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Kiwi Link India 2024 Event Safety Plan

Section A: Event Details

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| Event name | Kiwi Link India 2024 |
| Event organiser | Tourism New Zealand |
| Event organiser's NZ office | Mumbai |
| Event start date | 09/07/2024 |
| Event end date | 12/07/2024 |
| Event venues | <ul style="list-style-type: none">Bombay Gymkhana Club-MumbaiTrident Hotel NarainPoint |

Section B: Delegate Safety Measures

Delegate safety measures before the event

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|--|-----|
| 1. Safety measure | |
| 1. TNZ staff organising the event to understand the 'event code of professional conduct' | Yes |
| 2. TNZ staff organising the event to be trained in managing unacceptable behaviour | Yes |
| 3. Delegates to agree to the 'event code of professional conduct' when they register for the event | Yes |
| 4. TNZ to collect delegates' first names, last names, organisations, mobile numbers and email addresses when they register for the event | Yes |
| 5. TNZ to share the event programme with delegates | Yes |
| 6. TNZ to get delegates to give permissions for photographs taken of them at the event to be used by Tourism New Zealand or its partners and affiliates | Yes |
| 7. TNZ to consider and monitor potential emergency situations that could affect delegate safety and well-being and take action if required | Yes |
| 8. TNZ to brief delegate the TNZ Covid-19 Vaccination, Testing and Face Covering Policy. | |
| 9. TNZ to remind delegates following the local government's Covid-19 guideline | Yes |
| 10. TNZ to collect all delegates adhere to the 'Covid-19 Travel Terms and Conditions' | Yes |
| 11. TNZ to collect delegates' dietary requirements if food is to be served at the event for a TNZ organised event OR to pass them onto the event organiser for a third party event | Yes |
| 12. TNZ to give delegates the opportunity to note any health or mobility conditions that they would like taken into account for a TNZ organised event OR to pass them onto the event organiser for a third party event | Yes |
| 13. TNZ to consider delegate fatigue and travel disruptions when planning the event programme (for a TNZ organised event ONLY. If it was blank, please remove this row) | Yes |
| 2a. Safety measure for travelling outside of your country | |
| 1. TNZ to brief delegates that they need to make their own visa and vaccination arrangements if travelling outside of their country of residence | Yes |
| 2. TNZ to brief delegates that they need to make their own medical and travel insurance arrangements if travelling outside of their country of residence | Yes |

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| 3. TNZ to recommend that delegates register their travel with their country's travel advisory body if travelling outside of their country of residence | Yes |
| 4. TNZ to collect emergency contact names and phone numbers for delegates travelling outside of their country of residence | Yes |
| 5. TNZ to request that delegates notify a TNZ staff member if they begin to feel unwell at the event if travelling outside of their country of residence | Yes |

2. Delegate safety measures during the event

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| 1. Safety measure | |
| 1. TNZ to monitor delegates' code of conduct and take action if required | Yes |
| 2. TNZ to monitor levels of delegate fatigue and travel disruptions and take action if required | Yes |
| 3. TNZ to monitor potential emergency situations that could affect delegate safety and well-being and take action if required | Yes |
| 4. TNZ to check up on any unwell delegates at regular intervals until they start to feel better and arrange for them to see a doctor if required | Yes |
| 5. TNZ to require delegates to show proof of Covid-19 vaccine | |
| 6. TNZ to monitor the Covid-19 alert level of NZ and the country delegate will be travelling to and take action, if required | Yes |
| 7. TNZ to brief delegates on the emergency response procedures at every event venue (for a TNZ organised event ONLY. If it was blank, please remove this row) | Yes |
| 8. TNZ to brief delegates on the emergency response procedures at every event venue (for a TNZ organised event ONLY. If it was blank, please remove this row) | Yes |
| 9. TNZ to check up on any unwell delegates at regular intervals until they start to feel better and arrange for them to see a doctor if required (for a TNZ organised event ONLY. If it was blank, please remove this row) | Yes |

3. Delegate safety measures after the event

| | |
|--|-----|
| 1. Safety measure | |
| 1. TNZ to reflect on what more could be done to minimise risks to delegates at future events | Yes |
| 2. TNZ to notify People and Culture team of any delegate incidents or accidents that occurred during the event | Yes |



4. Any additional delegate safety measures

1. Safety measure(s)

We will run emergency exit plan for all venues at the start of the event
All delegates will be reminded in the beginning of each day that should they feel unwell, a TNZ staff member needs to be notified on priority

