



Health and Safety Plan 2023

TE PUKU O TE IKA REGIONAL SECONDARY SCHOOL WAKA AMA

Friday, 3rd of March 2023

Te Puku O Te Ika Regional Secondary School Waka Ama is organised by Te Waiariki Pura Trust, in partnership with local Waka Ama Clubs, Hei Matau Paddlers, Te Au Rere and Ruamata Waka Ama. We have an amazing community and whanau support group that get behind us to provide opportunities like this for our Rangatahi. Our organisation is also the sole On Water Support for this event and many others of this nature in multiple locations.

The intent of this event is to encourage Rangatahi to participate in the Sport of Waka Ama. It will allow Rangatahi to engage in a safe and welcoming environment, promoting Waka Ama as a number one choice of sport to schools and whanau. They will also build a better understanding of safety in and around waka and local water-ways.

Event Responsibilities: Amelia Liddell - Te Waiariki Pura Trust

Event Managers

Amelia Liddell (Race Director)
Nick Chater / Amelia liddell (Event Co -Ordinator)

First Aid Responder

Peak Safety Ltd.

Site Manager & Health and Safety Officer

Nick Chater

Safety Boat / On Water Support

Ray Timihou

Administration / Volunteers

Ripeka Huata

Results / Time Keeper

Kayla Pene

Commentator

Neihana Mackey

Announcer / Marshalling

Kelley Korau

Loading Bay

Ryan Petch

Venue

Lake Tikitapu, DOC & Rotorua Lakes
Council

Safety Vessels in Operation

Type of Vessels - 2 x Rescue Inflatable Safety Vessels 90 HPS and 1 x Roaming Inflatable

These safety vessels will be on water throughout the whole event duration. The safety vessels will depart out onto the course 5 minutes prior to the race start and will head back to land 5 minutes after the last race has finished.

Each safety vessel will have the following safety equipment:

- 1x Throw Rope
- 4x Buckets
- 2x Spare Paddles
- 1x Marine Radio
- Extra Bailers
- First Aid Kit

Qualified Boat Skippers for On Water and Safety Boat Driver (Voluntarily)

- Ray Timihou - Boat Masters
- Kelshera Timihou - Day Skippers
- Nick Chater - Day Skippers
- Amelia Liddell - Day Skippers
- Kayla Pene - Day Skippers
- Kelley Korau - Day Skippers
- Ripeka Huata - Day Skippers
- Neihana Mackey - Day Skippers

Event Management Commitment

Lake Tikitapu/Blue Lakes is surrounded by natural hazards. Te Waiariki Pura Trust undertakes to take all practicable steps to appropriately manage risks and hazards and wherever possible implement the mitigation strategies identified in this document. **(see SOPS + RAMS)**

As the main organiser Te Waiariki Pura Trust undertakes to provide a fun and safe event and expects all those volunteering, participating, and supervising throughout the duration of the two-day event, to undertake the same responsibility.

Management & Procedures

Fire

- No smoking is permitted on the site or open fires.
- Fire extinguishers are located in the administration area.
- A hose is located in the toilet block area in the main park.
- BBQ's/ cookers will need to be placed on a cleared site, away from any flammable materials.

Waste

- 4/9 wheelie bins (with lids) will be located in the main car park.
- The remaining 5/9 wheelie bins will be placed around the event site.
- 2 existing toilet blocks are located on site near the main car park and the Administration area, both toilet blocks as approx 3 toilets (see site map attached). An additional toilet block will be located on site.
- Sanitary items must be placed in the receptacles provided in the toilet block area.
- All schools are asked to clear the site at the conclusion of the day event.

Health & Safety

- A site safety officer will be on site throughout the event.
- 3 x First Aid Officers are also on site. A direct line to Emergency services will be provided through admin
- All official staff will be wearing Hi-Vis vests and be in radio contact.

- An Event Information Desk and First Aid location will be identified on site.
- Food providers have been advised to seek a permit from Council.
- All organisers/ providers/ supervisors/ volunteers will be advised of the hazard register and it will be accessible in the Administration building on the day.
- Notices informing the public of any health & safety issues, during the event will be made via the announcer, situated at the commentator area. All notices must be first handed to the Event Co-Ordinator (Amelia Liddell) situated in the main administration area by the volunteer tent.
- The road down to the lakefront will be closed to vehicle traffic during the event. Only Emergency Vehicles, Loading Bay and VIP vehicles will be permitted.
- Appropriate signage will be in place to advise the public of the event, direct traffic and navigate around the event. Prior to the event, a map of the site will be available in the event handbook.

When a Disaster Strikes (Natural Disasters)

Civil defence

Civil defence warning signal	The standard siren signal is a multiple tone signal that rises repeatedly with time & Emergency Alerts on Phones.
Civil defence post	Rotorua Lakes Council, Civic Centre
Local radio station (Civil Defence information)	National 1188 AM, 101.5 FM. Newstalk 747 AM. More FM, 95.9 FM.
Facebook (Civil Defence Information)	BOP Civil Defence Rotorua Lakes Council
Nearest Police Stations	See Site Approval Form for each location.

Crisis recovery

Objective

To look after and support the people involved (participants, staff, and others), to respond professionally, and to protect our reputation.

Declaring a crisis

A crisis will be declared by the Manager who will initiate the Crisis Recovery Process.

Crisis recovery process

The Crisis Recovery Process describes the steps involved in managing the recovery from a crisis.

See individual natural hazards identified below.

Crisis Follow up

The Event Manager will determine and advise staff when the crisis is over.

A full debrief and review of the crisis response takes place, preferably on site and within 24 hours. This debrief is separate from any investigation into the cause of the crisis.

An external support group provides support and counseling (including critical incident stress debriefing if required) to staff, participants, and families. The Crisis Response Team will deal with difficult and upsetting situations. They should be provided with or have access to counselling during and after the incident.

Following the incident, it's important to openly acknowledge the contributions of people involved, and both management and staff should be supported to develop a realistic return-to-work plan.

Te Puku O Te Ika Regional Secondary School Waka Ama 2023

Staff / Kaimahi			
Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> ● Personal injury during event 	<ul style="list-style-type: none"> ● Ensure that all staff are aware of the correct procedures when operating equipment ● Safety Boats: <ul style="list-style-type: none"> ○ All staff are suitably qualified and that all safety equipment is operational. 	<ul style="list-style-type: none"> ● Ensure suitably age appropriate users are using equipment ● Ensure there is an emergency boat/outboard available in case of breakdowns. ● First Aid representatives will be present at the designated area on the attached map. If there is an emergency the Ambulance will be called for by Amelia at the Administration building. 	Site Manager
<ul style="list-style-type: none"> ● Medical reaction/ pre-existing medical condition. 	<ul style="list-style-type: none"> ● Inform all staff prior to the event of their tasks during the event. ● Check to see if there are any conditions that may be aggravated whilst working at the event. 	<ul style="list-style-type: none"> ● First aid representative will be present. ● Have staff disclose what conditions they may have. ● If the medical condition worsens, an Ambulance will be called. 	First Aider

<ul style="list-style-type: none"> ● Over exposure to sunlight and heat. 	<ul style="list-style-type: none"> ● Contact staff prior to the event to bring water, sunscreen and a hat. ● Allow rotations so staff can have turns in the volunteer staff locations under shaded areas. ● Have sun-hats available for staff and loaned. ● Sunscreen from the cancer society will be allocated around the venue. 	<ul style="list-style-type: none"> ● Remove staff member to the volunteer tent to sit and consult with First Aid representative. Call emergency services if needed. 	<p>First Aider</p>
<ul style="list-style-type: none"> ● Fire at the event outdoors. 	<ul style="list-style-type: none"> ● Notify Fire Service of the event. ● Have a Fire Extinguisher available at the Event ● Ensure all generators and power cords are checked by a registered electrician and evidence of check has been completed and viewed. 	<ul style="list-style-type: none"> ● Put fire out if possible. ● Notify Fire Service if unable to control the fire. ● Advise all users of generators via the Panui to ensure they have the appropriate safety equipment (extinguishers) available. 	<p>Site Manager</p>
<ul style="list-style-type: none"> ● Fire at the event if in doors. 	<ul style="list-style-type: none"> ● Notify Fire Service of the event. ● Before event starts, inform wardens where all fire extinguishers and emergency exits are. 	<ul style="list-style-type: none"> ● Put fire out if possible. ● Notify Fire Service if unable to control fire. ● Have wardens assist spectators in calmly exiting the building. 	<p>Site Manager</p>

