

**EMERGENCY EVACUTION PLAN**

**LES MUNRO CENTRE KING STREET EAST, TE KUITI**

**In the case of an emergency/fire requiring evacuation of the building or gardens**

* **Raise alarm**
* **Take the safest route to the Assembly area.**
* **Remain at the assembly area so all personnel can be accounted for**
* **Do not return to the building until the official all clear is given by the emergency department that the emergency situation is over and it is safe to return**.

**IN AN EMERGENCY EVENT DIAL 111 FOR POLICE, AMBULANCE, FIRE**

**When calling 111, be prepared to provide the following information:**

* **Which service is required ( Police, Fire or ambulance)**
* **Outline of what’s happened, eg: type of incident, number of patients, what scene looks like etc,**
* **Location and address of event, provide any landmarks that may help find location.**
* **Provide a contact name and number that emergency response can contact**
* **Follow any advice given**
* **Arrange to have someone to meet emergency services at property entrance to escort them to the site.**

**ASSEMBLY POINT IS: The grassed area at the back of the Les Munro Centre on Jennings Street.**

**FIRST AID KITS LOCATED: In Kitchen on top of fridge**

**FIRE EXTINGUSHER LOCATED: IMPORTANT NUMBERS:**

 **Te Kuiti Hospital 07 87 87 333**

 **Te Kuiti Medical centre 07 87 87 878**

 **Civil Defence 07 87 80 800 or 027 839 2487**

 **National Poisons Centre 0800 764 766**

 **Power- The Lines Company 0800 367 328**