Section C: Supplier Safety Measures

1. Supplier safety measures before the event

| 1. Safety measure | |
|--|-----|
| 1. TNZ to brief suppliers on any delegate and/or staff dietary requirements that need to be taken into account (if food is to be served at the event) | Yes |
| 2. TNZ to brief suppliers on any delegate and/or staff health or mobility conditions that need to be taken into account (if relevant to their service) | Yes |
| 3. TNZ to seek previous client feedback when selecting new suppliers to ensure that they are safe and reputable | Yes |
| 4. TNZ to agree with suppliers on what the suppliers' roles and responsibilities will be at the event | Yes |
| 5. TNZ to ensure that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service) e.g. taping electrical cords | Yes |
| 6. TNZ to ensure that suppliers have Covid-19 Health and Safety Plans following the government guideline | Yes |
| 8. TNZ to remind suppliers following the government Covid-19 guideline | Yes |
| 10. TNZ to check the supplier's (venue's) safety plan and save it at Kete (for a TNZ organised event ONLY. If it was blank, please remove this row) | Yes |
| 11. TNZ to agree on emergency response procedures at every event venue e.g. evacuations, first aid, etc. (for a TNZ organised event ONLY. If it was blank, please remove this row) | Yes |
| 12. TNZ to ensure that a first aid kit will be available at every event venue (for a TNZ organised event ONLY) | Yes |
| 13. TNZ to ensure that there will be someone on-site at every event venue with a valid first aid certificate | Yes |

2. Supplier safety measures during the event

| 1. Safety measure | Applicable? |
|--|-------------|
| 1. TNZ to check that suppliers have put in place measures to cater for any delegate/staff dietary requirements (if food to be served at the event) | Yes |
| 2. TNZ to check that suppliers have put in place measures to cater for any delegate/staff health or mobility conditions (if relevant to their service) | Yes |
| 3. TNZ to monitor that suppliers meet their agreed roles and responsibilities at the event | Yes |
| 4. TNZ to monitor that suppliers employ safety measures to reduce slips, trips and falls (if relevant to their service) | Yes |
| 5. TNZ to require suppliers to show proof of Covid-19 vaccine | Yes |
| 6. TNZ to check that a first aid kit is available at every event venue | Yes |
| 7. TNZ to check that there is someone on-site at every event venue with a valid first aid certificate | Yes |

3. Supplier safety measures after the event

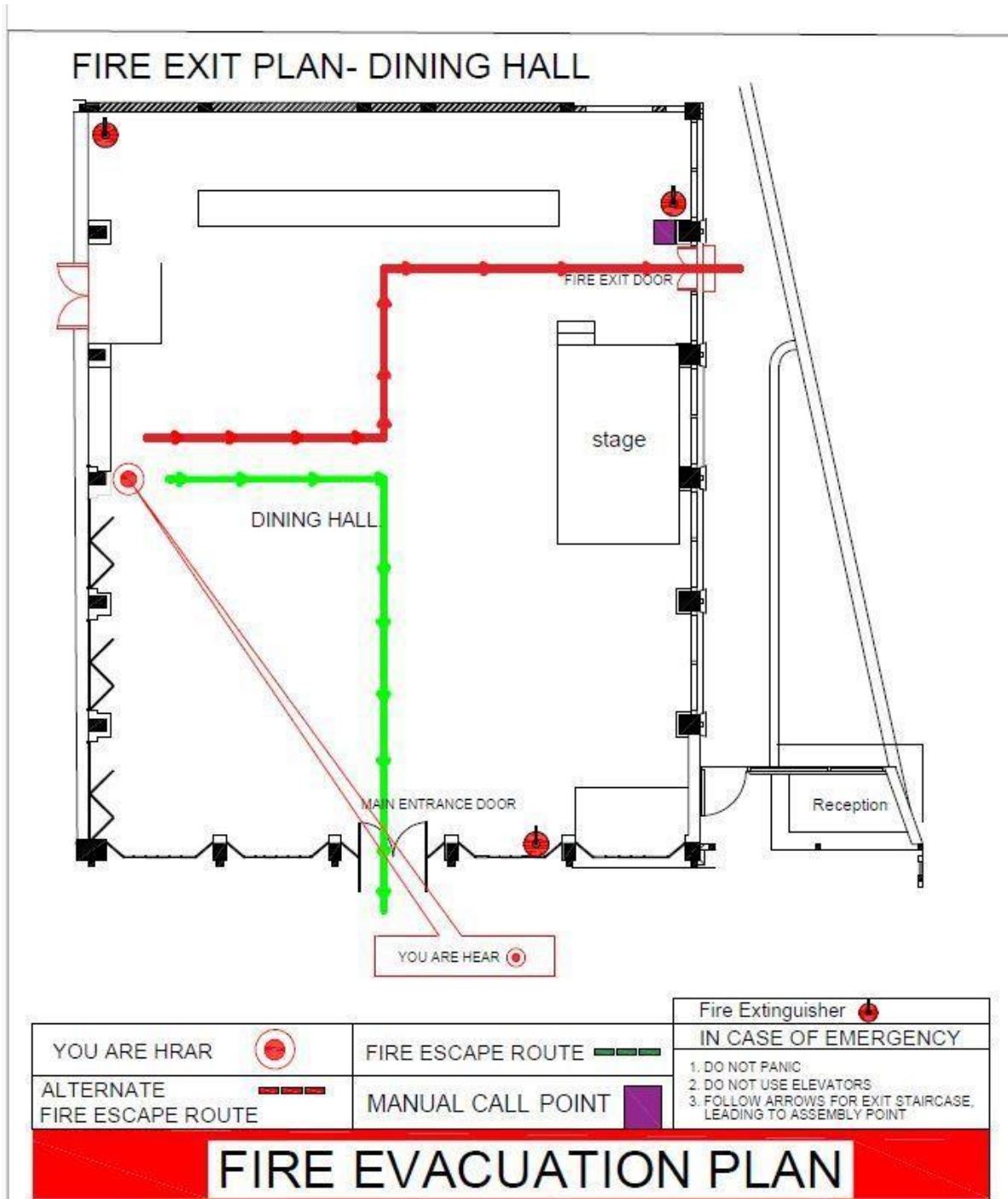
| 1. Safety measure | Applicable? |
|--|-------------|
| 1. TNZ to reflect on what more suppliers could do to minimise risks to staff and/or delegates at future events | Yes |
| 2. TNZ to notify People and Culture team of any supplier incidents or accidents that occurred during the event | Yes |

