

EVACUATION PLAN



Baywave

TECT Aquatic & Leisure Centre
Corner Given Road & Gloucester Rd
Bayfair
Tauranga 3116
PH: 07 577 8550

Please ensure the following person is advised of an emergency

Venue Manager: Mike Page 027 288 6291

Please turn over for other emergency contacts



Dial 1 to get an outside line on landlines

In The Event Of An Emergency Evacuation Alarm, The Following Procedures Are To Be Followed:

If evacuating for a **Tsunami** or **Earthquake** please follow the Emergency Action Plan.

The evacuation assembly point for a Tsunami or Earthquake is the Bayfair Multi-storied carpark. The First Aid Kit must be taken.

Do NOT
use the lifts.
Use the
stairs only.



Action by Café Staff

On Hearing Alarm.

1. Switch off gas at main switch.
2. Take the ZONE TAG off the wall in sink area.
3. Secure all money in the till.
4. Exit café into reception.
5. Drop front gate.
6. Once area clear, place the ZONE TAG on the corresponding hook on the emergency zone board
7. Exit building to the assembly behind the park playground.



Action by Café Staff

Health & Safety Manual.
Baywave EEP. Doc: HS7-25
Issue Date: 20/3/17. Review Date: 04/1/21

Action by Admin Staff

ON HEARING ALARM.



1. Leave offices and close the door behind you.
2. Take the ZONE TAG off the wall in photocopier room.
3. Attend the Massage centre immediately to help evacuate the customers and contractors to the Emergency Assembly point behind the park playground.
4. Once both areas are clear, place the ZONE TAG on the corresponding hook on the emergency zone board.
5. Exit building to the emergency assembly point behind the park playground.

Action by Admin Staff

Action by Bayswim Instructors

ON HEARING ALARM.

1. Obtain the register of students and continue with the evacuation.
2. **Evacuate** the students/participants out of the nearest emergency exit to the Emergency Assembly point in the car park. If exiting via outdoor area, the last person exiting is to shut the door behind them.
3. **Do not allow** the children to return to changing rooms or to seek parents.
4. **Keep your group together** as you exit the building on route to the Emergency Assembly point in the carpark. Parents wishing to take their children may do so but ensure you note which child has left the group. **Encourage** parents to accompany you.
5. **Take a roll call** of students in your group at the Emergency Assembly point and ensure all are present. If not all accounted for inform the Emergency Manager.
6. **NEVER LEAVE THE CHILDREN ALONE OR UNATTENDED.**
7. Reception and Admin staff will assist in exiting Massage staff and customers.



Action by Bayswim Instructors

Action by Reception Staff

ON HEARING ALARM.

1. Immediately dial 1 '111' and ask for the Fire Service and say I wish to report a fire alarm activation. My name is

I am at **The Baywave TECT Aquatic and Leisure Centre**

The address is **Corner Girven Road and Gloucester Road**

The telephone number is 577 8550

We have (give status of emergency), give as much information as possible.

DO NOT HANG UP UNTIL THEY DO.

2. Do not allow any more public admissions and keep a telephone line clear.
3. Secure all money in the cash up room.
4. Hand out towels if required, number of towels permitting.
5. When reception and café are clear and evacuated, take the Zone Tag and place onto the corresponding hook on the Zone Board (near Girven Rd auto doors).
6. Check with the Emergency Manager for clearance to leave the area for the Offices and Massage or when the Massage is closed or cleared, proceed to the Emergency Assembly point behind the park playground.



Action by Reception Staff

Action by Aquatic Team Leader

ON HEARING ALARM.

1. Go to Pool Store and put on a Florescent Safety Vest and Fire Warden Hat.
2. The Aquatic Team Leader is to attend the Spa pool area and instruct all lifeguards to clear all pool and change room areas. Following clearance, attend reception and meet with Emergency Manager and await further instructions.
3. The lifeguard designated to wear a safety vest and hat during the evacuation will upon the completion of conducting their evacuation go to the Emergency Assembly point behind the park playground. This lifeguard will have a radio and will be the in-charge person at this area and the first point of contact with the Fire Service upon their arrival.
4. The Aquatic Team Leader takes responsibility and control as the Emergency Manager if none is on duty and follows the Emergency Managers actions.
5. Check all plant room areas are clear and secured.
6. When the Aquatics areas is clear, the Aquatics Team Leader will uplift the Zone Tag and place onto the corresponding hook on the Zone Board (near Carpark auto doors).
7. Stand guard on the outside of the Bayfair entry/foyer doors to prevent people from entering the building.



Action by Aquatic Team Leader

Action by Clubfit (Gym) Staff

ON HEARING ALARM.

1. **Cease** duties and go to the gym floor.
2. **Instruct** all patrons to go to the nearest emergency exit and go to the Emergency Assembly point behind the park playground.

Action by Clubfit (Gym) Fire Warden

3. **Close** gym entrance fire door.
4. Uplift the ZONE TAG from the wall and walk through the office entrance door past reception closing this fire door behind you.
5. **Check** the offices are empty and exit via assessment room passage checking these rooms are also clear.
6. Enter the gym check the circuit room, aerobics studio, and fitness assessment room before leaving to ensure all rooms are empty.

Do not allow patrons to return to changing rooms or lockers to collect belongings.

7. **Close** group fitness fire doors.
8. Exit via the emergency exit go to entrance to place the tag on the corresponding hook on the Emergency Zone board.
9. Go to the Emergency Assembly point behind the park playground., **bringing wheelie bin of towels with you.**

Action by Clubfit (Gym) Staff

Action by Lifeguards

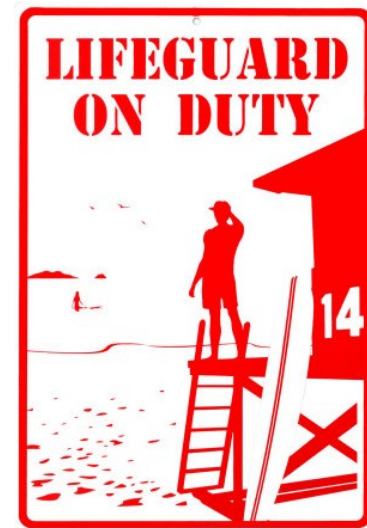
ON POOL SUPERVISION DUTY.

1. Meet Team Leader and other staff at Spa pool.
2. Initiate evacuation procedures.
3. Stop further use of any equipment.
4. 1 x Lifeguard put the safety vest and hat (on wall in poolstore).
5. 1x Lifeguard exits building via splash door exit, opening outside cage gates. Once given all clear by Aquatic Team Leader any patrons who have exited this way are to be led by this lifeguard to the assembly point behind the park playground.
6. Complete evacuation and await further instructions from the Aquatic Team Leader.
7. Upon being given clearance from the Team Leader, the lifeguard in vest and hat then controls order with the growing group of public assembling at the Assembly point behind the park playground, another lifeguard (if possible) is to control traffic. Lifeguards will have hand held radios and will be the first point of contact with the Fire Service upon their arrival. The lifeguard will update the Fire Service of the current situation (directing them to zone identification box if required).
8. When the Fire Service has given the Lifeguard (at Assembly point) the OK, the lifeguard then radios the Emergency Manager of the OK to re-enter the building.



OFF POOL SUPERVISION DUTY (BREAKS).

1. **Report** immediately to the Aquatic Team Leader on poolside and assist in the Evacuation.



