

**Purpose**

This policy ensures Men's Health Trust NZ has clear procedures for emergency preparedness, evacuation, and Personnel training to protect clients, Personnel, and visitors. As services are delivered across multiple sites, the Trust aligns with and integrates into the emergency policies, training, and drills of each facility of our service delivery partner sites.

**Scope**

This policy applies to all Personnel, volunteers, contractors, clients, partner sites, and visitors across all organisational and service delivery locations.

**1. Emergency Preparedness and Evacuation Procedures****1.1 Emergency Types Covered**

- Fire and smoke hazards.
- Natural disasters (earthquakes, floods, storms, etc.).
- Medical emergencies.
- Security threats (unauthorised persons, violent incidents, lockdown situations).

**1.2 Evacuation Procedures**

- Evacuation Plans: Clearly marked exit routes, emergency assembly points, and designated evacuation wardens.
- Client Awareness: Clients will be informed of evacuation procedures upon intake and through visible signage in service areas.
- Drill Frequency: Evacuation drills will be conducted at least twice per year.

**1.3 Personnel Responsibilities During Emergencies**

- Emergency Warden: Ensures all individuals evacuate safely and reports any missing persons.
- First Aid Officer: Provides immediate assistance if medical attention is required.
- Communication Lead: Notifies emergency services and provides updates to Personnel and clients.

## **2. Training and Documentation**

### 2.1 Training Requirements

- All service delivery personnel must complete annual emergency response training, including:
  - Fire evacuation procedures.
  - First aid and CPR certification (for designated personnel).
  - Handling emergency situations (lockdowns, security threats, etc.).
- New personnel will receive emergency response training as part of their induction process.

### 2.2 Documentation and Compliance

- Evacuation drills will be documented, including date, time, attendance, and areas for improvement.
- A record of Personnel emergency training completion will be maintained and reviewed annually.
- Clients (service users) will receive written and verbal instructions on evacuation procedures upon intake.

## **3. Emergency Communication and Reporting**

### 3.1 Notification Procedures

- Emergency services (Fire, Police, Ambulance) must be contacted immediately in a life-threatening situation.
- Personnel will be assigned roles to assist with managing communication and guiding clients.

### 3.2 Post-Emergency Reporting

- After any emergency or drill, a post-incident report will be completed, assessing response effectiveness and identifying areas for improvement.
- Reports will be reviewed by the CEO to update emergency protocols as needed.

## **4. Legal and Policy Alignment This policy aligns with:**

- Health and Safety at Work Act 2015 – Workplace emergency preparedness requirements.
- Fire and Emergency New Zealand Act 2017 – Fire safety and evacuation compliance.
- Children’s Protection Policy – Ensuring child safety during emergencies.
- Client Supervision Policy – Managing client safety in emergency situations.

---

## **Policy Review Schedule**

This policy will be reviewed annually, or more frequently if significant legislative or organisational changes occur, to ensure ongoing compliance and relevance. Below is the policy review schedule.

**Version:** 20-03-26 [The latest policy version is identified by the most recent review date]

**Last Review Date:** 20 March 2026. Reviewed by CEO

**Board Approved Date:** 23 March 2026

**Next review date:** By 31 March 2027, aligned with the Annual Plan cycle.

---

Any enquiries can be directed to:

Ina Michael, CEO - Men's Health Trust NZ

Email: [ina@menshealthnz.org.nz](mailto:ina@menshealthnz.org.nz)

Mobile: 021 418 301