

Emergency Plan

PCBU name:

Papatoetoe Pony Club

Address:

369 Brookby Road, Brookby, Manurewa, Auckland, 2576

Emergency Situations - The potential emergencies that could arise in our workplace or on our work site are:

Earthquake Injury Fire Gas leak Chemical Spill Other

All high risk work will have a completed Task Analysis which will outline the emergency procedures to be followed.

Injury procedures:

1. **Stay Calm**
2. **Shut down** any plant or equipment
3. Provide first aid if someone is injured and stay with them
4. **Dial 111** and ask for **AMBULANCE**
5. **Arrange** for someone to meet the ambulance at the front of the site when they arrive

Earthquake procedures:

1. **Seek shelter** under a table or solid object that will provide protection from falling debris
2. **Keep clear** of collapsible structures
3. **Evacuate the site** to the safe assembly area, when safe to move
4. **Remain** in the assembly area
5. **Report** to your supervisor or manager

Other emergency procedures:

(fire, gas leak, chemical spill or other situation)

1. **Evacuate** the site to the safe assembly area
2. **Dial 111** and ask for FIRE
3. **Remain** in the assembly area
4. **Report** to your supervisor or manager
5. **Arrange** for someone to meet the fire service at the front of the site

All events (injury/incident/illness) are to be reported to HazardCo on 0800 555 339

Our **safe assembly area** is located at:

Corner of main area

Our **evacuation signal** is:

Ringing the bell at the Pavilion

Our **communication method:**

The bell, verbal & mobile phone

The **frequency of testing** is:

Annually

Emergency contact numbers for our site are:

Medical Centre:

09 299 7670

Gas Co:

N/A

Regional Council:

Auckland

Poison Centre:

0800 764 766

Phone Co:

N/A

Supervisor:

N/A

WorkSafe NZ:

0800 030 040

Power Co:

0800 10 18 10

Other:

0508 VECTOR

Our **trained first aider** is:

Designated for each event

Our **first aid kit** is located:

Ladies bathroom cupboard

Our **fire extinguisher** is located:

In the Pavilion kitchen

Our **spill kit** is located: (if applicable)

N/A

Our nearest **Medical Centre** is:

Counties Manukau Health Centre

located at:

901 Great South Road, Manukau City Centre