<ul style="list-style-type: none"> ● In the case of wet weather or high winds. 	<ul style="list-style-type: none"> ● Review Weather forecasts in the week leading up to the event. ● On the morning of the Event, check with the weather service for full report on local weather. 	<ul style="list-style-type: none"> ● Daily meetings will be held with the Race Director and Managers of teams to notify them of cancellations prior to racing and weather warnings. ● In the event of high winds or extreme wet weather the event will be cancelled. This information will be sent out to all staff and it will be their responsibility to ensure that all participants and equipment are safe/ safely secured to minimise injuries and risks. 	<p>Race Director</p> <p>All Staff</p>
<ul style="list-style-type: none"> ● Car parking unavailable to staff members. 	<ul style="list-style-type: none"> ● Develop parking plan and list of those permitted to park in the designated area. ● Issue Parking passes to designated staff. 	<ul style="list-style-type: none"> ● Inform Staff that if they do not have a Parking Pass they will not be permitted entry. ● Cordon off the Parking Area 	<p>Site Manager</p>
<ul style="list-style-type: none"> ● Lost stolen property. 	<ul style="list-style-type: none"> ● Remind staff not to bring anything they don't want to lose. ● Have storage in admin area. 	<ul style="list-style-type: none"> ● Contact wardens and police if required. 	<p>Site Manager</p>
<ul style="list-style-type: none"> ● Unable to find event organisers in an emergency. 	<ul style="list-style-type: none"> ● Hand out maps as to where people should be at staff briefing. ● Radios will be issued to the relevant team leaders along with a Communication Plan. ● Get list of cell phone numbers of all staff to leave at admin area. 	<ul style="list-style-type: none"> ● Refer to the Communication Plan regarding Land and Water radio contact. 	<p>Site Manager</p> <p>All Staff</p>

<ul style="list-style-type: none"> ● Person Falling out of Waka Ama during racing and/or ● Paddler not to be seen when they fall out. 	<p>When loading paddlers into waka ama, staff involved at the loading bay will ensure that 6 paddlers are in the waka at this stage. If missing a person/s at the loading stage staff to check with the waka ama team and also let the safety boat, finish line and admin teams know that there are only 5 paddlers in the waka.</p> <p>Safety boat sits behind the teams at the start line and follows through to the finish line. Their job is to watch all teams and deal with scenarios such as a paddler falling out.</p> <p>Finish line staff watch all boats in all lanes finish and will let the safety boat, admin and loading bay know if a paddler is missing.</p> <p>Loading/unloading bay to check in with teams if a seat is empty/paddler missing and inform the various teams.</p> <p>All staff, volunteers and teams to be vigilant for issues that arise on water and to keep an eye on the paddler if they fall out; if needed communicate to appropriate person/s.</p>	<p>In the event of a paddler falling out: in the first instance the safety boat will move into position to rescue the paddler and communicate with the team as to any issues. Safety boat must let the finish line and loading bay staff know. If paddler sustains an injury then first aid is applied and first aid responder and H & S lead communicated with.</p> <p>Depending on injuries the first aiders and H & S lead to plan best response. All information is communicated to appropriate people.</p> <p>There is also a SUP for first aid responders to move in if required.</p> <p>In the event of a paddler falling out and not seen: when either advised by the waka ama team or if noticed at the finish line or unloading bay that a team member is missing; communicate to the safety boat, first aid response and H & S lead that a person is missing. Races to be stopped until paddler is found and both safety boats to do a sweep of the course. If needed the SUP and other waka can be utilized to sweep and look for the person. Once found any first aid is to be done and any</p>	<p>Health and Safety Lead First aiders Safety Boat team Administration All staff.</p>
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		<p>further assistance needed to be ascertained.</p> <p>If not found on water a broadcast over the speakers with persons name and team is to be made to ascertain if the paddler made it to shore and walked off. Check of toilets, and immediate area to be done.</p> <p>If not found after 30 mins, then emergency services are contacted and made aware of a missing person.</p>
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Vendors

Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> Personal injury during event. 	<ul style="list-style-type: none"> Ensure that all foreseeable risks are identified and where possible eliminated within the stall area. Licenses to be checked to see that they are current to ensure that food is safe to sell and eat. 	<ul style="list-style-type: none"> Contact Lakes Medical rep immediately. Make all managers, volunteers and wardens aware of this procedure. First to be informed will be responsible. Site Manager to check for licenses upon arrival. 	<p style="text-align: center;">Site Manager</p>
<ul style="list-style-type: none"> Medical reaction/pre-existing medical condition. 	<ul style="list-style-type: none"> Individual can be taken to see Lake Medical rep in volunteer tent. 	<ul style="list-style-type: none"> First Aid rep in volunteer tent. Site manager to be made aware of this procedure. First to be informed will be responsible. 	<p style="text-align: center;">Site Manager First Aider</p>
<ul style="list-style-type: none"> Over exposure to sunlight and heat. 	<ul style="list-style-type: none"> Contact stallholders prior to the event to bring water, sunscreen and a hat. 	<ul style="list-style-type: none"> Remove individual to the First Aid tent to sit and consult with Medical rep. Make all managers, volunteers and wardens aware of this procedure. First to be informed will be responsible. 	<p style="text-align: center;">Individual First Aider</p>
<ul style="list-style-type: none"> Lost/Stolen property 	<ul style="list-style-type: none"> Inform stall holders that they are in charge of their own security. 	<ul style="list-style-type: none"> Contact Site Manager and police if required. 	<p style="text-align: center;">Site manager</p>

	<ul style="list-style-type: none"> ● Stall area not big enough. 	<ul style="list-style-type: none"> ● Contact stallholders with details on where they will set up, site plan, where they can't set up, etc, be prepared for outdoors. 	<ul style="list-style-type: none"> ● Site Manager to ensure they are in their correct areas. 	Site manager
	<ul style="list-style-type: none"> ● Event cancelled due to weather. 	<ul style="list-style-type: none"> ● On the morning of the event, check with weather service for full report on local weather ● Contact radio station with change. ● Contact vendors. 	<ul style="list-style-type: none"> ● Contact vendors with change info asap. 	Race Director or Race Co-Ordinator
	<ul style="list-style-type: none"> ● Unable to find event organisers in an emergency 	<ul style="list-style-type: none"> ● Identify who is responsible if neither can be found. 	<ul style="list-style-type: none"> ● Make an announcement on PA. ● Talk to someone in the administration building 	Individual
	<ul style="list-style-type: none"> ● Car parking unavailable to stall holders. 	<ul style="list-style-type: none"> ● Inform all stallholders that parking will be an issue. ● Ensure all stallholders have passes and maps. 	<ul style="list-style-type: none"> ● Ensure all stallholders can contact and know where the site manager can be found before, during and after the event. 	Site manager
	<ul style="list-style-type: none"> ● Time for set up/pack down unsuitable 	<ul style="list-style-type: none"> ● Inform vendors setup starts at 8 am, pack down at 4pm. 	<ul style="list-style-type: none"> ● Use other vendors to fill out space as required. 	Vendor
	<ul style="list-style-type: none"> ● Food preparation not to required standard 	<ul style="list-style-type: none"> ● Send out info provided by council on food preparation/hygiene prior to event. 	<ul style="list-style-type: none"> ● Notify regulatory service. ● Shut down food preparation aspect of the stall. 	Site Manager

