



hubsafe
EMERGENCY
RESPONSE
PLAN





This document was updated for Toitu Poneke Community and Sports Centre (hereby referred to as “thehub”) by Jamie Collier, General Manager in April 2020. It is intended to be a living document and contains information that may be out of date at the time of printing. The document should be reviewed and updated by thehub Health and Safety Representative every 6 months, including updates to version number and date. It is intended to be a guide for all patrons and staff of the facility in the case of emergency evacuations.

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hubsafe

The purpose of this hubsafe emergency plan is to promote the method and practices that will ensure the systematic and orderly evacuation of all parts of the **hub** (the facility) by the nearest safe means of exit in the least possible time.

Immediate evacuation of all areas of the facility is essential upon discovery of a fire or upon the continuous sounding of the fire alarms.

Wardens

Personnel responsible for carrying out the instructions and procedures in this manual are designated as follows to:

The Chief Warden

Person/s	General Manager or the hub Limited Duty Manager
ID	The Chief Warden will wear the high visibility vest (located in the ground floor management office and the first-floor bar area) provided to be clearly identifiable to other Wardens, occupants of the facility and the Fire Service Officers.
Role purpose	The Chief Warden is charged with co-ordinating the activities to ensure the efficient and effective evacuation of the facility. The Chief Warden will liaise in turn with the Senior Fire Officer or Civil Defence Officer co-ordinating emergency services
Location	The Chief Warden is based at Ground Floor Entrance, Kilbirnie Crescent during the initial stages of the evacuation.
During an emergency evacuation	Upon the continuous sounding of the Alarms the Chief Warden will: <ul style="list-style-type: none">• Notify the Fire Service that the alarms are sounding at: thehub Toitu Poneke Community and Sports Centre, Kilbirnie Park, Kilbirnie.• Allocate the Deputy Chief Warden.• Check whether any people with a Disability are in the facility. It may be necessary to allocate extra club members to help any person with a Disability.• The Chief Warden will then proceed to the Evacuation Board located at the main entrance.• One the "All Clear" has been given by the Emergency Services to re-enter the complex the Chief Warden will organise runners to alert occupants congregating in the assembly areas that they may re-enter the facility.
Bomb Threat	Following the receipt of a bomb threat, the police and the Chief Warden must be advised immediately. The Chief Warden will evacuate the building as quickly as possible (as per above evacuation procedure), using word of mouth. Not using radios, PA systems, or cell phones.

The Deputy Chief Warden

Person	Next most senior/experienced hub person selected by the General Manager or Duty Manager.
ID	The Deputy Chief Warden will wear the high visibility vest (located in the ground floor management office and the first-floor bar area) provided to be clearly identifiable to other Wardens, occupants of the facility and the Fire Service Officers.
Role purpose	The Deputy Chief Warden is charged with supporting the Chief Warden and carrying out the tasks delegated to them by the Chief Warden.
During an emergency	Upon the continuous sounding of the Alarms the Deputy Chief Warden will: <ul style="list-style-type: none">• Be appointed as the Deputy Chief Warden by the Chief Warden.• Check all zones allocated by the Chief Warden, clearing them by retrieving the zone tags and going to the evacuation board.• Carry out all tasks delegated to them by the Chief Warden.• Deputise for Warden if required.

During an Evacuation

All Wardens are to ensure:

- Lights are to be left on.
- Appliances are to be turned off.
- All doors are closed following clearance.
- Assist the Chief Warden in arranging search areas.
- Keep the exit doors clear during evacuation.
- Direct traffic to means of egress.
- Keep traffic moving steadily so as to avoid panic.
- Ensure that after evacuation all smoke stop doors are closed.

Emergency response

The first priority in an emergency is the safety of all people present

- Raise the alarm. If you need to evacuate yourself or others, do so immediately.
- If you need to call emergency services, call them as soon as possible after ensuring the safety of all people present.
- If you can do so safely, follow the steps on the page in this flipchart that deals with your emergency or has the information you need.
- Follow the instructions for that emergency.

Call emergency services (dial 111) and ask for **Fire** or **Ambulance**

Call from a safe place.

1. Use a cordless or mobile phone if practical, away from any flammable liquids or gases.
2. Tell the operator which emergency service you want.
3. Wait until that service answers and give the following address:

thehub – Toitu Poneke Community and Sports Centre

Phone - 0274 354 137

49 Kilbirnie Crescent
Kilbirnie
Wellington

Nearest intersection, cross street or landmark:

Next to the Wellington Regional Aquatic Centre (63 Kilbirnie Crescent) and Kilbirnie Park.

Nearest suburbs:

Evans Bay, Lyall Bay, Hataitai and Newtown

4. Let emergency services know if chemicals or hazardous substances are involved in the emergency or are present on site.
5. Do not hang up until the emergency service tells you to do so.
6. Make sure someone is available to direct the emergency service to the scene.

All workers must read and understand this flipchart

Emergency contact details

- Contact the people below for support as required.
- Turn to the page that deals with your emergency or that has the information you need.
- Report to the **hub** Management Office all incidents:
 - that result in harm to people or damage to property,
 - where emergency services are involved, and
 - where workers are involved.

Site and Company Contacts

	Name	Phone
Board Chairman	Ross Jamieson	021 875 031
General Manager	Jamie Collier	0274 354 137
Safety officer	Jamie Collier	0274 354 137
Fire warden	Jamie Collier	0274 354 137
	Rebecca Acheson	0275 865 871
First aider	Jamie Collier	0274 354 137
	Nick Wealleans (Poneke)	027 244 8285
	Helen Miller (Wgtn Darts)	021 063 6151

Member Club Contacts

	Name	Phone
Poneke Rugby	David Taylor	021 715 067
	Robin Dodd	027 582 8128
	Kevin Jenkins	021 397 615
PK Softball	Dallas Parker	021 187 8636
Wellington Darts	Leonie Henderson	027 525 4284
Wellington Diving	James Hardaker	021 965 560
American Football	Gordon Burns	022 076 5441
Capital Swim	Karen Thomas	022 609 1544
Wellington South Fencing Club	Bradley Peckler	027 521 6103

Emergency contacts (other than 111)

	Name	Phone
Fire and Emergency	Kilbirnie Fire Station	04 387 3078
Police	Kilbirnie Police Station	04 381 2000
Ambulance	Wellington Free Ambulance	04 499 9909
Medical centre	Kilbirnie Medical Centre	04 387 9758
Hospital	Wellington Hospital	04 385 5999
Poisons centre	National Poison Centre	0800 POISON (0800 764 766)

Local/regional council

	Name	Phone
Pollution hotline	Wellington Environmental Hotline	0800 496 734
City Council	Wellington City Council	04 499 4444
Regional Council	Greater Wellington Regional Council	04 384 5708 or 0800 496 734

Neighbours

	Name	Phone
	Wellington Regional Aquatic Centre	04 387 8029
	Kilbirnie Recreation Centre	04 387 1491

Contractors and Consultants

	Name	Phone
Electricians	A*stream Electrical and Security – Brad Faulkner	04 479 4312 or 027 249 5106
	AMC Electrical	0800 333 263 or 04 570 1642
Plumber	Scotties Potties Ltd	021 768 891
Waste disposal	Daily Waste Ltd	04 383 5692
Compliance certifier	BCIS	0274 479 087 or 04 293 2800
Insurer	Rothbury Insurance Brokers	021 804 866
Door and Security Alarms	Monitor New Zealand Ltd	04 472 5996
Fire Alarms	Nationwide Fire Protection Ltd	04 586 0599
	Citycare Fire Alarm Maintenance	021 725 581 or 027 601 4078
Cleaner	Karl Nadin	022 036 1492
Air Conditioning Maintenance	NME Group	021 821 281 or 021 764 086
Bathroom Maintenance	Initial Hygiene	0800 111 188
AV equipment	The Soundry – Gareth Gray	021 998 580
Lift Maintenance	Schindler Lifts	04 802 1420
Tags and Camera Maintenance	Circuit Systems	04 385 6683
Locksmith	Master Locksmith	04 384 7454
Carpenter	Tony Crocker	022 351 0242
WCC Kilbirnie Grounds	Lauren Joyce	04 389 0258 or 021 270 8131

Fire response

- Your first concern in a fire is always the immediate safety of all people present.
- Call emergency services (dial 111) and ask for Fire.
- Contain the fire, but only if it is safe to do so.
- If others are safely able to help, send someone to meet the fire engine and direct firefighters to the fire.

Fire Emergency Checklist

- Raise the alarm.
- Notify the Chief Warden of the event.
- Evacuate people from the area, clearing each area by taking the evacuation tag and closing doors.
- Call emergency services (dial 111) and ask for Fire. Tell the operator if chemicals are on site or involved in the fire.
- Call thehub Management on 0274 354 137
- Do not return into the building until the "all clear" has been issued by the Chief Warden.

Precautions

- Do not endanger yourself.
- Make sure you have an escape route.
- Do not use water on petrol, oil or electrical fires.
- Do not leave the site unattended if there is a risk of further outbreak.
- Advise thehub Management of the incident.

Evacuation/assembly points:

On Kilbirnie Park next to the Wellington Regional Aquatic Centre Kids Pool.

Location of the nearest fire extinguishers:

First Floor – In the Kitchen Preparation area by the Bar and in the Main Kitchen between the sinks.

Location of the nearest phones:

There are NO LANDLINES in the venue. You MUST USE A CELLPHONE to call emergency services.



Fire Evacuation Plan

1. Raise the alarm by (e.g. switching on the fire alarm, shouting, or alerting others).

Fire Alarm Switches are located here

Ground Floor

Lobby – in the entrance and by the lift.

Changing Rooms – in the exit lobby's and in the gym.

Green Room – by the East exit doors to the park.

First Floor

Lobby – inside the main entrance by the South Room doors.

South Room – by the main exit deck doors.

NZCT Room – by the deck door.

See site maps at the back of this document for alarm locations.

2. Evacuate everyone from the area.
3. If it is safe to do so:
 - Switch off power to all equipment
 - Shut isolation and gas valves
 - Use your fire extinguisher
 - Contain and extinguish the fire
4. Call emergency services (dial 111) and ask for Fire. Tell the 111 Operator if there are chemicals on site or involved in the fire. If there are, tell them which chemicals and their quantities. Make sure someone is available to direct Fire and Emergency New Zealand personnel to the scene.

Don't let the fire block your escape route

After the event

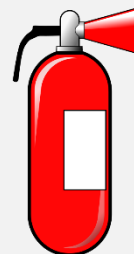
- Complete an incident report and supply to the **hub** Management to review the effectiveness of the emergency plan.
- If necessary, replace used fire extinguishers.

Using a fire extinguisher

Fire extinguishers are located on the first floor:

Kitchen (between the sinks):

- 7.0ltr Wet Chemical Type Extinguisher
- Suitable for A Class Fires (paper, wood, textiles)
- Suitable for F Class Fires (cooking oils and fats)
- **Dangerous if used on energised electrical equipment**



Bar Preparation Area:

- Carbon Dioxide Type Extinguisher
- Suitable for B Class Fires (flammable liquids)
- Suitable for E Class Fires (energised electrical equipment)

- Make sure the extinguisher is the correct type (see chart below).
- Break extinguisher seal/remove the safety pin.
- Keep yourself low so you are not overcome by the heat and smoke.
- When you are safely in position, aim the extinguisher at the base of the flames.
- Discharge the extinguisher in a sweeping motion across base of the flames until fire is completely extinguished.
- If the fire becomes uncontrollable, or there is too much heat or smoke to stay safe, leave immediately.

If the fire is too large, do not try to put it out – retreat to a safe distance

Fire extinguisher suitability						
Type of extinguisher	Types of fire					
	Flammable solids e.g. paper, plastic, wood Class A	Flammable liquids e.g. paint, petrol, oil Class B	Flammable gases ² e.g. butane, CNG, LPG Class C	Flammable metals ³ e.g. titanium, magnesium Class D	Electrical equipment e.g. cables, computers, switchboards Class E	Cooking oils and fats e.g. chip pans, fryers Class F
Water	Green	Red	Red	Red	Red	Red
Wet chemical	Green	Red	Red	Red	Red	Green
Foam	Green	Green	Red	Red	Red	Yellow
Dry powder	Green	Green	Green	Yellow	Green	Yellow
Carbon dioxide	Yellow	Yellow	Yellow	Red	Green	Yellow

Key:

 = Recommended Most effective on this type of fire.	 = Limited May be effective on small fires of this type.	 = Not Suitable Not effective on this type of fire.
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LPG leak response

- Your first consideration is the immediate safety of all people present.
- If you suspect a flammable gas is leaking, move away from the likely source of the leak before using a mobile or cordless phone.
- Evacuate, and if necessary call emergency services (dial 111) and ask for Fire.
- If safe to do so, isolate or turn off the gas at the source.
- If others are safely able to help, give them tasks to help manage the leak.

GAS LEAK CHECKLIST

Follow these steps only if safe to do so:

- Raise the alarm.
- Evacuate all people from the area.
- Call emergency services (dial 111) and ask for Fire. Tell the 111 operator that you have a gas leak, and if able, tell them what the gas is.
- Call your supervisor.

PRECAUTIONS

- Do not endanger yourself.
- Make sure you have an escape route.
- Keep your hands and face clear of any escaping gas or liquid.
- No smoking! Keep ignition sources at least 20m away until the area is safe.
- Do not use the equipment again until it has been inspected.
- Do not leave the site unattended if there is risk of a further leak.
- Advise your supervisor of the incident. If the leak exposes workers or anyone else to a serious risk to their health and safety, notify WorkSafe.

Evacuation/assembly points:

On Kilbirnie Park next to the Wellington Regional Aquatic Centre Kids Pool.

Location of the nearest phones:

There are NO LANDLINES in the venue. You MUST USE A CELLPHONE to call emergency services.

Location of the nearest fire extinguishers:

First Floor – In the Kitchen Preparation area by the Bar and in the Main Kitchen between the sinks.



Suspected LPG appliance leak

- First, if there is any possibility of appliances being engulfed by fire, evacuate all surrounding areas.
- Shut off gas mains (as you exit the main entrance gas mains are located in the fenced area of the garden).
- Then, call emergency services (dial 111) and ask for Fire. Advise them of a suspected LPG leak, the location of the appliance.
- Remove or extinguish all sources of ignition.
- If it is safe to do so and possible:
 - remove the appliance from any heat sources
 - stop the leak by shutting the valve, and
 - remove the cylinder or appliance to a safe outdoor area, if the leak persists - DO NOT attempt any of the above if you are not completely sure of what to do.
- If gas is leaking, ventilate the area thoroughly until the air is clear.
- Do not use the appliance again until it is inspected.
- If necessary, notify WorkSafe (if the leak exposes workers or any other person to a serious risk to their health and safety).

After the event

- Complete an incident report.
- Review the effectiveness of the emergency plan.
- Check and reset emergency protection systems, as necessary.

