

# Duke of Marlborough & Charlotte's Kitchen

## Emergency procedures

### Fire evacuation procedures:

Each area of the operation has a designated Fire Warden who will take responsibility for evacuating their area. Ensure you follow their instructions.

Fire Wardens are the most senior person for each area/section

**On your first day please make yourself aware of the alarm call points and evacuation points**

### Your role in an evacuation:

- On hearing the fire alarm, follow the instructions of the wardens and assist in evacuating the premises.
- Do not go and collect your bag or other personal belongings.
- Assist with the safe evacuation of guests and staff members. Be aware of anyone who may require assistance.
- Move to the assembly point and make yourself known to your manager when they arrive.

Charlotte's Kitchen: Isite at the top of the wharf

Duke of Marlborough Hotel: at the end of the wharf

- **Do not leave** the assembly area unless advised by emergency services or management that it is ok to leave. You must ensure you advise your manager you are leaving.

Our priority in an evacuation is to get everyone our evacuation assembly point quickly and safely. If you don't feel comfortable or are starting to panic, please let your manager know then make your way to the evacuation point.

Your manager will assign you Tysy training on evacuation for your area. More information on your role in an evacuation can be found in the health and safety folders. b

### TSUNAMI

- The Duke & Charlottes Kitchen are located in a Tsunami Zone. Tsunami Sirens are located around the peninsula, the closet one is located at our muster point. You will most likely also receive a Civil defense alert via your phone.
- Make your way to a tsunami evacuation point.
- When you arrive at the evacuation point you must check in with your manager.
- Do not leave the evacuation area until your manager has advised that it is safe to do so.

- Listen to Civil Defense warnings.

## Earthquake

Earthquakes are less common in Northland than most other parts of New Zealand, however they have occurred previously. In the event of an earthquake:

- Remain calm Drop, take cover, hold on
- Move away from items that may fall such as shelves or wall mounted TV's etc
- Move away from windows
- Take shelter under a strong object such as a table or door frame
- Do not go outside
- Listen to the radio for Civil Defence messages

## Bomb threat

If you receive a bomb threat to your premises:

- Treat it seriously, it may not be a hoax.
- Let the caller finish the message without interruption.
- Ask questions seeking further information, e.g. location of bomb, type of bomb, motive, time
- Note what you can about the caller – sex, age, etc.
- Record the time of the call and write down the message immediately afterwards.
- Inform Management and Police immediately.

## Gas Leak

(sourced from ELGAS SDS Jan 2019)

- If a tank or cylinder is leaking, eliminate all potential ignition sources (electrical equipment and tools, open flames / burners and cigarettes), evacuate area of personnel and activate the emergency shutdown system where fitted.
- If safe to so, hose the leaking tank or cylinder with water using a spray to dissipate the vapour.
- Contact the Emergency Services, and ELGAS on 1800 819 783 (24 hr centre).
- See Section 7 for more detail.
- For a small cylinder which is leaking, move the cylinder to an open area by carrying upright, evacuate the area of personnel, and spray the cylinder with water to dissipate the vapour.
- Contact the Emergency Services, and ELGAS in 1800 819 783 (24 hr centre).
- Never leave or move a leaking cylinder into a confined space (building, shed or vehicle) as vapour will collect in the confined space, creating several hazards.