

# EMERGENCY RESPONSE PLAN

THE FIRST PRIORITY IN AN EMERGENCY IS THE SAFETY OF ALL PERSONS ON SITE

**DIAL 111 FOR FIRE / POLICE / AMBULANCE**



Phone from a safe place.



Tell the operator which emergency service you require.



Give the operator of the required service the below address:

(Street number): \_\_\_\_\_ (Street name): \_\_\_\_\_ (Suburb): \_\_\_\_\_

(Nearest City / Town): \_\_\_\_\_ (Region): \_\_\_\_\_



Do not hang up from the emergency operator until told to do so.



Make sure someone is available to direct the emergency vehicle/s to the scene.



**Start emergency response immediately after phoning 111.**

**For this Emergency Response Plan to be effective, this chart must be read and understood by all staff until it becomes second nature!**

EMERGENCY RESPONSE

# IN ANY EMERGENCY

Turn to the relevant page to confirm what to do.



**Warn** people and neighbours who may be affected by the emergency.



**Advise** everyone how to protect themselves.



**Help** or treat people injured if safe to do so.



**Restrict** the effects of the emergency to the area first affected.



**Reduce** the effects of the emergency as soon as practicable.



**Eliminate** the effects of the emergency if reasonably possible.

	Name	Phone	Mobile
SITE AND COMPANY CONTACTS			
Property Owner			
Supervisor			
Safety Officer			
Fire Wardens			

<b>EMERGENCY CONTACTS OTHER THAN 111</b>		
<b>Service</b>	<b>Facility / Name</b>	<b>Contact Number</b>
Fire & Emergency New Zealand		
Police		
Ambulance		
Hospital		
Medical Centre		
Poisons Centre	Nationwide	0800 764 766
Regional Council		
Local Council		
Electrician		
Plumber		
Compliance Officer		
WorkSafe	Nationwide	0800 030 040
<b>Neighbours</b>		
<b>Website Assistance</b>		
WorkSafe New Zealand		<a href="http://www.worksafe.govt.nz">www.worksafe.govt.nz</a>
Accidnt Compensation Corporation		<a href="http://www.acc.co.nz">www.acc.co.nz</a>
Ministry of Health		<a href="http://www.health.govt.nz">www.health.govt.nz</a>

# FIRE / EXPLOSION RESPONSE



Remove anyone from immediate danger.



Activate emergency shut down systems if safe to do so.



Dial 111 and ask for "Fire".



Contain the fire but only if it is safe to do so.



If the fire is too large, retreat to a safe distance.



Make sure someone is available to direct the fire service to the scene.

Evacuation assembly point is: \_\_\_\_\_

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Raise the alarm by: \_\_\_\_\_

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## USING A FIRE EXTINGUISHER

-  Make sure the extinguisher is the correct type for the fire.
-  Prepare the extinguisher for use by breaking the seal and removing the safety pin.
-  Keep yourself low to reduce the heat and smoke effects.
-  When in position, aim the extinguisher at the base of the flames.
-  Discharge the extinguisher in a sweeping motion across the base of the flames.
-  If the fire is not out once fire extinguisher empty, evacuate the area immediately.

**ALWAYS KEEP BETWEEN THE FIRE AND THE ESCAPE ROUTE**

## FIRE INVOLVING GAS CYLINDERS

-  Apply water to cool cylinders, if safe to do so.

## AFTER EMERGENCY EVENT

-  Replace used fire equipment.
-  Complete an incident report at the earliest convenience.
-  Review the effectiveness of the emergency plan.

# SPILL RESPONSE



Remove anyone from immediate danger.



Close off the source of the spill if safe to do so.



Dial 111 and ask for “Fire”.



Refer to the safety data sheet or call upon specialist advice.



Use emergency equipment from a spill kit to contain the spill but only if it is safe to do so.



Clean up spill and dispose of the waste safely.



If spillage can not be contained, make sure someone is available to direct the fire service to the scene.

Evacuation assembly point is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Raise the alarm by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## HAZARDOUS SUBSTANCE SPILLS

Evacuation assembly point is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Raise the alarm by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Evacuate the area if necessary.



Identify the spilled substance and any dangers by the spill.



Put on the relevant personal protective equipment e.g. gloves, overalls, boots



Close off the source of the spill if safe to do so.



Remove sources of ignition.



Refer to the safety data sheet or call upon specialist advice.

## AFTER EMERGENCY EVENT



Replenish spill kit.



Complete an incident report at the earliest convenience.



Review the effectiveness of the emergency plan.

# CARDIO-PULMONARY RESUSCITATION (CPR)

-  **Danger:** Check for safety of yourself, the patient, and bystanders.
-  **Response:** Gently tap the patient and shout 'are you all right'.
-  **Send:** Dial 111 and ask for 'Ambulance'.
-  **Airway:** Tilt patient's head back to open airway.
-  **Breathing:** Check normal breathing.
-  **Circulation:** If heart stopped, commence CPR, 30 chest compressions to 2 breaths.
-  **Defibrillator:** Apply an AED (AUTomated electronic defibrillator) if available and follow prompts.

## HOW TO CHECK FOR BREATHING

-  **Tilt the patients head back and raise the chin forward.**
-  Look for movement of chest rising.
-  Listen for breathing.
-  Feel for breath on cheek whilst looking and listening.
-  If patient is not breathing, turn them onto their back on a firm surface and commence CPR.

## CPR

Position your hands in the centre of patient's chest and push down hard and fast 30 times, keeping arms and elbows straight.



