



# Health and Safety Plan 2025

## WAKA AMA NZ SECONDARY SCHOOL NATIONALS

### Monday 24th March - Friday 28th March 2025

Secondary Schools Waka Ama National Sprints 2025 is a Waka ama New Zealand event coordinated in partnership with Te Waiariki Puraea Trust. We have an amazing community and whānau support group that gets 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 in multiple locations.

This event intends to encourage Secondary rangatahi from Years 9 - 13 to participate in the Sport of Waka Ama. It will allow the rangatahi to engage in a safe and welcoming environment, promoting Waka Ama as the number one choice of sport for schools and whanau. Through their participation, rangatahi will also build a better understanding of safety in and around waka and local waterways.

#### **Event Responsibilities:**

##### **Race Director**

Lara Collins

##### **Event Coordinators/ Health & Safety**

Kelley Korau (TWPT) Aroha Lynch (WANZ)

##### **First Aid Responder**

Peak Safety

##### **Site Manager**

Te Puia Williams

##### **Volunteer Coordinator**

Kayla Pene

##### **Results/ Time Keeper**

Dave Duckworth/WANZ

##### **Safety Boat/ On Water Support**

Ray Timihou

##### **Venue**

Lake Tikitapu, Rotorua  
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 duration of the event. The lead On the Water Safety vessel will check the course 1 hour before the race starts. All vessels will depart onto the course 5 minutes before 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
- 2x Buckets
- 2x Spare Paddles
- 1x Marine Radio
- Extra Bailers
- Boat Hook
- Flare Kit
- Deck Hand
- First Aid Kit

### **Qualified Boat Skippers for On Water and Safety Boat Drivers**

- Ray Timihou - Day Skippers, First Aider
- Kayla Pene - Day Skippers, PHEC First Aider
- Neihana Mackey - Day Skippers, First Aider
- Ryan Petch - Day Skippers, First Aider
- Kelley Korau - Day Skippers, First Aider
- Te Puia Williams - Boat Masters, First Aider
- Kelshera Timihou - Day Skippers

## **EVENT MANAGEMENT COMMITMENT**

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

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

## MANAGEMENT AND 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.
- BBQs/ cookers will need to be placed on a cleared site, away from any flammable materials.

### Waste

- 1 existing toilet block is located on-site near the main car park, the toilet block has 6 toilets (see site map attached).
- Sanitary items must be placed in the receptacles provided in the toilet block area.
- We encourage all kura to take the rubbish they bring to the event, back to either kura or home.
- There will be recycling bins on site - located near the carpark and toilet area. Please ensure that only recyclable materials are put in the appropriate bins and that your kura is managing the rubbish in your area.
- All schools are asked to clear the site of all rubbish after the event.

### Health & Safety

- A site safety officer will be on-site throughout the event.
- An out-sourced First Aid Company is also on site. A direct line to Emergency services will be provided through admin.
- All Te Waiariki Purea Trust and Waka Ama NZ staff are all qualified First Aiders.
- 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.
- 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 Coordinator (Aroha Lynch) situated in the main administration area.
- The road down to the lakefront will be closed to vehicle traffic during the event. Only Emergency Vehicles and utility vehicles will be permitted in this area.
- Appropriate signage will be in place to advise the public of the event, direct traffic and navigate around the event. Before the event, a map of the site will be available on the Waka Ama website and available at the admin office.

## NATURAL DISASTER - CIVIL DEFENCE ROTORUA

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 Station	Rotorua Station 07 348 0099

## 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. **Turn to page 17 for more information regarding the Crisis.**

### 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 counselling (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 the people involved, and both management and staff should be supported to develop a realistic return-to-work plan.

## WAKA AMA NZ SECONDARY SCHOOL NATIONALS SOPS + RAMS

Staff / Kaimahi			
Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> <li>Personal injury during event</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all staff are aware of the correct procedures when operating equipment</li> <li>Safety Boats: All staff are suitably qualified and that all safety equipment is operational.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure suitably age-appropriate users are using equipment.</li> <li>Ensure there is an emergency boat/outboard available in case of breakdowns.</li> <li>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 the Administration personnel at the Administration building.</li> </ul>	<p><b>Site Manager</b></p>
<ul style="list-style-type: none"> <li>Medical reaction/ pre-existing medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>Inform all staff before the event of their tasks during the event.</li> <li>Check to see if any conditions may be aggravated whilst working at the event.</li> </ul>	<ul style="list-style-type: none"> <li>First aid representative will be present.</li> <li>Have staff disclose what conditions they may have.</li> <li>If the medical condition worsens, an Ambulance will be called.</li> </ul>	<p><b>Medical staff</b></p>
<ul style="list-style-type: none"> <li>Overexposure to sunlight and heat.</li> </ul>	<ul style="list-style-type: none"> <li>Contact staff before the event to bring water, sunscreen and a hat.</li> <li>Allow rotations so staff can have turns in the volunteer locations in shaded areas.</li> <li>Have sun hats available for staff and loaned.</li> <li>Sunscreen from the Cancer Society will be allocated around the venue.</li> </ul>	<ul style="list-style-type: none"> <li>Remove staff members to the volunteer tent to sit and consult with a First Aid representative. Call emergency services if needed.</li> </ul>	<p><b>Medical staff</b></p>

<ul style="list-style-type: none"> <li>● Fire at the event if outdoors.</li> </ul>	<ul style="list-style-type: none"> <li>● Notify the Fire Service of the event.</li> <li>● Have a Fire Extinguisher available at the Event</li> <li>● Ensure all generators and power cords are checked by a registered electrician and evidence of check has been completed and viewed.</li> </ul>	<ul style="list-style-type: none"> <li>● Put the fire out if possible.</li> <li>● Notify Fire Service if unable to control the fire.</li> <li>● Advise all users of generators via the Panui to ensure they have the appropriate safety equipment (extinguishers) available.</li> </ul>	<p><b>Site Manager</b></p>
<ul style="list-style-type: none"> <li>● Fire at the event if indoors.</li> </ul>	<ul style="list-style-type: none"> <li>● Notify the Fire Service of the event.</li> <li>● Before the event starts, inform wardens where all fire extinguishers and emergency exits are.</li> </ul>	<ul style="list-style-type: none"> <li>● Put the fire out if possible.</li> <li>● Notify Fire Service if unable to control the fire.</li> <li>● Have wardens assist spectators in calmly exiting the building.</li> </ul>	<p><b>Site Manager</b></p>
<ul style="list-style-type: none"> <li>● In the case of wet weather or high winds.</li> </ul>	<ul style="list-style-type: none"> <li>● Review Weather forecasts in the week leading up to the event.</li> <li>● On the morning of the Event, check with the weather service for a full report on local weather.</li> </ul>	<ul style="list-style-type: none"> <li>● Daily meetings will be held with the Race Director and Managers of teams to notify them of cancellations before racing and weather warnings.</li> <li>● 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.</li> </ul>	<p><b>Race Director / All Staff</b></p>
<ul style="list-style-type: none"> <li>● Designated car parking is unavailable to staff members.</li> </ul>	<ul style="list-style-type: none"> <li>● Develop a parking plan and list of those permitted to park in the designated area.</li> <li>● Issue Parking passes to designated staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Inform Staff that if they do not have a Parking Pass they will not be permitted entry.</li> <li>● Cordon off the Parking Area</li> </ul>	<p><b>Site Manager</b></p>
<ul style="list-style-type: none"> <li>● Lost stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>● Remind staff not to bring anything they don't want to lose.</li> <li>● Have storage in the admin area.</li> </ul>	<ul style="list-style-type: none"> <li>● Contact wardens and police if required.</li> </ul>	<p><b>Site Manager</b></p>

<ul style="list-style-type: none"> <li>• Unable to find event organisers in an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand out maps as to where people should be at the staff briefing.</li> <li>• Radios will be issued to the relevant team leaders along with a Communication Plan.</li> <li>• Get the list of cell phone numbers of all staff to leave at the admin area.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the Communication Plan regarding Land and Water radio contact.</li> </ul>	<p><b>Site Manager / All Staff</b></p>
<ul style="list-style-type: none"> <li>• Paddler Over Board</li> </ul>	<ul style="list-style-type: none"> <li>• Inform all schools pre-event that paddlers are required to wear an approved Personal Flotation Device when in the waka at all times.</li> <li>• Safety vessels will be on water throughout the whole event duration.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety Boats will be present with paddlers and will assist as required. If paddlers need more assistance, then waka will be towed in by a safety boat with paddlers on board.</li> </ul>	<p><b>On Water Support Crew / Race Director</b></p>