4. Any additional supplier safety measures

| 1. Safety measure(s) |
|--|
| All suppliers will be asked to sign a H&S form as part of supply change management |

Safety protocols at venues

Bombay Gymkhana Club -Emergency Evacuation Plan



Trident Hotel, Nariman Point

Classification | Internal



Safety Procedure for Regal Banquet Hall Incase of Emergency Situation.

The Regal Banquet Hall is protected by smoke detectors, fire sprinklers and public address system.

In case of an emergency public address system will activate with a hooter Alert. The system will then play a continuous announcement asking you to evacuate the venue.

Please proceed to the emergency **assembly area** which is located at the sea side of Marine Drive.

Please do not use the elevators.

Follow the nearest fire exit signage's during evacuation.

There are two fire exits to the venue.

- The service doors will lead you to reach the nearest fire exit door from service side which is fire exit no 15. The fire exit door will lead you to the supply receiving area.

The Fire warden will guide you till the assembly area.

- Another Alternate Fire Exit is to exit from the venue main entrance, climb one level and reach the main porch. The Fire warden will guide you till the assembly area.

At the assembly area we have fire wardens to assist you.

Classification | Internal



Safety Procedure for Guest room incase of Emergency situation.

The guest rooms are protected by smoke detectors, fire sprinklers and public address system.

In case of an emergency public address system will activate with a hooter Alert. The system will then play a continuous announcement asking you to evacuate the room.

Please do not use the elevators.

There are two emergency exits on the guest floors.

- Fire exits near room no 15 which leads to the lobby that leads towards the Main Porch.
- Fire exits near room no 34 & 35 which leads towards receiving area.
- Also there is service exit which leads to the lobby that leads towards Main porch.

The assembly point is at the Seaside of the marine drive.

At the assembly area we have fire wardens to assist you.

Important authorities' details in case of emergency

- 1) Nearest Police Station - Marine Drive Police Station - 850m
- 2) Nearest Fire Brigade - Nariman Point Fire station 1.3km
- 3) Nearest Hospital - Bombay Hospital - 2.5km.
- 4) In House Doctor Time - 09.00 Hrs to 17.30 Hrs (After that Doctor on call)
- 5) In House Nurse Time - 09.00 hrs to 18.00hrs.
- 6) Ambulance Services on call - Connect & Heal - 9111891118.



Section D: Approval

1. Approval

| | |
|---------------------------------|---------------------------------------|
| Approved by | Karen Basulto |
| Approver's job title | Regional Trade Marketing Manager-Asia |
| Organisation | Tourism New Zealand |
| Date of the approval (DD/MM/YY) | 25/06/2024 |

27/06/2024

Karen Basulto