Breathing: with patient's head tilted back, pinch their nose, and seal your mouth over patient's mouth. Give two slow full breaths, ensuring their chest rises and falls each time. If poisoning is suspected, consider mouth to nose.



Chest compressions: push down hard and fast on patient's chest 30 times.



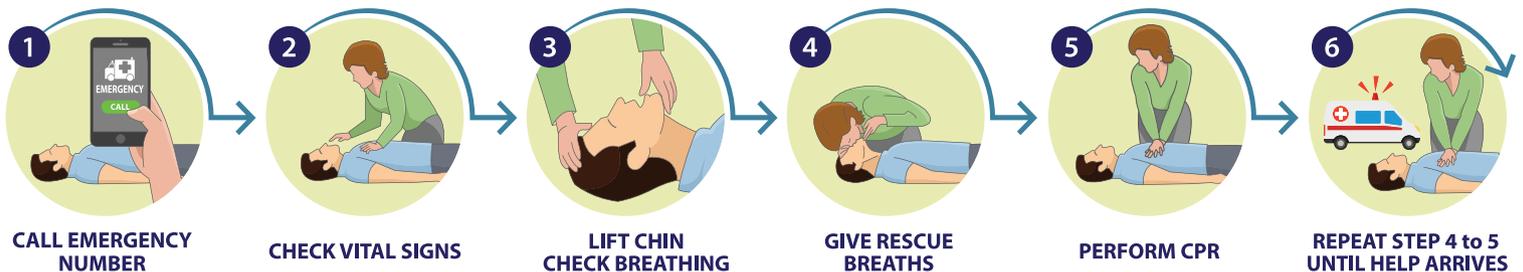
Continue the ratio of 30 chest compressions / two breaths



Continue CPR until:

- » the patient recovers.
- » the ambulance officers take over.
- » a medical professional advises you to stop.
- » you are unable to continue, usually due to exhaustion.

## FIRST AID CPR



**IF YOU ARE RELUCTANT PERFORMING MOUTH TO MOUTH  
PERFORM ONLY CHEST COMPRESSIONS**

# EMERGENCY FIRST AID

Trained First Aiders: \_\_\_\_\_

First aid kits are located: \_\_\_\_\_

The medical centre is: \_\_\_\_\_

## **BLEEDING**



Apply firm pressure over the wound.



Use a sterile or clean bulky pad and apply it firmly with hand pressure.



Apply a bandage to keep the dressing in place.



Raise the limb to reduce the blood flow to the injured area.



Check circulation below the bandage and loosen if necessary.



Seek medical attention if possible risk of infection.



If bleeding is severe, **DO NOT** waste time looking for suitable dressings. Use the patient's hand or your hand to hold the wound together, dial 111 and ask for 'Ambulance'

## **POISONING**



Ensure safety for yourself, the patient, and any other bystanders before approaching to provide first aid. If safe and necessary, move the patient to a safer area.



Dial 111 and ask for 'Ambulance'



Do not induce vomiting or give fluids without advice from a medical professional.



# POSSIBLE EMERGENCY SITUATIONS

## **CIVIL DEFENCE**

Your civil defence warning signal: \_\_\_\_\_

Your nearest civil defence post: \_\_\_\_\_

Your nearest police station: \_\_\_\_\_

Your local radio station: \_\_\_\_\_

Your civil defence kit is located: \_\_\_\_\_



Turn on your radio for advice and information.



Know what the civil defence warning signal is.



Know where your nearest civil defence post and police station are located.



Do not go sightseeing.

## **FLOODING**



Be prepared to move to high ground.



Turn off electricity and gas supplies.



Do not go into floodwaters alone.



Move valuables, clothing, food, and medicines above likely hightwater mark, if safe to do so.

## **EARTHQUAKE**



Keep calm, DROP, COVER, HOLD



If the building has been damaged, turn off electricity and water.



Assess tsunami risk.



Conserve water.



Treat injuries before getting in touch with neighbours.



When help is needed, go to your nearest civil defence post.

## INFLUZENA PANDEMIC

-  If you have any flu-like symptoms stay home and keep away from other people.
-  Wash hands often with soap for 20 seconds then dry.
-  Use elbow to cover coughs and sneezes, throw used tissues in a bin and wash hands.
-  Contact your GP for further assistance.
-  Obtain further advice from the Ministry of Health website: **[www.health.govt.nz](http://www.health.govt.nz)**

## VOLCANIC ASH FALL

-  Turn on your radio for advice and information.
-  Stay indoors as much as possible.
-  Save water as early as possible as supplies may become contaminated.
-  If you need to go outside, wear appropriate personal protective equipment, including a respirator.

## TSUNAMI

-  Upon activation of tsunami alert, go to high ground or as far inland as possible.
-  Do not go sightseeing.
-  Turn on your radio for advice and information.
-  Follow Civil Defence instructions.

Your route to the highest ground location is: \_\_\_\_\_

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# INCIDENT REPORTING

Every incident resulting in harm to people, damage to property or damage to the environment must be reported to your supervisor immediately.



Respond to the incident promptly and positively.



Preserve the scene in the case of serious harm.



Collect relevant information about the incident.



Develop and take remedial actions.



Complete any insurance claims and reports required.

## **After an emergency event:**



An incident report will be completed.



A review of the effectiveness of the emergency plan will be conducted.



Check and reset emergency protection systems, as necessary.

Incidents to be reported to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Incident / Accident reports forms are located: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Enforcement agencies contact numbers:

Worksafe: \_\_\_\_\_

Local Council: \_\_\_\_\_

Regional Council: \_\_\_\_\_

