

## EMERGENCY RESPONSE PLAN

### 1. Emergency Response

The first priority in an emergency is the safety of all people present at the tennis courts.

- Raise the alarm. If you need to evacuate yourself or others, do so immediately.
- If you need to call emergency services, call them as soon as possible after ensuring the safety of all people present.
- If you can do so safely, follow the steps on the page in this emergency plan that deals with your emergency or has the information you need.

**A DEFIBRILLATOR IS LOCATED IN THE CLUBHOUSE ON THE REAR WALL DIRECTLY OPPOSITE THE ENTRANCE**

Call emergency services (**dial 111**) and ask for **Fire** or **Ambulance**

- Call from a safe place.
- Use a cordless in the office or mobile phone if practical, away from any flammable liquids or gases.
- Tell the operator which emergency service you want.
- Wait until that service answers and give club location information as below.
- Do not hang up until the emergency service tells you to do so.
- Make sure someone is available to direct the emergency service to the scene.

Club name: **Waimairi Tennis Club**

Phone number: **03 3559611**

Street name and street number:  
**49 Watford Street, Strowan, Christchurch (down long drive)**

Nearest intersection:  
**Papanui/Normans Rd**

Suburb: **Strowan**

City: **Christchurch,**  
Region: **Canterbury**

### 2. Contact Details

Emergency contact details (other than 111)

- Hospital: Christchurch Hospital **Riccarton Avenue 03 364 0640 (general enquiries)**

Contact tennis club members for support as required:

- **First Aider On Site Coach**
- **Committee Members Duty person**
- **First Aiders Trained in CPR: On site Coach**

Contractors:

- **Electrician Chch Electrical 03 366 1718**
- **Plumber: Plumb Right 027 268 1893**

### 3. Fire Response

- Your first concern in a fire is always the immediate safety of all people present.
- Call emergency services (**dial 111**) and ask for **Fire**.
- Contain the fire, but only if it is safe to do so.

#### **FIRE EMERGENCY CHECKLIST**

- Raise the alarm
- Evacuate people from the club house and/or coaching shed
- Advise President: **Lloyd Russell 03 359 5927**
- Location of fire extinguisher: **Kitchen**
- Location of nearest phone: **on outside wall of club, or mobile**
- Assembly Point: **On Watford Street**

#### PRECAUTIONS

- Do not endanger yourself.
- Make sure you have an escape route.
- Do not use water on petrol, oil or electrical fires.
- Do not leave the tennis courts unattended if there is a risk of further outbreak.

### 4. When disaster Strikes

A Civil defence warning will be advised via radio, television, social media and emergency alerts

Your nearest civil defence post is:

Christchurch City Council

53 Hereford Street  
PO Box 73016  
Christchurch Central  
Christchurch 8154

03 941 8999

03 941 8786

info@ccc.govt.nz

http://www.ccc.govt.nz/

Your nearest police station:

**Papanui Police**

Open hours:

9.00am - 4.00pm Mon - Fri  
(Not Public Holidays)...

Physical address:

36 Main North Rd  
Papanui  
Christchurch

Phone: (03) 374 1700

Fax:

(03) 352 1575

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## 5. Earthquake

During the earthquake:

- Keep calm.
- Stay in the clubhouse, where practical.
- Keep away from windows and heavy furniture.
- **DROP, COVER, HOLD.** Get under something that covers you, like a doorway, strong table or other sturdy structure. Hold onto it if you can.

After the earthquake, if the building is damaged:

- Before you turn off electricity and water, think about fire suppression and alarm systems need these services.
- Conserve your water.
- Treat injuries.
- Get in touch with neighbours - they may need help.
- When help is needed, go to your nearest **civil defence post**.
- Advise your committee member of damage or injury sustained: **President Lloyd Russell 03 3559729 or 0274 730829**

## 6. Immediately after an emergency

Listen to the radio for instructions.

The main channels that will be used during emergencies are:

- National Radio – 101.7 FM or 675 AM
- Classic Hits – 97.7 FM
- Newstalk ZB – 1098 AM
- More FM – 92.1 FM
- Radio Live – 99.3 FM or 738 AM
- The Breeze – 94.5 FM
- Plains FM - 96.9FM.

Help people who are injured

If it is safe to do so, and you are physically able to provide assistance, you may be able to help the people around you

## 7. Safety Issues

Be aware of new safety issues created by the disaster.

Watch out for:

- Washed out roads
- Contaminated water
- Gas leaks
- Broken glass
- Damaged electrical wiring
- Collapsed buildings
- Fire & slippery floors

Inform [the Christchurch City Council 03 3941 8999](#) about health and safety issues, including:

Chemical spills  
Power lines down  
Washed out roads  
smouldering insulation

Printed on  
2018-05-22

Last Edited at  
2018-05-22

**CONTROLLED COPY WHEN  
SIGNED BY CLUB PRESIDENT**

Signed:

Date: