



# Emergency Procedures

## Key Contacts

Emergency		First Aiders	
Fire	111	Janice Fraser	022 0611660
Ambulance	111	Rupert Hodgson	027 4446631
Police	111	First aid kit	Cupboard under sink
Medical		Fire Wardens	
Poison Centre	0800 764 766	Steve Hawkin	027 3052858
		Rupert Hodgson	027 4446631
Services		Other Contacts	
District Council	078386699		
Civil Defence	0800800401	Building owner/agent: Steve Hawkin	027 3052858

## Evacuation Procedure:

1. Leave the building immediately by the nearest safe marked exit.
2. Assemble at the muster point – **Pavilion Car Park**.
3. Stay at the assembly point until the “ALL CLEAR” is given.

## If you discover a fire – RACCE:

1. **Remove** – anyone from immediate danger – evacuate.
2. **Activate** – evacuation alarm and start evacuation procedure.
3. **Call** the fire services 111.
  - a. State your location – **HBHS Pavilion, Peachgrove Road**.
  - b. State the reason for your call.
  - c. Stay on the phone. Do not hang up the phone until the operator says it is ok to do so.
4. **Contain** – fire by closing doors – only if safe to do so.
5. **Extinguish** – the fire but only if it is safe to do so.
  - Do not put yourself at risk.
  - If the fire is uncontrollable – evacuate immediately.

## Medical Emergency:

1. Call out for assistance.
2. Call 111.
  - State your location – **HBHS Pavilion, Peachgrove Road**.
  - State the medical emergency.
  - Stay on the phone. Do not hang up the phone until the operator says it is ok to do so.
3. Provide first aid.

## Earthquake Procedure:

**If inside – stop, cover, hold. If outside – stay outside.**

### When the earthquake stops:

1. Check for fire or major damage.
2. Move to the assembly point and account for all people.
3. Call the electricity company if wires are down – keep everyone away from the wires, they could still be live.
4. Await instructions from Civil Defence