Action by Lifeguards

Action by Emergency Manager

1. Go to the photocopier room and retrieve the florescent vest and hard hat (Fire Warden). You must wear the emergency attire until all duties are back to normal.
2. Attend the foyer/reception immediately and uplift the hand held radio.
3. Check reception have dialled '111' and notified the Fire Service
4. **Initiate Evacuation Procedures.** Staff on duty in all areas take the public out by the nearest safe exit and direct them towards the **Emergency Assembly Point** in the **car park**. Unless Earthquake or Tsunami then head for Bayfair multi-storied carpark. (Patrons may choose to leave the facility and car park).
5. **Each designated person from their zone area will go to the Emergency Zone Board and place their ZONE TAG** onto the corresponding hook.
6. Emergency Manager is to **remain** at Reception, if safe to do so, to co-ordinate the evacuation with the Aquatic Team Leader via hand held radio, to ensure all patrons and staffs are evacuating the building. The Aquatic Team Leader will attend the Emergency Manager once the Aquatics and plant areas are evacuated.
7. Both the Emergency Manager and the Aquatic Team Leader are the last people to leave the premises. The Emergency Manager will walk and take up an outside position at the start of the Baywave entry walk way (car park side) **to prevent direct access to the building**. The Aquatic Team Leader will take up an outside position opposite the child care centre (Girven road) to **prevent direct access into the Baywave** building. **Only NZ Fire Service personnel are allowed building access.**
8. The Emergency Manager is to pass on details of any person refusing to leave the building, and trapped or injured persons to the FireService.
9. Once the **OK to re-enter** the building has been given by the Fire Service to the Lifeguard in charge of the assembly point area the lifeguard will announce via hand held radio to the Emergency Manager and Aquatic Team Leader that staff and customers may re-enter the building and resume normal activities.
10. The Emergency Manager is to phone the **Venues Manager, Venues & Programs Manager and Chief Executive Officer** as per the contact list and inform them of the incident and what actions have occurred.
11. **Do not speak with media.** This will be handled through the CEO.

Action by Emergency Manager

General Evacuation Information

The Emergency Manager will take responsibility of any evacuation that occurs on the premises. The Aquatic Team Leaders will act as the Automatic Emergency Manager if no Emergency Manager is on duty (therefore take control and follow the Emergency Managers Action Plan)

1. **Keep calm** and methodical, **DO NOT** cause panic.
2. **People already changing should be allowed to dress for decency.**
3. **Do not allow anyone back into the building and close all doors behind you to avoid re-entry.**
4. **Do not allow anyone back into the building to collect his or her belongings.**
5. If a customer refuses to leave after polite, repeated requests then leave them where they are and report the matter to the Emergency Manager.
6. **Do not take any unnecessary personal risks.**
7. **Check** thoroughly your delegated area and the last staff person to leave the area will remove the **Zone Tag** from the Wall and prior to leaving the building, place the tag onto the evacuation board hook (located in the foyer on the wall near the car park auto doors). The appearance of the **Zone Tag** on the hook will inform the Fire Warden that your area is completed evacuated and clear of all persons.
8. Direct the public to the Emergency Assembly point behind the park playground.
9. All staffs are to report to the Emergency Assembly point and reassure the public once all duties assigned to you are carried out.
10. **Remain calm, stay with patrons** and assist patrons as required. Only give out information that you know to be accurate – **DO NOT SPECULATE**
11. The Aquatic Team Leader or Emergency Manager will **phone** the **Venues Manager, Venues and Programmes Manager** and **Chief Executive Officer** as per the contact list and inform them of the evacuation and what actions have occurred.
12. **Do not speak with media.** This will be handled through the CEO.

Do NOT
use the lift.
Use the
stairs only.



General Evacuation Information

Zone Identification

Zone Identification - Box located in corner of building (staff room corner facing car park) to be viewed from outside the building.