Cardio-pulmonary resuscitation (CPR)

- Danger:** Check for your safety and the safety of the patient and bystanders.
- Response:** Check for response: tap the patient, gently shake and shout.
- Send for help:** Dial 111 and ask for an ambulance. If the patient has been, or might have been, affected by a chemical tell the 111 operator. If you know which chemical it is, tell the 111 operator.
- If others are able to help, send someone to meet emergency services and direct them to the scene. Tell them to look out for a fire truck as well as an ambulance. Both a fire truck and ambulance often respond to CPR calls, and in many areas the fire truck will arrive first.
- Airway:** Open the patient’s airway, tilt their head back.
- Breathing:** If the patient is not breathing normally then start CPR. See the page below for more information on how to carry out CPR.
- CPR:** Start CPR: 30 chest compressions; two breaths.
- Defibrillate:** The closet defibrillator is located in the entrance lobby of the Kilbirnie Aquatic Centre (next to the**hub**). If you have retrieved the defibrillator and have been trained in its use, attach it and follow the machine prompts.

First aiders trained in CPR:

the**hub** – Jamie Collier, General Manager

Location of defibrillator:

In the entrance lobby of the Aquatic Centre next to the**hub** (less than 2 minutes away)

The medical centre is:

The Kilbirnie Medical Centre is located at 21 Mahora Street, Kilbirnie.
Phone 04 387 9758

To check for normal breathing

Tilt the patient's head back and raise their chin forward.

- Look for movement.
- Listen for breathing.
- Feel for breath on your cheek.
- If the patient is not breathing normally, turn them onto their back and start CPR.

How to administer CPR

- CPR is needed if a patient has collapsed, is not responsive and is not breathing normally.
- Patients who have collapsed should be carefully assessed to decide what emergency care is needed.
- If you are reluctant to give mouth to mouth then continue with only the chest compressions.

Position your hands in the centre of the patient's chest and push down firmly and quickly 30 times.

Breathing: with the patient's head tilted back, pinch their nose and seal your mouth over their mouth. Blow twice into the patient's mouth.

Take care if poisoning is suspected. Make sure there is no residual poison in the mouth; consider mouth to nose resuscitation.

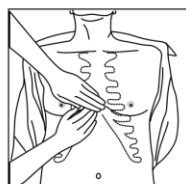
Chest compressions: push down on chest firmly and quickly 30 times. Continue with two breaths and 30 pumps until help arrives.

Chest compressions are the most important part of CPR, so, if for any reason you cannot give rescue breaths to a patient, DO attempt chest compressions.

Call, pump, blow



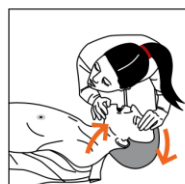
CALL
Dial 111.



PUMP
Position hands in the centre of the chest.



Firmly push down 5 cm on the chest 30 times.



BLOW
Tilt head.
Lift chin.
Check breathing.



Give two breaths. Continue with 30 pumps and two breaths until help arrives.

Emergency first aid

First aiders:	thehub – Jamie Collier (General Manager)
First aid kit location:	First Floor – Bar preparation area (in plastic bucket)
Grab ‘n Go Kit location:	Ground Floor – Management Office
Kilbirnie Medical Centre	21 Mahora Street, Kilbirnie, 04 387 9758
Poison centre:	0800 POISON/0800 764 766

The first aid kit contains:

Item	Amount	Date Checked	Date Checked	Date Checked
Scissors	1			
Tweezers	1			
Latex gloves	1			
First Aid Tips	1			
Resuscitation Masks	2			
Triangle bandage with pins	12			
Contaminant bag	1			
Antiseptic wipes	16			
Irrigation Solution	6			
Wound dressing	18			
Non-adherent wound dressings	12			
Wound Closures	25			
Eye Pad	1			
Gauze Swabs	1			
Fabric plasters (20)	1			
Bandages	18			
Adhesive tape	1			
Note pad and pencil	1			

First aid advice

Controlling bleeding

1. Apply direct pressure to the wound – use your hand(s) (wear gloves).
2. Raise the limb.
3. Apply a pad and firm bandage – use clean rags or clothing if necessary.

Remember:

- Always check circulation below the bandage.
- If there is tingling, numbness or blueness, loosen the bandage.

Foreign bodies (objects) in the eye(s)

1. Wash the eye(s) with clean, cool water.
2. If the foreign body is stuck to the eye surface, do not attempt to remove it.
3. Place a covering over both eyes and send for, or take the person to, medical aid.

Breathing difficulties

1. If a person is breathing but unconscious, turn them onto their side.
2. Clear their airway from obstructions, such as their tongue or vomit.
3. Seek medical help.

Minor wounds

1. Clean the wound with soap and water.
2. Cover it lightly with a clean dressing.
3. Seek medical help, if necessary.

Poisoning

Seek medical advice, call the poison centre or call an ambulance (dial 111).

Remember:

- Do not make the person vomit without advice from a medical professional.
- Do not give fluids without advice from a medical professional.

Chemicals in the eye(s)

1. Wash the eye(s) with clean, cool water for at least 15 minutes.
2. Wash outwards from near the nose and always wash under the upper eyelid.
3. Send for, or take the person to, medical aid.

Exposure to gas or vapours

1. Remove patient to fresh air.
2. Keep them calm and make sure they are comfortable.
3. Seek medical help.

Burns

1. Cool the burnt area with cool water for 10-15 minutes.
2. If necessary, cover the burn with a clean dressing or plastic wrap before taking the person to medical aid.

Remember:

- Do not burst blisters.
- Do not remove clothing that is stuck.
- Do not apply creams.

Chemical burns

1. Protect yourself from the substance and avoid contact with your skin and eyes.
 2. Remove any contaminated clothing.
 3. Brush off dry chemicals and flush liquids from the skin using cool, running water for 15 minutes or more. Flush or wash skin after brushing off dry chemicals to remove any remaining particles.
 4. Treat for shock if the patient looks faint or pale or has shallow, rapid breathing.
 5. Wrap the area with a dry, sterile dressing or a clean cloth.
 6. Protect the burn from pressure and friction
- If the skin has blisters, or if there is an overall body reaction, get medical help immediately.

When disaster strikes

- Turn on your radio for advice and information.
- Know the civil defence warning signal.
- Know your nearest civil defence post and police station.
- Do not go sightseeing or make unnecessary trips to affected areas.

Civil Defence

Your civil defence warning signal:

Civil defence siren will sound.

Your nearest civil defence centre:

Kilbirnie School, 72 Hamilton Road, Kilbirnie

Your nearest police station:

Kilbirnie Police Station, 1 Tacy Street, Kilbirnie, 04 387 9758

Your local radio station:

More FM – 97.3fm

Your nearest civil defence cabinet/kit is located:

Wellington Regional Aquatic Centre (next to the venue).



Visit www.wremo.nz for the latest updates on Wellington Regions current status and other information.

Earthquake

During the earthquake:

- Keep calm.
- Stay indoors, where practical.
- Keep away from windows and heavy furniture.
- DROP, COVER, HOLD. Get under something that covers you, like a doorway, strong table or other sturdy structure. Hold onto it if you can.
- IF IT'S LONG OR STRONG, GET GONE. If an earthquake makes it difficult to stand up, or if an earthquake lasts a minute or more and you are in a tsunami zone, head inland or for higher ground immediately.



After the earthquake, if the building is damaged:

- 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.
- Conserve your water.
- Treat injuries.
- Get in touch with neighbours – they may need help. If you have one or are part of one, activate your call tree (a list of people and their contact details, where each person contacts the person below them in an emergency).
- When help is needed, go to your nearest civil defence post.
- 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.

Tsunami

This building is in the orange tsunami risk zone.

The **Orange Zone** is the area we may evacuate for large earthquake in the Pacific, such as near South America, causing a tsunami wave of up to 5 metres at the Wellington coastline.

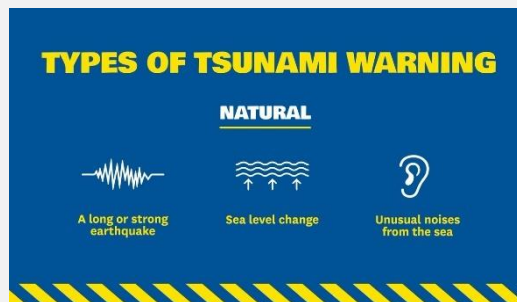
Alerts and evacuation advice would be issued by Civil Defence and distributed to the public. Listen to the radio for information.

Evacuate this area when instructed to, or immediately after any long or strong earthquake.

The earthquake may be the only warning of a tsunami, so do not wait for further instructions, notifications or advice, evacuate immediately after the shaking has stopped. **DO NOT GO SIGHTSEEING.**

Warning systems

Civil defence siren will sound.



If the earthquake is LONG OR STRONG GET GONE.

Immediately go to high ground or as far inland as possible.



hubsafe Tsunami Evacuation Plan

In the event of a Tsunami Warning and/or after a large earthquake if it is safe to do so:

SAFE PLACE

Go to Safe Place: On the field by Aquatic Centre Kid's Pool.

Wait outside at the Safe Place.

Stay together until you are told what to do.

Evacuation Point 2

When instructed head across the road, up Duncan Terrace, across Crawford Road to the Kilbirnie Tennis Club.

Await further instructions.



thehub
toitu poneke community and sports centre
hubsafe tsunami evacuation plan – Version 1 – September 2018



Other events

Disease outbreak

- If you are sick then stay home, keep away from other people and avoid receiving visitors.
- Wash and dry your hands when handling food, using the bathroom, wiping children’s noses or if you are looking after sick people.
- Use tissues to cover coughs and sneezes, throw used tissues in a bin and wash your hands.
- Give fluids to people with a fever and/or diarrhoea.
- Paracetamol can be used to bring down high fevers.
- See the Ministry of Health website: www.health.govt.nz

Flood

- Be prepared to get to high ground.
- Turn off electricity and gas supplies.
- Do not go into floodwaters alone.
- Do not go sightseeing.
- Do not drink floodwater.
- Move valuables, clothing, food & medicines above 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.
- If any other emergency in this flipchart is likely because of the flood and ONLY if it is safe to do so, carry out the steps for that emergency.

Bomb Threat

When a Bomb Threat call is received there is no alternative but to treat it as a potential danger.

