

268126 Redacted

EMERGENCY EVACUATION PLAN



Mount Hot Pools

9 Adams Ave
Mount Maunganui
Tauranga 3116
PH: 07 577 8551

Please ensure the following person is advised of an emergency

ASSISTANT AQUATIC MANAGER: s 7(2)(f)(ii)

AQUATICS OPERATIONS MANAGER: s 7(2)(f)(ii)

Health & Safety Manual.

Mt Hot Pools EEP.

Doc: HS7-27M V.2.1

Issue Date: 09/11/2024

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Action by Receptionist

ON HEARING ALARM

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

My name is

I am at **Mount Maunganui Hot Pools.**

The address is **9 Adams Ave, Mount Maunganui. This street comes off Marine Parade and Maunganui Road.**

The phone number is **07 577 8551.**

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 admission and keep a phone line clear.
3. Secure all the money by shutting down the computers if it is safe to do so.
4. Grab 2 bags of Aquatic Membership towels, one for customer use and one to use to assist in keeping the reception floor dry.
5. Await further instruction from the Chief Fire Warden. This may include checking the staff room, office & first aid room are clear before evacuating to the Assembly Point located in the carpark (by staff parks).

Reception

Action By Chief Fire Warden

1. Initiate Evacuation Procedures.
2. Direct staff to evacuate an area and report back to you once it is clear.
3. Check reception have dialled '111' and notified the Fire Service.
4. Chief Fire Warden to remain central at Poolside, if safe to do so, to ensure all patrons and staff have evacuated the premises and then proceed to Assembly point in Car Park.
5. Ensure no staff or patrons re-enter the facility until the appropriate Fire Service representative advises this is safe.

Chief Fire Warden

Action By Lifeguard Team Leader

1. LTL is to attend the spa area immediately and using communications, instruct lifeguards to clear aquatic areas.
2. The Lifeguard Team Leader (LTL) and the Lifeguard are to put on the Emergency Vest and helmet located in first aid room / staff room.
3. Take responsibility as the automatic Chief Fire Warden if the Venue Manager not on site (therefore take control and follow Fire Warden Action Plan). If instructed, search the building for customers.
4. Direct staff to check all plant room areas are clear and secured if safe, followed by Men's change room, all pools, massage rooms, family change rooms and Women's change rooms.
5. When clearance is achieved in the Aquatics area, proceed to the main entry foyer.
6. The Lifeguard TL is to proceed to the Emergency Assembly point located in the Car park and take charge of that area (if the Venue Manager is not on site), ensuring no one returns to the building and no other people enter the building on the car park side of the building. This person will be in communication with the Fire Service as the representative on their first arrival.
7. The Aquatic Team Leader and/or Chief Fire Warden are to guard the entry foyer doors from a safe distance, to ensure no one returns or enters the building.
8. At a point where the situation allows contact:

Campground (vacate nearby campers) 07 575 4471 s 7(2)(f)(i)

ASSISTANT AQUATIC MANAGER: s 7(2)(f)(ii)

AQUATICS OPERATIONS MANAGER: s 7(2)(f)(ii)

Lifeguard Team Leader

Action By Lifeguards

On Pool Supervision Duty

- Initiate evacuation procedures.

Off Pool Supervision Duty (Breaks)

- Report immediately to poolside and assist in evacuation.

ON HEARING ALARM

Evacuate the pools by directing patrons out of the nearest emergency exit.

1. Evacuate plant room, all changing rooms, showers, toilets, private spas, massage rooms as directed by the Aquatic Team Leader.
2. **When evacuating changing rooms allow patrons to dress for decency only.**
3. Notify the Chief Fire Warden that your area is clear.
4. Exit the building, ensuring the doors are closed behind you and stay with the patrons at the Emergency Assembly point.
5. DO NOT allow any member of the public to re-enter the building.

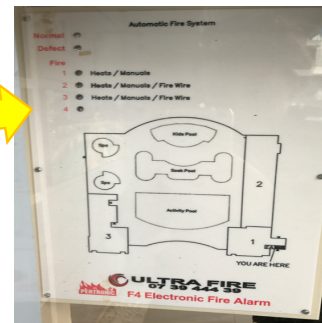
Lifeguards

Zone Identification

- The Fire Control Box is located at the front roadside entry door.

