



SAINT DAVID'S EMERGENCY PROCEDURES OVERVIEW

Saint David's is committed to providing and maintaining a safe and healthy environment for all staff and visitors, and to providing any information, training and supervision needed to achieve this.

Under the Health & Safety at Work Act 2015 (HSWA), Saint David's itself is not considered a PCBU (Person Conducting Business or Undertaking), as we fall under the Anglican Movement Diocese of Wellington. More detailed health and safety information can be found on their website: <https://anglicanmovement.nz/health-safety-wellbeing>

The Saint David's Vestry will take overall responsibility for our health and safety procedures; **however, all church members and visitors need to be aware of their responsibilities and comply with all health and safety policies.**

Each church member and visitor are encouraged to play a vital and responsible role in maintaining a safe and healthy environment through:

- Taking reasonable care for your own health and safety.
- Taking reasonable care that others are not harmed by something they do, or do not do (you will be legally responsible if you cause someone harm and did not take reasonable care).
- Being involved in the health and safety system.
- Following instructions and procedures.
- Wearing protective clothing and equipment when required.
- Ensuring all accidents and incidents are reported to a Vestry member or the Health and Safety Co-ordinator. These will be reviewed by Vestry, which will conduct a risk assessment and determine if any follow up or preventative actions are required following the incident.
- Helping new members and visitors to Saint David's understand the appropriate health and safety procedures and why they exist.
- Informing a Vestry member or the Health and Safety Co-ordinator immediately of any health and safety concerns.

This document details the following emergency procedures:

- Medical Emergency and Basic Life Support
- Earthquake
- Fire
- Flooding

- Threatening Behaviour

Medical Emergency

1. Find a first aider if possible.
2. Call 111, ask for an ambulance, and state the type of medical emergency. Provide as much detail of the event as you can i.e., possible cardiac or respiratory arrest, accident, mental health episode, seizure etc.
3. If the medical emergency involves any kind of poison/hazardous substance, contact the National Poisons Centre on 0800 764 766.
4. State the exact location of the victim and if possible, send someone to guide the Emergency Services into the building.
5. If you are trained or confident in First Aid, provide emergency assistance until the arrival of an ambulance or qualified medical expert.

Basic Life Support: DRS ABCD

Danger – check the surrounding area for hazards (e.g., broken glass, bare electrical cables, overhead dangers). Mitigate these as much as possible before assisting the victim to avoid adding yourself to the victim list.

Response – check if the victim is responsive by speaking to them (loudly if needed). If no response, pinch them. If still unresponsive or only partly conscious, continue with the ABCs.

Send for help – get someone to call an ambulance on 111. Find a first aider if possible.

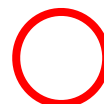
Airway – open the victim's airway by tilting their head back.

Breathing – check to see if they are breathing by placing your ear next to their mouth to listen for air, and also look to see if their chest is rising. If breathing, roll them onto their side in the recovery position. If not, start CPR.

CPR – Begin CPR. Two breaths and then thirty firm compressions with the heel of your hands on the victim's sternum. Continue until the arrival of a first aider, ambulance, or mobile defibrillator, or until the victim can breathe unassisted.

Defibrillator – turn on and follow the instructions the machine will speak to you. If defibrillator is not needed, continue CPR until help arrives.

Nearest 24/7 Defibrillator:

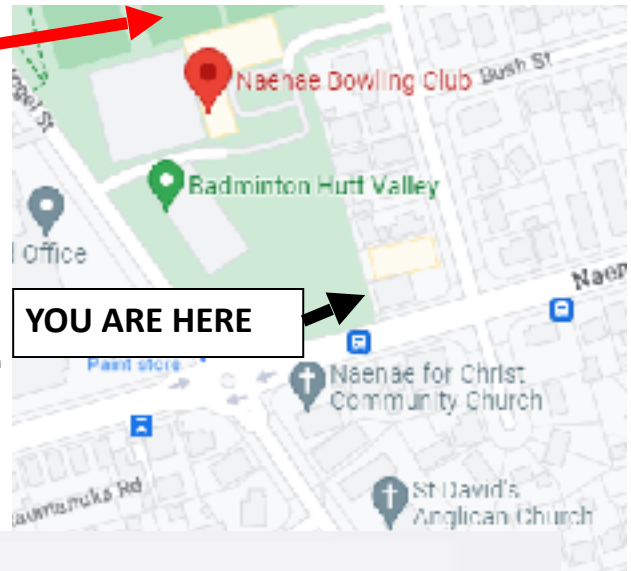


**Naenae Bowling Club -
Ryman's Healthcare
Arena - Cabinet - Next to
main entrance**

25 Vogel Street,
Naenae,
Lower Hutt 5011

Phone: 111 combination for
cabinet from Ambulance
Communications

Life



D	DANGER Check for danger - ensure scene is safe
R	RESPONSE Check for response - ask name, squeeze shoulders
S	SEND Send for help - call Triple One (111) for an ambulance, or ask a bystander to make the call
A	AIRWAY Open mouth - look for foreign material and maintain the airway
B	BREATHING Check for breathing - look, listen, feel
C	CPR Start CPR - 30 compressions : 2 breaths If unwilling or unable to perform breaths, perform chest compressions only (100/min)
D	DEFIBRILLATION Apply Defibrillator (AED) as soon as available Follow the voice prompts

Earthquake

Drop, Cover, Hold

1. If inside, stay inside. If outside, stay outside.
2. Take shelter in doorways, under desks, or down beside an internal wall. Avoid areas with windows and heavy objects.

When the earthquake stops:

1. Check for signs of fire/major structural damage.
2. Account for all people known to be in the building where possible and treat any minor injuries.
3. Do not evacuate unless the area is immediately threatened, or you are instructed to do so.
4. Close all smoke stop doors in your area if applicable and await instructions.
5. Be aware of aftershocks and monitor Civil Defence communications for possible tsunami warnings.

Fire

If you discover a fire:

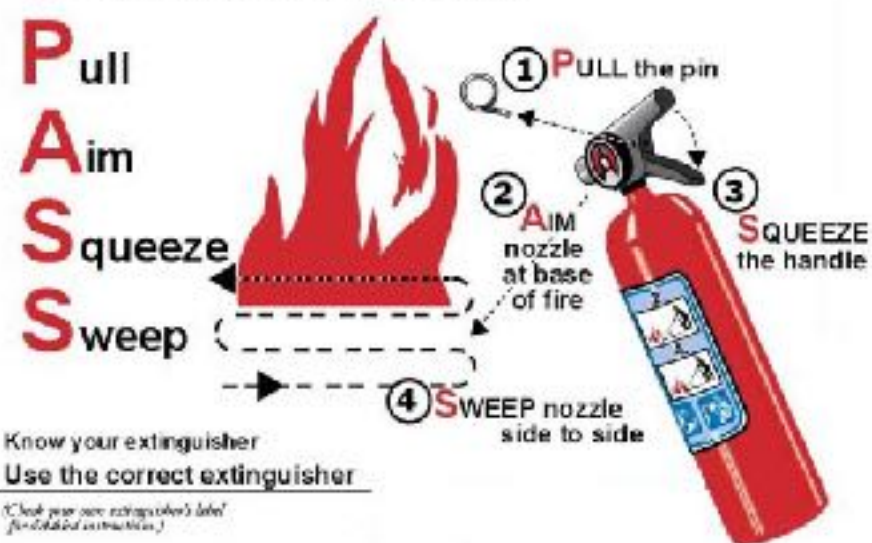
1. Remove yourself from the fire
2. Activate the fire alarm
3. Call 111
4. Contain the fire
5. Extinguish the fire if safe to do so
6. Evacuate the building

The building should be evacuated. Regroup at the designated assembly point that all members



and calmly follow the instructions of the fire wardens. (If you are in a room with a fire alarm pull station and hall) and check

To operate an extinguisher:



Flooding

1. Stay calm and move to higher ground if necessary.

2. Notify building management and follow their instructions.
3. Evacuate the building if instructed by building management or emergency services.

Threatening Behaviour (Physical/Verbal)

1. Remove yourself and others from immediate danger if possible.
2. Do not argue or negotiate with the threatening person – do what is asked. Do not try to disarm or struggle with them.
3. Take note of the aggressor's facial features, clothing, distinguishing marks such as tattoos, any weapons, if anything is touched or taken, and their escape route/vehicle.
4. If you feel unsafe at any time, call 111 immediately and ask for Police. The Police should be notified after the incident, even if you didn't feel unsafe.