1. Following the receipt of a bomb threat, the police and the General Manager or Duty Manager (Chief Warden) must be advised immediately.
2. Evacuate the building as quickly as possible, using word of mouth.
3. DO NOT USE RADIOS, PA SYSTEMS OR CELL PHONES.
4. Write down as much as possible about the threat and caller for the police.
5. Do not re-enter the building until the “all clear” has been issued by the Chief Warden.

Discovery of an Unusual Object

1. When a suspicious object is found the General Manager or Duty Manager/Chief Warden should be notified as for a Bomb Threat (see above steps).
2. **Objects which have been discovered or left by an unknown person should not be touched or tampered with.**
3. Following a room or area being evacuated, secure and prevent access. This does not mean locking doors, etc unless absolutely necessary, but ensuring that personnel who may be oblivious to the emergency cannot enter the danger area.
4. The Police will determine what action is to be taken.
5. Remain calm and inform only those “who need to know”.
6. Do not re-enter the building until the “all clear” has been issued by the Chief Warden.

First Aiders and Fire Wardens

People with specific responsibilities and skills.

Name/ Organisation	Location	Responsibilities	Has special training to deal with emergencies involving	Contact Details	Available
Jamie Collier thehub	thehub Management Office	General Manager	Health & Safety First Aid	0274 354 137	Onsite Office hours 5 days a week – phone outside these hours
Rebecca Acheson thehub	thehub Management Office	Operations Manager		027 586 5871	Onsite weekdays between 9am and 5pm

Fire wardens and training

Name	Location	Date Trained	Date Trained	Date Trained	Date Trained
Jamie Collier	thehub Management Office				
Rebecca Acheson	thehub Management Office				

First aid and training

Name	Location	Date Trained	Date Trained	Date Trained	Date Trained
Jamie Collier	thehub Management Office	July 2018			
Helen Miller	Wgtn Darts				
Nick Wealleans	Poneke Rugby	4/9/2018			

Reporting incidents and access to the plan

Every incident resulting in harm to people, damage to property or to the environment must be reported to thehub Management Office immediately.

- Respond to the incident promptly and if it is safe to do so carry out the steps for the emergency in this flipchart.
- Preserve the scene in the case of serious harm.
- Collect relevant information about the incident.
- Develop and take remedial actions.
- Complete any insurance claims and reports required.

Report all incidents to:

thehub Management Office, General Manager and/or Operations Manager

Accident report forms are found:

First Floor - Health and Safety Board

Ground Floor – thehub Management Office or North End of the Green Room

Enforcement agencies contact

WorkSafe:

0800 030 040
www.worksafe.govt.nz

Wellington City Council:

04 499 444
www.wellington.govt.nz

Greater Wellington Regional Council:

04 384 5708 or 0800 496 734
www.gw.govt.nz

Access to the plan

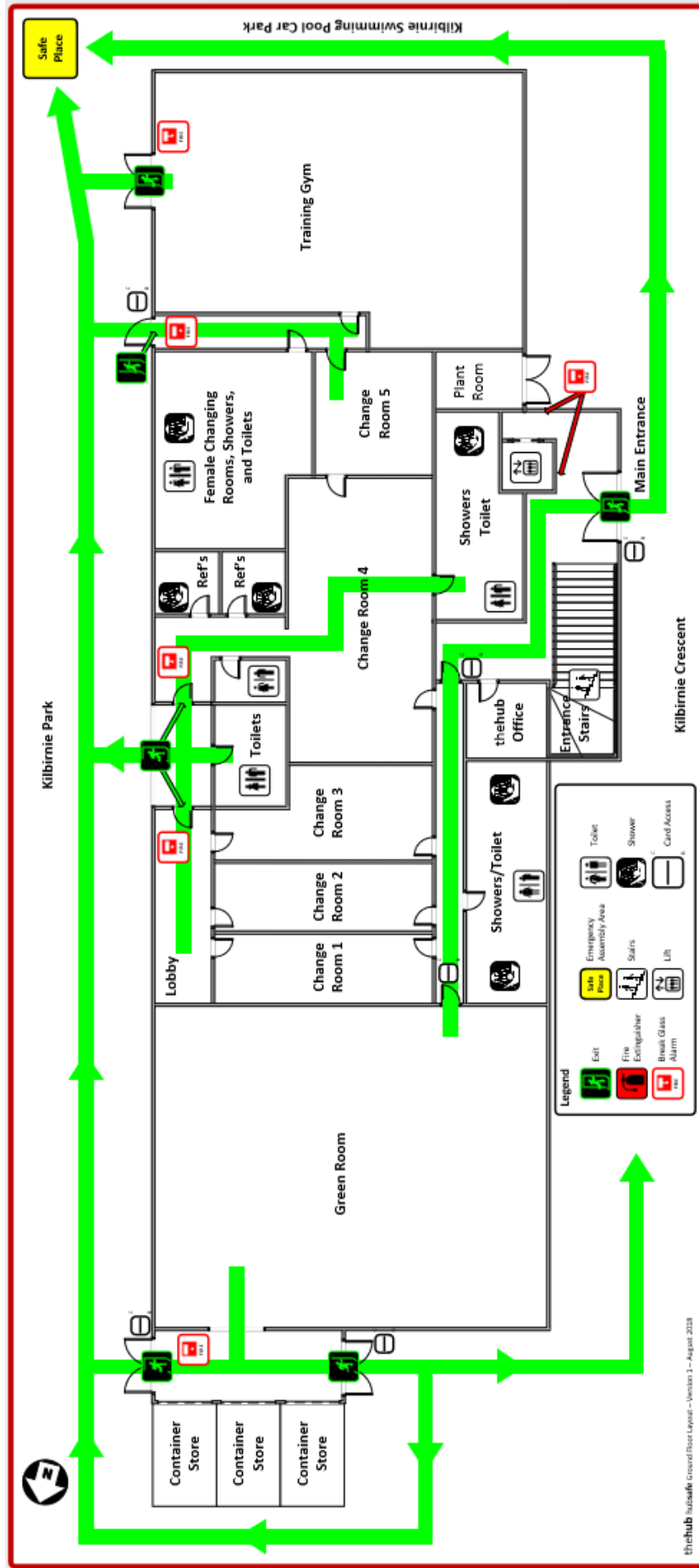
thehub emergency response plan is available to everyone responsible for any part of it and to every emergency service provider it identifies.