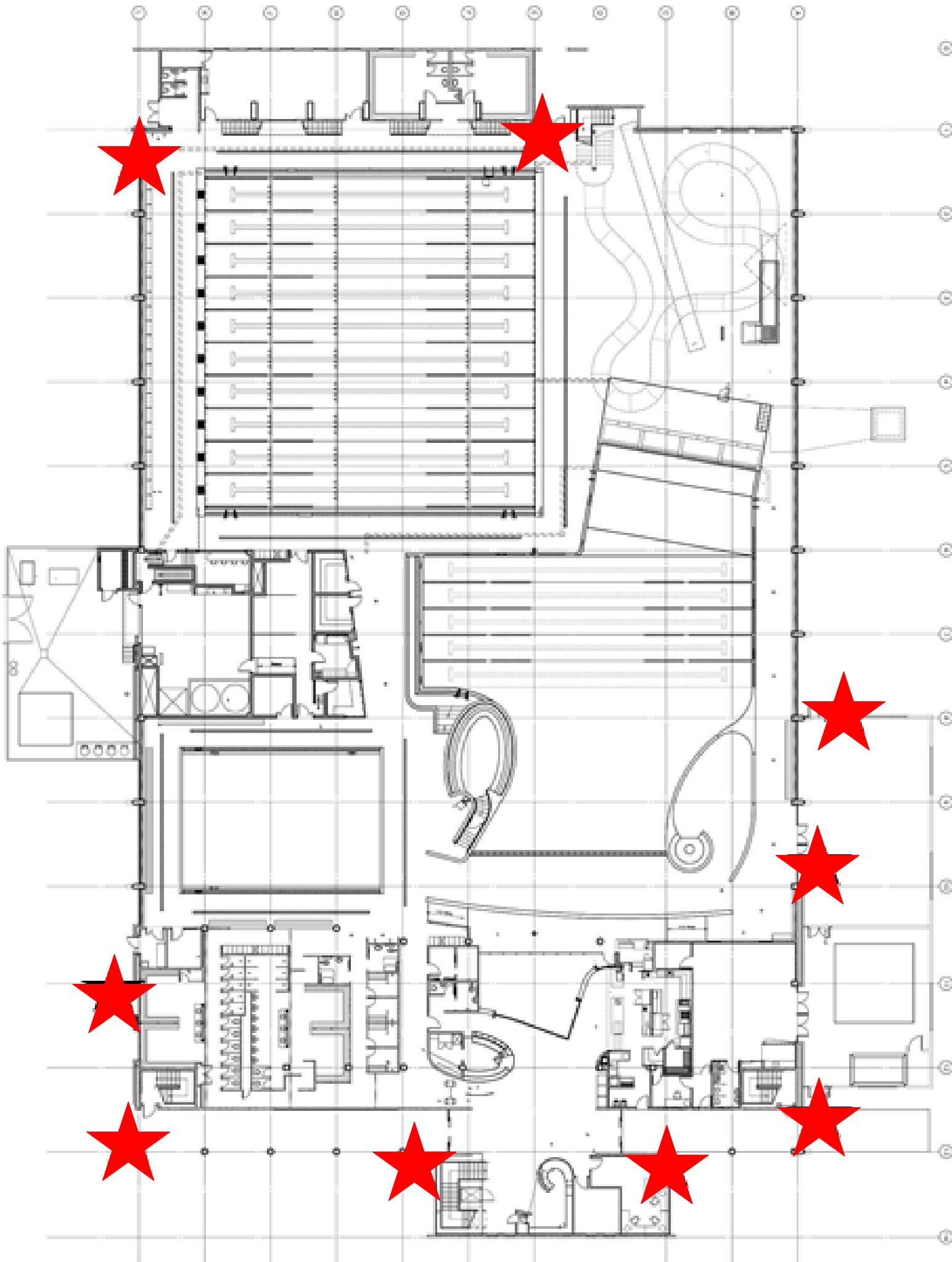
The Fire Control Box is divided into the following zones:

1. Lap pool
2. Walk way
3. Pool Control Area
4. Hydro Area
5. Change Rooms
6. Slide
7. Base of Slide
8. Wave Pool Area
9. Reception/Foyer/Café
10. To Be Announced
11. Group Fitness Room
12. Gym
13. Upstairs Reception Offices
14. Plant Room



Zone Identification

Location of Emergency Exits



Fire Exits



Assembly
point



Location of Emergency Exits