Spectators

Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> Personal injury during the event. 	<ul style="list-style-type: none"> Ensure that all foreseeable risks are identified and where possible eliminated within the venue. 	<ul style="list-style-type: none"> First Aid rep will be present. 	Individual
<ul style="list-style-type: none"> Medical reaction/pre-existing medical condition. 	<ul style="list-style-type: none"> Seek First Aid rep in the First Aid area. Check if there are any conditions that may be aggravated whilst at the event site. 	<ul style="list-style-type: none"> Remove spectator to volunteer tent to consult with First Aid rep immediately. Make all managers, volunteers, and security aware of this procedure. First to be informed will be responsible. 	Individual
<ul style="list-style-type: none"> Over exposure to sunlight/heat. 	<ul style="list-style-type: none"> Sunscreen will be present around the event site. Water will be available at the site. 	<ul style="list-style-type: none"> Remove spectator to volunteer tent to consult with First Aid rep immediately. Make all managers, volunteers, and security aware of this procedure. First to be informed will be responsible. 	Individual
<ul style="list-style-type: none"> Event venue changed due to weather. 	<ul style="list-style-type: none"> Review weather forecasts in the week leading up to the event. On the morning of the event, check with the weather service for full report on local weather. Make final call on event at 7am. Contact staff, school and wardens with change. 	<ul style="list-style-type: none"> Contact school managers and co-ordinators and wardens asap. 	Race Director Race Co-Ordinator
<ul style="list-style-type: none"> Unable to access the venue. 	<ul style="list-style-type: none"> Parking all around the area available. Provide specially designated drop off area for disabled. 	<ul style="list-style-type: none"> In the event of good weather, encourage spectators to walk as a healthy transportation option. 	Site Manager

<ul style="list-style-type: none"> ● Lost/stolen property. 	<ul style="list-style-type: none"> ● Allow an area within the admin area for lost or stolen property. 	<ul style="list-style-type: none"> ● Contact Site Manager security and if required Police ● When property is claimed, take a picture of the claimer and the property. 	Race Co-Ordinator
<ul style="list-style-type: none"> ● Spectators have no knowledge of the venue. 	<ul style="list-style-type: none"> ● Brief volunteers on area. ● MC announce blurb on locations of toilets, lost property, vendors, etc 	<ul style="list-style-type: none"> ● Special announcements during breaks in performances. 	Race Co-Ordinator
<ul style="list-style-type: none"> ● Volume to loud/quiet. 	<ul style="list-style-type: none"> ● Watch audience reactions to gauge requirements. 	<ul style="list-style-type: none"> ● Liaise with PA/radio performers to rectify problem. ● Sound check before the event begins. 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> ● Drunk/ disorderly/ disruptive behaviour affecting other spectators. 	<ul style="list-style-type: none"> ● Have wardens monitoring crowd behaviour during event. 	<ul style="list-style-type: none"> ● Warden to immediately contact the Co-Ordinator or Site Manager ● Contact police. ● Evict any drunk/disorderly people. 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> ● Lost children found by staff. 	<ul style="list-style-type: none"> ● Managers and volunteers to wear Hi-Vests. ● MC to inform spectators of who is staff and wardens. ● Contact MC with name of lost child. 	<ul style="list-style-type: none"> ● MC to make announcement about lost child during breaks. ● Bring lost child to admin area, where they will stay until claimed with at least 2 volunteers, at least one should stay with the child the whole time. ● Get guardian description from child (best as possible). ● When child is claimed, take picture with guardian. 	Race Co-Ordinator or Site Manager

<ul style="list-style-type: none"> • Lost children (not found yet) 	<ul style="list-style-type: none"> • Event staff to Hi-Vest • Contact MC with info on lost child. 	<ul style="list-style-type: none"> • An announcement to be made during breaks by MC. • First person to find out about lost child to contact site manager who will contact MC. 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> • Fights/ Riot 	<ul style="list-style-type: none"> • Contact Police. 	<ul style="list-style-type: none"> • Call police 	Race Co-Ordinator or Site Manager