The plan is displayed on the:

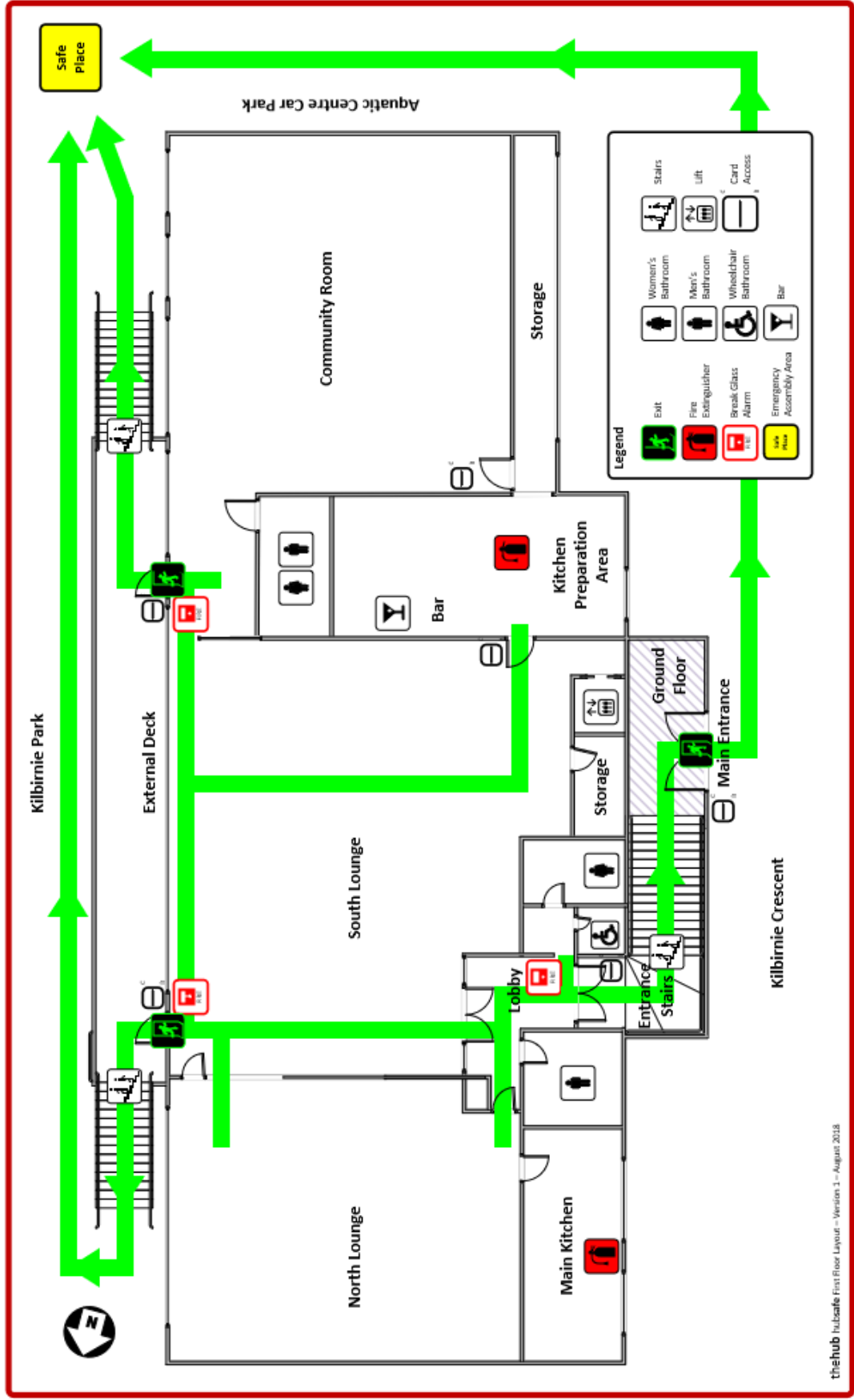
- **First Floor Health and Safety Board** located in the main lobby at the top of the stairs.
- **Ground Floor Health and Safety Board** located at the north end of the Green Room.
- **thehub Management Office** located on the ground floor below the stairs.