Divided into zones:

- **Zone 1:** Reception, Staff Room/First Aid Room, Manager's Office.
- **Zone 2:** Family/Disabled Changing Rooms x 3, Massage Rooms x 3, Private Pools x 3, and Women's Changing Rooms.
- **Zone 3:** Cleaning Shed (Love Shack), VSD Cupboard, Chemical Store (out back), Plant Room, Men's Changing



Zone Identification

Evacuation Zone

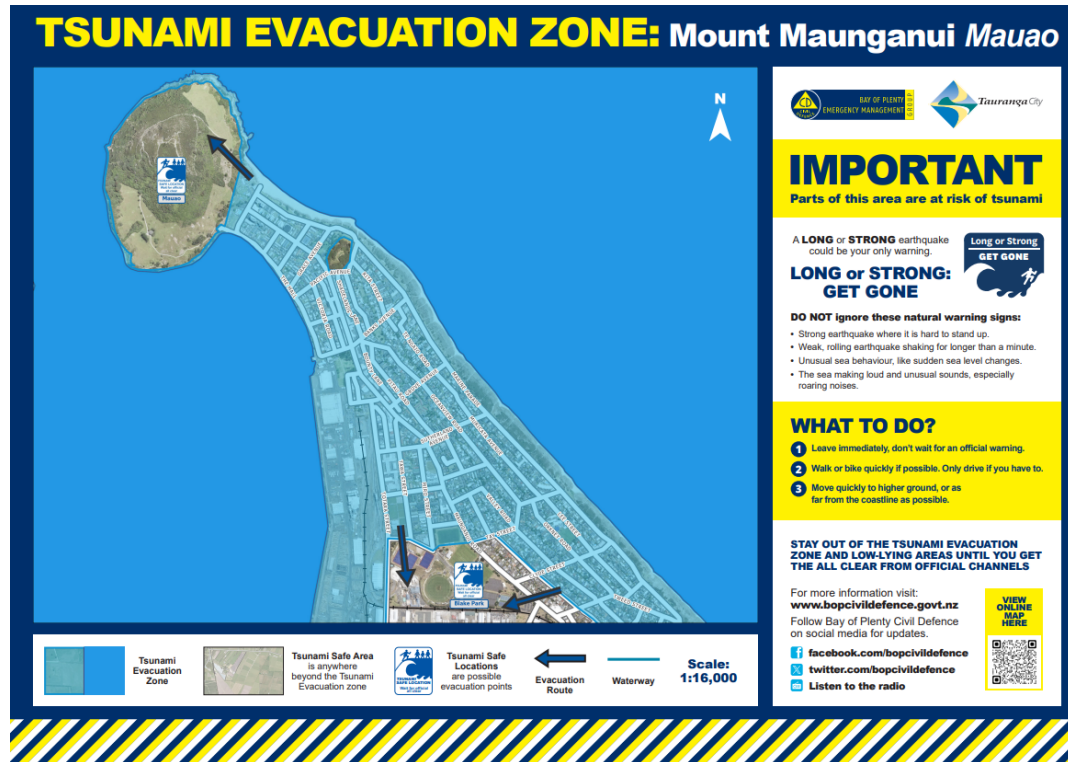
Carpark



Evacuation Zone

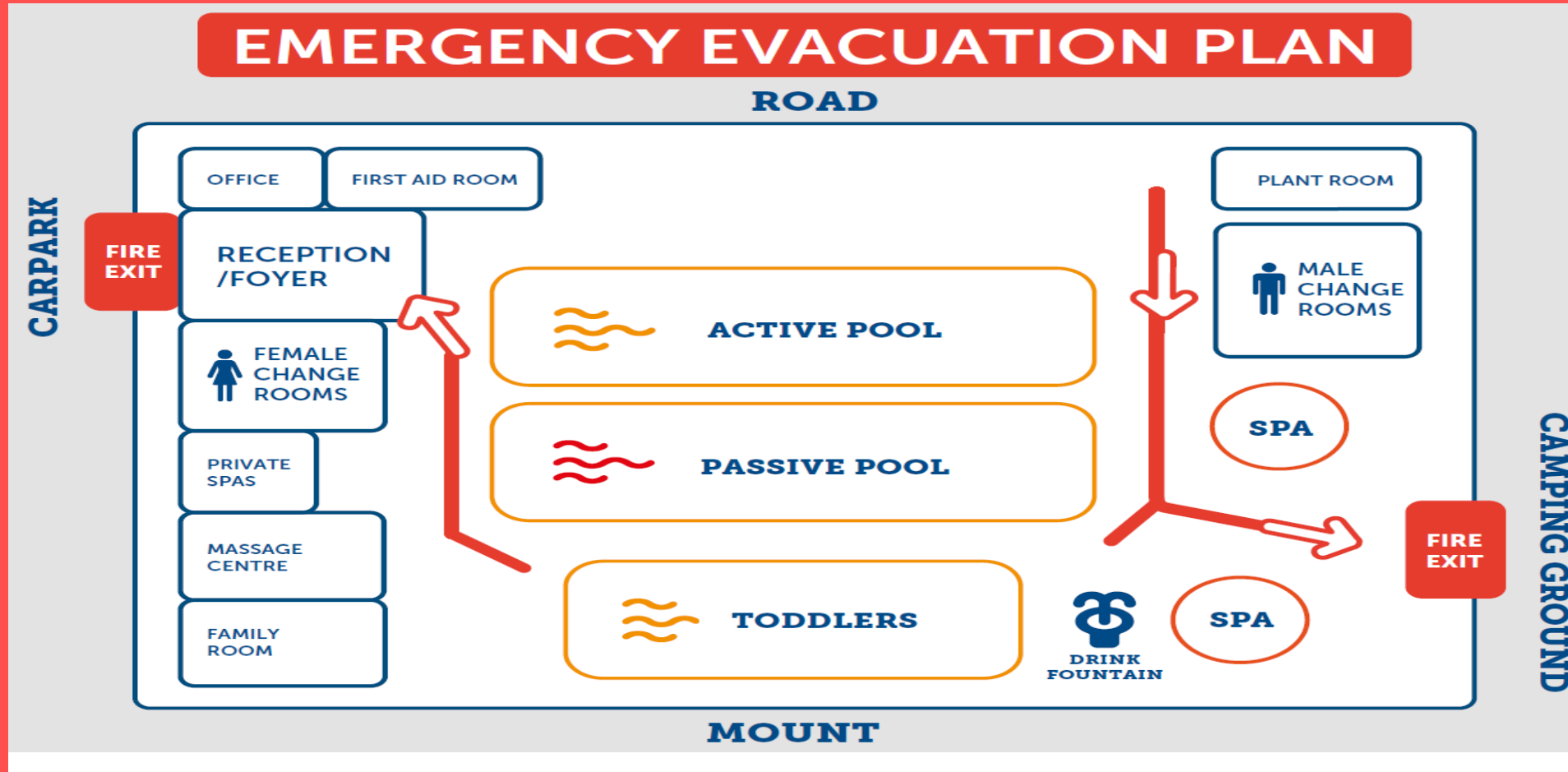
Tsunami Evacuation Zone

- **Follow the track**, except start **up the stairs in carpark** (beside the massage room window) through the campground. Make your way up to at least the red arrow where the vegetation starts. It is recommended to get as high up as possible and remember that if you're one of the first ones there, to keep going up so there is room for everyone else behind you. Civil Defence will give the all clear when the tsunami threat is over.



Tsunami Evacuation Zone

Location of Emergency Exits



Emergency Exits

General Evacuation Information

In the event of an emergency evacuation alarm, the following procedures are to be followed

1. Check your delegated area thoroughly so that no one is left on site.
2. Keep calm and methodical, DO NOT cause panic.
3. If a customer refuses to leave after polite, repeated requests, then leave them and report the matter to the Chief Fire Warden.
4. Do not allow anyone back into the building and close all doors behind you to avoid re-entry.
5. Do not allow anyone back into the building to collect his or her belongings.
6. **People already changing should be allowed to dress for decency.**
7. Direct the public to the car park or nearby safe area.
8. Report to the safe area and reassure the public once all duties assigned to you are carried out.
9. Be aware of all break glass points, fire extinguisher points and fire hose reel points in the building.
10. **Do not take any unnecessary personal risks.**
11. Remain calm and assist patrons as required. Only give out information that you know to be accurate – do not speculate.
12. Stay with the patrons until instructed otherwise by the Fire Warden or emergency services.

Before returning to the premises...

1. The Fire Service representative will advise the Chief Fire Warden when it is safe to re-enter the facility.
2. *Civil Defence will give the “all clear” when the Tsunami threat is over.*
3. The Chief Fire Warden will in turn give the “all clear” for staff to re-enter the facility. Patrons may not re-enter the pools until staff have taken all necessary measures in preparation for resuming Pool Safe supervision standards.
4. Instruct and assist Pool staff to return to normal duties in preparation of patrons re-entering pool area.
5. Instruct and assist receptionist to re-open tills and reception area.
6. Continue with normal duties.