

Check for announcements from Civil Defence



10. Wardens Duties

Chief Warden/Group Leader

- 1) When Emergency Services are called **wear High-vis vest** kept at **Safety Station in Kitchen**
- 2) Take control!
- 3) Ensure all persons are accounted for at assembly area
- 4) Ensure the emergency services have been called
- 5) Ensure AOEC Management has been informed
- 6) Appoint someone to meet Emergency Services at the gate. **Remember the Gate Code**
- 7) Liaise with the wardens, AOEC Manager and the Emergency Services

Wardens

- 1) When Emergency Services are called **wear High-vis vest** kept at **Dorm's Safety Station**
- 2) Assist all occupants in your area to leave the building via the nearest safe exit
- 3) Assist disabled people who may require assistance
- 4) Check for people in all buildings including toilets
- 5) Ensure appropriate steps are followed for the given emergency
- 6) Report to the Chief Warden at the assembly point.