Key organisations and people will be given a copy of the plan and/or advised of where to locate the latest version of the plan.

Site Maps with Evacuation Routes – Ground Floor



Site Maps with Evacuation Routes – First Floor



thehub hubsafe First Floor Layout – Version 1 – August 2018



Health and Safety in the kitchen

- please be advised that there are multiple water sources in our kitchen that produce very hot water capable of causing burns. As such, please exercise caution when using both of our taps, and our hot water zip.
- the pilot light underneath the oven is to remain lit at all times. While it is not easily accessible, it is worth noting that children should not be left unattended due to this and other hazards
- the deep fryer uses flame to heat up its oil. While it is not easily accessible, it is worth noting that children should not be left unattended due to this and other hazards
- please be advised that multiple cooking surfaces and spaces can quickly reach temperatures that can easily cause burns. These include: the toastie machine, the stove, the deep fryer, and both ovens
- please ensure when you are cooking that the kitchen fan is left on. The fan switch is located on the right when you first enter the kitchen, behind the large fridge
- when leaving the kitchen, please ensure all appliances are turned off, as well as lights turned off
- this is a commercially functional kitchen and as such there are objects around (such as sharp knives or scissors) that may pose danger to children or those not paying attention. Please be attentive at all times when using the kitchen.
- be sure to wipe down all surfaces after use such that they are sanitary for the next users
- please ensure that in the process of preparing food for consumption by others that you are regularly washing your hands

General Kitchen Use – Respect of Space

- please keep in mind that this space is shared among many groups, often in the same day. As such, please make sure that your respect for other groups and for the Toitu Poneke Community and Sports Centre are reflected in your use of the kitchen. Please clean everything back to the original state it was found in, and make sure to return any items you have used. Please ensure that any dishes are thoroughly cleaned, and any rubbish bags are removed.

covidsafe-19 Policy – Updated 10th May 2020

Alert Level 2	thehub at Level 2
<ul style="list-style-type: none"> Contact Tracing <i>Contact tracing register for all participants and spectators must be in place and able to be accessed quickly.</i> 	<ul style="list-style-type: none"> <i>Online tool via https://www.toituponeke.com/contact-tracing that connects directly to thehub email</i> <i>Hard copy versions available in each upstairs room within the venue</i> <i>All venue users are required to abide by our 'Contact Tracing' requirements</i>
<ul style="list-style-type: none"> Cleaning & Hygiene <i>You must adhere to basic hygiene measures, including washing and drying hands before and after any activity. Also exercise caution with common touch points (e.g. tables or doors) and wash or sanitise your hands after touching these surfaces. Facilities must have a written plan for safe operation in place. Facilities, water, soap and towels/drier should be made available for participants to wash and dry their hands or hand sanitiser (containing at least 60% alcohol).</i> 	<ul style="list-style-type: none"> <i>Toitu Poneke Community & Sports Centre is cleaned regularly</i> <i>Touch-free hand sanitizer units have been installed in 4 main locations within the venue</i> <i>Hand Sanitizer bottles are located within the venue at high use areas</i> <i>Areas of high use are wiped down regularly, i.e. EFTPOS machine, tables, bar top, benches</i> <i>Hand dryers/paper hand towels are available in the venue toilets</i>
<ul style="list-style-type: none"> Gatherings <i>Gatherings must be limited a maximum of 100 people (either indoors or outdoors).</i> 	<ul style="list-style-type: none"> <i>Indoor activities are monitored to ensure numbers are kept within the limits and while adhering to the Social Distancing guidelines set out for Level 2</i>
<ul style="list-style-type: none"> If unwell <i>If you or members of your household are unwell, you should stay home. You must not participate in physical activity (or leave home) if you are displaying symptoms of COVID-19, awaiting a test result, or required to self-isolate.</i> 	<ul style="list-style-type: none"> <i>All venue staff are advised to stay at home if unwell.</i> <i>If any venue attendees are unwell, they will be asked to remove themselves from the venue.</i> <i>Signage is located at the entrance of the venue advising attendees not to enter if unwell</i>
<ul style="list-style-type: none"> Physical Distancing <i>People are encouraged to remain 2 metres apart from people they don't know or where there is no contact tracing in place.</i> 	<p><i>As our venue is only operational when a booking is made, we have the ability of adjusting the room accordingly. Distancing measures have been put in place</i></p> <ul style="list-style-type: none"> <i>Darts is one of our regular users of the venue and we have been able to layout a floorplan for Darts to run their Winter Darts League over 2 nights with 48 attendees each night. We have marked the floor and provided the organisers with images to show the layout. Our staff will also be onsite to ensure the social distancing is adhered to.</i>
<ul style="list-style-type: none"> Risky Activities <i>Activities should only be completed within your confidence and skill level to continue to reduce the need for essential services assistance.</i> 	<ul style="list-style-type: none"> <i>Any risky activity that involves direct contact with another person, will not be able to hold their event/booking within our venue while the social distancing criteria applies.</i>