



Emergency Preparedness

THIS MONTH'S TALK FOCUSES ON EMERGENCY PREPAREDNESS, ENSURING WE HAVE THE TOOLS AND KNOWLEDGE TO RESPOND CALMLY AND EFFECTIVELY IN AN EMERGENCY SITUATION.

Today, we're focusing on something crucial – our readiness for emergencies. It's not just about following rules; it's about safeguarding our well-being and ensuring we can respond swiftly and effectively when unexpected situations arise.

Health and safety legislation requires us to conduct an emergency evacuation drill annually, if you haven't participated in a drill before please let your Venue Manager know so they can fill you in on what steps to take. Remember our primary assembly point is in front of the intercontinental hotel. This isn't merely a tick-box exercise; it's about knowing our escape routes like the back of our hand. Remember, all exits and paths must remain clear – this is non-negotiable. Let's increase our focus this month on ensuring paths to exits remain clear and get into the habit of moving any obstacles.

SkyCity security officers are all trained in first aid. When an incident occurs the first point of call for support should be to security. There are first aid kit's available within all venues. Where a team member requires a band aid or minor supply that can be self-administered the nearby first aid kit can be used, for anything requiring further treatment security must be contacted.

It's important that you are familiar with the emergency devices and equipment available in your venue. In an emergency the priority is to get people to safety, however there may be situations where use of a fire extinguisher is needed. You should only ever use a fire extinguisher if you are not in any personal danger, ensure you have adequate exit options before approaching a fire. When using a fire extinguisher first confirm it is appropriate for the type of fire. The label will provide details. Pull the pin and squeeze the trigger, aiming at the base of the fire and sweeping from left to right. Remember PASS, pull, aim, squeeze, sweep.

Take some time to look around your venue, be aware of your fire extinguisher locations, alarm points and evacuation routes.

This isn't just about compliance; it's about our collective safety and responsibility to each other. Thank you for your commitment. Let's make safety a priority every day.



**ACTING GENERAL
MANAGER HOSPITALITY**

This months checklist requires we ensure that:

An emergency evacuation drill has been conducted in the past 12 months

All emergency exits and routes are clearly marked and unobstructed.

First aid kit is available

Emergency contact lists are displayed and up to date

Staff know how to activate the emergency alarm

To complete the checklist on Donesafe scan the QR code