<b>Paddlers</b>			
<b>Risk Identification</b>	<b>Risk Management</b>	<b>Coping with Emergencies</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>Personal injury during the event.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all Schools are made aware of the location of the First Aid area.</li> <li>Ensure that all foreseeable risks are identified and where possible eliminated.</li> </ul>	<ul style="list-style-type: none"> <li>Peak Safety Medical team will be at the designated area and other representatives</li> </ul>	<b>Peak Safety / School Managers</b>
<ul style="list-style-type: none"> <li>Medical reaction/ pre-existing medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>Check if any conditions may be aggravated whilst competing at the event.</li> </ul>	<ul style="list-style-type: none"> <li>Contact Peak Safety Medical rep immediately.</li> <li>All Schools must have up-to-date medical information on all students.</li> </ul>	<b>Peak Safety / School Managers</b>
<ul style="list-style-type: none"> <li>Overexposure to sunlight and/or heat.</li> </ul>	<ul style="list-style-type: none"> <li>Contact paddlers before the event to bring water, sunscreen and a hat via the Panui.</li> <li>Notify Schools that sunscreen will be available.</li> <li>Have water stations set up at the event</li> </ul>	<ul style="list-style-type: none"> <li>Take the paddler to the First Aid area.</li> <li>Have them sit and consult with the Peak Safety team.</li> <li>Make all managers, volunteers, wardens and security-aware of this procedure.</li> <li>Inform Schools that the Water Hub will be onsite.</li> </ul>	<b>Peak Safety / School Managers</b>
<ul style="list-style-type: none"> <li>Lost/stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>Inform all schools that students will need to be diligent at all times with their personal belongings.</li> </ul>	<ul style="list-style-type: none"> <li>Contact wardens, security and police if required.</li> <li>Have a separate lost and found container for items found in the admin area. Ensure the log book is filled in.</li> </ul>	<b>Managers / Event Coordinator</b>
<ul style="list-style-type: none"> <li>Unable to find event organizers in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>Organisers will have and wear vests</li> <li>Provide Schools with cell phone numbers of key personnel</li> </ul>	<ul style="list-style-type: none"> <li>Use radios.</li> <li>Use cell number</li> <li>Make an announcement on PA</li> </ul>	<b>Event Coordinator</b>



<ul style="list-style-type: none"> <li>The Paddler area is overcrowded.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and limit access to the paddling area.</li> <li>Have a security guard within the immediate area of the paddlers.</li> </ul>	<ul style="list-style-type: none"> <li>Signage to be erected to read only paddlers past this point.</li> </ul>	<p><b>Race Direct or Site Manager</b></p>
<ul style="list-style-type: none"> <li>Paddler Over Board</li> </ul>	<ul style="list-style-type: none"> <li>Inform all schools pre-event that paddlers are required to wear an approved Personal Flotation Device when in the waka at all times.</li> <li>Safety vessels will be on water throughout the whole event duration.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Boats will be present with paddlers and will assist as required. If paddlers need more assistance, then waka will be towed in by a safety boat with paddlers on board.</li> </ul>	<p><b>On Water Support Crew / Race Director</b></p>