Venue and Equipment

Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> • Theft/missing equipment. 	<ul style="list-style-type: none"> • Have all tables numbered and allocated to groups recorded on a master list. • Check off equipment as it is returned. • Have all groups understand that there will be a cost involved if equipment is damaged or not returned. 	<ul style="list-style-type: none"> • Missing equipment to be charged out to associated club. 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> • Sound equipment failure. 	<ul style="list-style-type: none"> • Have radio people located near PA system. • Have an emergency number available for PA hirer. 	<ul style="list-style-type: none"> • Phone emergency number immediately. 	Race Co-Ordinator or Site Manager

<ul style="list-style-type: none"> ● Sound equipment system not suitable for event. 	<ul style="list-style-type: none"> ● Contact and confirm equipment required for event. ● Provide a list of equipment supplied. ● Have the PA provider available to be contacted Test PA. 	<ul style="list-style-type: none"> ● Have an emergency contact number of the PA hirer. ● Will be present to set up PA. 	Site Manager
<ul style="list-style-type: none"> ● Tables not arriving 	<ul style="list-style-type: none"> ● Get exact number of how many tables we need. ● Have organising committee managers bring tables. 	<ul style="list-style-type: none"> ● Get tables from other organising committee members. 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> ● Power failure. 	<ul style="list-style-type: none"> ● Check operation of power with RLC. ● Have a number of electrician via RLC 	<ul style="list-style-type: none"> ● Contact RLC 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> ● Damage to equipment, vandalism/graffiti. 	<ul style="list-style-type: none"> ● Wardens to roam event. 	<ul style="list-style-type: none"> ● Isolate area form public/participants. ● Inform E & I manager, call parks and recreation: 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> ● Run out of resources, ie: toilet paper 	<ul style="list-style-type: none"> ● Ensure through parks and rec that toilets are well stocked. ● Check every 2 hours 	<ul style="list-style-type: none"> ● Contact parks and rec 	Race Co-Ordinator or Site Manager
<ul style="list-style-type: none"> ● Broken glass/sharp objects on the green. 	<ul style="list-style-type: none"> ● Have Wardens and Site Manager on the lookout for dangerous objects. 	<ul style="list-style-type: none"> ● Isolate area immediately upon identification. ● Remove objects to nearest rubbish bin. 	Site Manager Schools

<ul style="list-style-type: none"> ● Rubbish 	<ul style="list-style-type: none"> ● Rubbish bins – Infra Care ● Have MC encourage people to use rubbish bins. 	<ul style="list-style-type: none"> ● Ensure bins are emptied regularly by volunteers. 	<p>Site Manager</p> <p>Schools</p>
<ul style="list-style-type: none"> ● Rubbish bins full. 	<ul style="list-style-type: none"> ● Book extra rubbish bins. ● Have extra rubbish bins available. 	<ul style="list-style-type: none"> ● Remove full bin bag and replace with new bin bag. 	<p>Site Manager</p> <p>Schools</p>
<ul style="list-style-type: none"> ● Clean-up at the end of the day 	<ul style="list-style-type: none"> ● Use rubbish bins provided 		<p>Everyone</p>
<ul style="list-style-type: none"> ● Lock up area 	<ul style="list-style-type: none"> ● Ensure gates are lock each night to keep onsite gear safe 	<ul style="list-style-type: none"> ● Contact Police and/or event co-ordinator and/or site manager 	<p>Site Manager or Event Co-Ordinator</p>
<ul style="list-style-type: none"> ● Overnight security 	<ul style="list-style-type: none"> ● Ensure gates are lock each night to keep onsite gear safe 	<ul style="list-style-type: none"> ● Contact Police and/or event coordinator and/or site manager 	<p>Wardens Site Manager</p>

Natural Disaster

<p>Earthquake</p>	<p>Ensure all staff are briefed and familiar with Natural disaster procedures, crisis response plans and emergency response plans for specific injuries or hazards.</p> <p>Check to see if there are any conditions that may be aggravated during a natural disaster event.</p> <p>In an emergency, staff and volunteers look to and connect with the manager when safe and appropriate to do so.</p> <p>Have access to home phone numbers of all staff. Back up volunteer list. Hand out maps as to where people should be at a staff briefing. Radios will be issued to the relevant team leaders along with a Communication Plan. Get list of cell phone numbers of all staff to leave at admin area</p>	<p>During the earthquake:</p> <p>Keep calm. Stay indoors, where practical. If outdoors/camping - COVER your head and neck (and your entire body if possible). Keep away from windows and heavy furniture. DROP, COVER, HOLD. Get under something that covers you, like a strong table or other sturdy structure. Hold onto it if you can. If outdoors, when safe to do, move away from any big trees or banks/cliffs that could fall or collapse.</p> <p>After the earthquake</p> <p>If the building is damaged or you have been using cookers: Turn off gas at the mains. Before you turn off electricity and water, think about if gas detection, fire suppression and alarm systems need these services.</p> <p>Conserve your water.</p> <p>Treat injuries</p> <p>Get in touch with neighbours or anyone else in the area (i.e. camping or recreating near you), they may need help. When help is needed, go to your nearest civil defence post and make contact with TWPT support staff if possible.</p> <p>If any other emergency in this flipchart is likely as a result of the earthquake and ONLY if it is</p>	<p>All Managers and Staff</p>
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		safe to do so, carry out the steps listed for that emergency. Advise your supervisor of damage or injury sustained.	
Flood	<p>Ensure all staff are briefed and familiar with Natural disaster procedures, crisis response plans and emergency response plans for specific injuries or hazards.</p> <p>Check to see if there are any conditions that may be aggravated during a natural disaster event.</p> <p>In an emergency, staff and volunteers look to and connect with the manager when safe and appropriate to do so.</p> <p>Have access to home phone numbers of all staff and Back up volunteer list. Hand out maps as to where people should be at a staff briefing. Radios will be issued to the relevant team leaders along with a Communication Plan. Get list of cell phone numbers of all staff to leave at admin area</p>	<p>Be prepared to get to high ground. Monitor any rising water and be prepared to change/cancel plans and use the safest route to get to safety and/or high ground. Turn off electricity and gas supplies. Move valuables, clothing, food and medicines above the likely reach of floodwater, if it is safe to do so. Avoid back flow from drains and toilets – fit bungs (stoppers) or sandbags and weigh them down. Do not drink floodwater. If any other emergency in this flipchart is likely as a result of the flood and ONLY if it is safe to do so, carry out the steps for that emergency. Make contact with management and/or support staff.</p>	All Managers and Staff
Volcanic Eruption.	<p>Ensure all staff are briefed and familiar with Natural disaster procedures, crisis response plans and emergency response plans for specific injuries or hazards.</p> <p>Check to see if there are any conditions that may be aggravated during a natural disaster event.</p>	<p>DURING THE VOLCANIC ERUPTION</p> <p>Stay indoors as much as possible. If outdoors, deal with any immediate risks and emergencies as they arise and get to safety as soon as possible, using the safest route available (see site approval form). Check Civil Defense information sites as soon as possible.</p>	All Managers and Staff

	<p>In an emergency, staff and volunteers look to and connect with the manager when safe and appropriate to do so.</p> <p>Have access to home phone numbers of all staff.</p> <p>Back up volunteer list.</p> <p>Hand out maps as to where people should be at a staff briefing.</p> <p>Radios will be issued to the relevant team leaders along with a Communication Plan.</p> <p>Get list of cell phone numbers of all staff to leave at admin area</p>	<p>Make contact with support staff and management to let them know your situation and any help that is needed.</p> <p>Save water as early as possible as supplies may become contaminated.</p> <p>If you must go outside, use protective clothing, cover your head, breathe through a mask and carry a torch.</p> <p>If any other emergency in this flipchart is likely as a result of the eruption and ONLY if it is safe to do so.</p>	
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