

Role Guide – Announcer

To Read Out Each Session

“In line with Swimming Wellington (or relevant club) rules, no person may video, film or take photographs at this event in a professional capacity without having received permission and registered their details with the event organiser. All parents/guardians wishing to take images of their child may do so but images must be in line with this policy”

Emergency Procedure (WRAC)

In the event of an emergency

1. An alarm will sound and if the building needs to be evacuated an announcement will be made over the PA system to leave by the nearest exit.
2. Centre staff will be located around the facility directing customers to the nearest exit point
3. Assemble points are located at (Kilbirnie Park) and south of the building (Southern Car Park)
4. All people seated in the gallery are asked to exit via the moving to the top deck of the gallery and along each end where there are large exit doors. Please do not exit via the poolside unless required due to safety.
5. Event officials are asked to assist by making sure that people remain calm as they exit the building and identify their nearest exit point when they arrive at the facility.

In the event of an earthquake that may trigger a tsunami customers and staff will be directed to the Kilbirnie Tennis Club.

Emergency Procedure (Naenae Pool)

In the event of an emergency

1. An alarm will sound and if the building needs to be evacuated an announcement will be made over the PA system to leave by the nearest exit.
2. Centre staff will be located around the facility directing customers to the nearest exit point
3. Assembly points are located at Walter Mildenhall Park (by the South end carpark)
4. All people seated in the stands are asked to exit via their closest exit – they will be directed by pool staff.
5. Event officials are asked to assist by making sure that people remain calm as they exit the building and identify their nearest exit point when they arrive at the facility.



In the event of an earthquake that may trigger a tsunami customers and staff will be directed to our closest civil defence area – Naenae Primary School (we are currently situated out of the recognised tsunami zone).

Emergency Procedure (Huia Pool)

In the event of an emergency

1. An alarm will sound and if the building needs to be evacuated an announcement will be made over the PA system to leave by the nearest exit.
2. Centre staff will be located around the facility directing customers to the nearest exit point
3. Assemble points are located at
4. All people seated in the stands are asked to exit via Please do not exit via the poolside unless required due to safety.
5. Event officials are asked to assist by making sure that people remain calm as they exit the building and identify their nearest exit point when they arrive at the facility.

In the event of an earthquake that may trigger a tsunami customers and staff will be directed to

Reminders

- × No diving during warm up, remember feet first only
- × Do not run around the pool - remember to walk at all times
- ☑ Diving is permitted once the sprint lane is open (note time and lanes below)
- ☑ Remember to keep all walkways/ stairs clear at all times
- ☑ If you have had an accident report it immediately to the meet organiser and pool staff
- ☑ In an unexpected emergency please follow the instructions of the staff

Session Times

Example:

Session	Warm Up	Session Start	Sprint Lanes
Session 1 – Saturday PM	5.00pm – 5.25pm	5.35pm	5.15pm

Meet Sponsors

Notify any meet sponsors – check the meet flyer or ask the Meet Coordinator