Spectators			
Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> <li>Personal injury during the event.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all foreseeable risks are identified and where possible eliminated within the venue.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid rep will be present.</li> </ul>	<b>Individual</b>
<ul style="list-style-type: none"> <li>Medical reaction/pre-existing medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>Seek a First Aid rep in the First Aid area.</li> <li>Check if any conditions may be aggravated whilst at the event site.</li> </ul>	<ul style="list-style-type: none"> <li>Remove the spectator to the volunteer tent to consult with the First Aid rep immediately.</li> <li>Make all managers, volunteers, and security-aware of this procedure. First to be informed will be responsible.</li> </ul>	<b>Individual</b>
<ul style="list-style-type: none"> <li>Overexposure to sunlight/heat.</li> </ul>	<ul style="list-style-type: none"> <li>Sunscreen will be present around the event site.</li> <li>Water will be available at the site.</li> </ul>	<ul style="list-style-type: none"> <li>Take the spectator to consult with the First Aid rep immediately.</li> <li>Make all managers, volunteers, and security-aware of this procedure. First to be informed will be responsible.</li> </ul>	<b>Individual</b>
<ul style="list-style-type: none"> <li>Event venue changed due to weather.</li> </ul>	<ul style="list-style-type: none"> <li>Review weather forecasts in the week leading up to the event.</li> <li>On the morning of the event, check with the weather service for a full report on local weather.</li> <li>Make a final call on the event at 7 am.</li> <li>Contact staff, school and wardens with change.</li> </ul>	<ul style="list-style-type: none"> <li>Contact school managers, coordinators and wardens ASAP.</li> </ul>	<b>Race Director / Event coordinator</b>

<ul style="list-style-type: none"> <li>• Unable to access the venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Parking all around the area available.</li> <li>• Provide specially designated drop-off areas for the disabled.</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of good weather, encourage spectators to walk as a healthy transportation option.</li> </ul>	<b>Site Manager</b>
<ul style="list-style-type: none"> <li>• Lost/stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>• Allow an area within the admin area for lost or stolen property.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Site Manager security and if required Police</li> <li>• When property is claimed, take a picture of the claimer and the property.</li> </ul>	<b>Event coordinator</b>
<ul style="list-style-type: none"> <li>• Spectators do not know the venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Brief volunteers on the area.</li> <li>• MC announce blurb on locations of toilets, lost property, vendors, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Special announcements during breaks in performances.</li> </ul>	<b>Event coordinator</b>
<ul style="list-style-type: none"> <li>• Volume to loud/quiet.</li> </ul>	<ul style="list-style-type: none"> <li>• Watch audience reactions to gauge requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with PA/radio performers to rectify problems.</li> <li>• Sound check before the event begins.</li> </ul>	<b>Event coordinator / Site Manager</b>
<ul style="list-style-type: none"> <li>• Drunk/disorderly /disruptive behaviour affecting other spectators.</li> </ul>	<ul style="list-style-type: none"> <li>• Have wardens monitor crowd behaviour during the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Warden to immediately contact the Coordinator or Site Manager</li> <li>• Contact the police.</li> <li>• Evict any drunk/disorderly people.</li> </ul>	<b>Event coordinator / Site Manager</b>

<ul style="list-style-type: none"> <li>• Lost children found by staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Managers and volunteers wear Hi-Vests.</li> <li>• MC to inform spectators of who the staff and wardens are.</li> <li>• Contact MC with the name of the lost child.</li> </ul>	<ul style="list-style-type: none"> <li>• MC to make announcements about lost children during breaks.</li> <li>• Bring the lost child to the admin area, where they will stay until claimed with at least 2 volunteers, at least one should stay with the child the whole time.</li> <li>• Get a guardian description from the child (best as possible).</li> <li>• When the child is claimed, take a picture with the guardian.</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Lost children (not found yet)</li> </ul>	<ul style="list-style-type: none"> <li>• Event staff to wear Hi-Vest</li> <li>• Contact MC with info on lost children.</li> </ul>	<ul style="list-style-type: none"> <li>• An announcement to be made during breaks by MC.</li> <li>• The First person to find out about the lost child to contact the site manager who will contact MC.</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Fights/ Riot</li> </ul>	<ul style="list-style-type: none"> <li>• Contact the Police.</li> </ul>	<ul style="list-style-type: none"> <li>• Call the police</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>

### Venue and Equipment

Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> <li>• Theft/missing equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Have all tables numbered and allocated to groups recorded on a master list.</li> <li>• Check off equipment as it is returned.</li> <li>• Have all groups understand that there will be a cost involved if equipment is damaged or not returned.</li> </ul>	<ul style="list-style-type: none"> <li>• Missing equipment to be charged out to the associated school</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Sound equipment failure.</li> </ul>	<ul style="list-style-type: none"> <li>• Have radio people located near the PA system.</li> <li>• Have an emergency number available for PA hirer.</li> </ul>	<ul style="list-style-type: none"> <li>• Phone emergency number immediately.</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Sound equipment system not suitable for the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact and confirm the equipment required for the event.</li> <li>• Provide a list of equipment supplied.</li> <li>• Have the PA provider available to be contacted. Test PA pre-event.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an emergency contact number of the PA hirer.</li> <li>• Will be present to set up PA.</li> </ul>	<p><b>Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Tables not arriving</li> </ul>	<ul style="list-style-type: none"> <li>• Get an exact number of how many tables we need.</li> <li>• Have organising committee managers bring tables.</li> </ul>	<ul style="list-style-type: none"> <li>• Get tables from other organising committee members.</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Power failure.</li> </ul>	<ul style="list-style-type: none"> <li>• Check the operation of power with RLC.</li> <li>• Have several electricians via RLC</li> </ul>	<ul style="list-style-type: none"> <li>• Contact RLC</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Damage to equipment, vandalism/graffiti.</li> </ul>	<ul style="list-style-type: none"> <li>• Wardens to roam the event.</li> <li>• Regular checks to be done in the truck portable toilets for graffiti</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate area from public/participants.</li> <li>• Inform Event Coordinator, call parks and recreation:</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>

<ul style="list-style-type: none"> <li>• Run out of resources, ie: toilet paper</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure through parks and rec that toilets are well stocked.</li> <li>• Check every 2 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parks and rec</li> </ul>	<p><b>Event coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Broken glass/sharp objects on the green.</li> </ul>	<ul style="list-style-type: none"> <li>• Have Wardens and Site Manager on the lookout for dangerous objects.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate area immediately upon identification.</li> <li>• Remove objects to the nearest rubbish bin.</li> </ul>	<p><b>Site Manager / Schools</b></p>
<ul style="list-style-type: none"> <li>• Rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• Rubbish bins – RLC.</li> <li>• Have MC encourage people to be responsible for their own rubbish.</li> <li>• Panui advising schools they are responsible for their own rubbish.</li> </ul>	<ul style="list-style-type: none"> <li>• Site Manager to remind users to manage their own rubbish.</li> </ul>	<p><b>Site Manager / Schools</b></p>
<ul style="list-style-type: none"> <li>• Rubbish bins full.</li> </ul>	<ul style="list-style-type: none"> <li>• Use other rubbish bins provided</li> <li>• Make extra rubbish bags available for clean up at the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove the full bin bag and replace it with a new bin bag.</li> <li>• Collect all rubbish at the end of the day and dispose of it correctly from the event site.</li> </ul>	<p><b>Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Lock up area</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure gates and buildings are locked each night to keep onsite gear safe</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Police and/or event coordinator and/or site manager</li> </ul>	<p><b>Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Overnight security</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure gates and buildings are locked each night to keep onsite gear safe</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Police and/or event coordinator and/or site manager</li> </ul>	<p><b>Wardens / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• High Levels of Water</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all vessels and equipment are placed out of harm's way. Site Manager to keep an eye on the water level before the event.</li> </ul>	<ul style="list-style-type: none"> <li>• Second location in preparation for equipment to be relocated. Consider the alternative location for the event</li> </ul>	<p><b>Event Coordinator / Site Manager</b></p>
<ul style="list-style-type: none"> <li>• Biosecurity Measures</li> </ul>	<ul style="list-style-type: none"> <li>• Check, Clean, and Dry all vessels used on water before and after use.</li> <li>• All waka from Waikato to follow the MPI CAN requirements for Te Arawa Lakes</li> </ul>	<ul style="list-style-type: none"> <li>• Check current and updated biosecurity measures by contacting Te Arawa Lakes Trust if any changes are required before the event.</li> </ul>	<p><b>Loading Bay / Event Coordinator</b></p>

Natural Disaster			
Risk Identification	Risk Management	Coping with Emergencies	Responsibility
<ul style="list-style-type: none"> <li>Earthquake</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all staff are briefed and familiar with Natural disaster procedures, crisis response plans and emergency response plans for specific injuries or hazards.</li> <li>Check to see if there are any conditions that may be aggravated during a natural disaster event.</li> <li>In an emergency, staff and volunteers look to and connect with the manager when safe and appropriate to do so.</li> <li>Have access to home phone numbers of all staff.</li> <li>Back up volunteer list.</li> <li>Hand out maps as to where people should be at a staff briefing.</li> <li>Radios will be issued to the relevant team leaders along with a Communication Plan.</li> <li>Get list of cell phone numbers of all staff to leave at admin area</li> </ul>	<p><u>During the earthquake:</u></p> <ul style="list-style-type: none"> <li>Keep calm.</li> <li>Stay indoors, where practical.</li> <li>If outdoors/camping - COVER your head and neck (and your entire body if possible).</li> <li>Keep away from windows and heavy furniture.</li> <li>DROP, COVER, HOLD.</li> <li>Get under something that covers you, like a strong table or other sturdy structure. Hold onto it if you can.</li> <li>If outdoors, when safe to do, move away from any big trees or banks/cliffs that could fall or collapse.</li> </ul> <p><u>After the earthquake:</u></p> <ul style="list-style-type: none"> <li>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.</li> <li>Conserve your water.</li> <li>Treat injuries</li> <li>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.</li> </ul>	<p>All Managers and Staff</p>

		<ul style="list-style-type: none"> <li>• If any other emergency in this flipchart is likely as a result of the earthquake and ONLY if it is safe to do so, carry out the steps listed for that emergency. Advise your supervisor of damage or injury sustained.</li> </ul>	
<ul style="list-style-type: none"> <li>• Flood</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff are briefed and familiar with Natural disaster procedures, crisis response plans and emergency response plans for specific injuries or hazards.</li> <li>• Check to see if there are any conditions that may be aggravated during a natural disaster event.</li> <li>• In an emergency, staff and volunteers look to and connect with the manager when safe and appropriate to do so.</li> <li>• Have access to home phone numbers of all staff and Back up volunteer list.</li> <li>• Hand out maps as to where people should be at a staff briefing.</li> <li>• Radios will be issued to the relevant team leaders along with a Communication Plan.</li> <li>• Get list of cell phone numbers of all staff to leave at admin area</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared to get to high ground.</li> <li>• Monitor any rising water and be prepared to change/cancel plans and use the safest route to get to safety and/or high ground.</li> <li>• Turn off electricity and gas supplies.</li> <li>• Move valuables, clothing, food and medicines above the likely reach of floodwater, if it is safe to do so.</li> <li>• Avoid back flow from drains and toilets – fit bungs (stoppers) or sandbags and weigh them down. Do not drink floodwater.</li> <li>• 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.</li> <li>• Make contact with management and/or support staff.</li> </ul>	<p>All Managers and Staff</p>



<ul style="list-style-type: none"> <li>● Volcanic Eruption.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure all staff are briefed and familiar with Natural disaster procedures, crisis response plans and emergency response plans for specific injuries or hazards.</li> <li>● Check to see if any conditions may be aggravated during a natural disaster event.</li> <li>● In an emergency, staff and volunteers look to and connect with the manager when safe and appropriate to do so.</li> <li>● Have access to the home phone numbers of all staff.</li> <li>● Back up volunteer list.</li> <li>● Hand out maps as to where people should be at a staff briefing.</li> <li>● Radios will be issued to the relevant team leaders along with a Communication Plan.</li> <li>● Get a list of cell phone numbers of all staff to leave in the admin area</li> </ul>	<p><u>During the Volcanic Eruption</u></p> <ul style="list-style-type: none"> <li>● Stay indoors as much as possible.</li> <li>● 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).</li> <li>● Check Civil Defense information sites as soon as possible.</li> <li>● Make contact with support staff and management to let them know your situation and any help that is needed.</li> <li>● Save water as early as possible as supplies may become contaminated.</li> <li>● If you must go outside, use protective clothing, cover your head, breathe through a mask and carry a torch.</li> <li>● If any other emergency in this flipchart is likely as a result of the eruption and ONLY if it is safe to do so.</li> </ul>	<p>All Managers and Staff</p>
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