



Blue Light Youth Camp - Awhitu Emergency Management Plan

REVISION STATUS

Date	Version	Name	Signature	Position
7/11/2024	V3	Brendon Crompton		CEO
7/11/2024	V3	Trisha Crompton		Camp Manager



EMERGENCY CONTACT NUMBERS




















Service Provider		Name	Phone Number
Medical Centre		Counties Medical Papakura Clinic	09 – 299 9380
		Middlemore Hospital	09 - 276 0044
Regulatory Authority - Worksafe NZ Ltd		0800-030-040	
Genesis Gas		0800 436 020	
IQ Security		09 – 441 7100	
Environmental Regulatory Authority		Environmental Auckland 09 – 377 3107	
Stormwater Pollution Hotline - Spill Response		Auckland Council 09 – 377 3107	
Police/Fire/Ambulance	NEW ZEALAND	Telephone 111 Fixed line and Mobile telephones	
Electrical Authority		Auckland Council 09 – 377 3107	
Water Services Authority		Auckland Council 09 – 377 3107	
Disaster Recovery Centre		Emergency 111	
Poisons & Chemical Non-Urgent		0800 764 766	
Independent Safety Solutions BOP Ltd		0274-327-340	
Health and Safety Information (ACOP & Guidelines)		http://www.worksafe.govt.nz/worksafe/	



















EMERGENCY RESPONSE TEAM

POSITION	NAME	CONTACT
Emergency Controller	Trisha Crompton (Camp Manager)	021 684773
Deputy Emergency Controller	Camp Lead at the time – this will vary each camp	
Fire Warden	Dominic Craw	0220326887
Deputy Fire Warden	Nominated member – this will vary each camp	
First Aider	All Blue Light Staff are First Aid Trained – Nominated person will vary each camp	
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AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Toilet Block / Laundry				
	Emergency Exits above each door / Inside area of toilets M&F		1 x Outside wall entry to male toilets	1 x Outside wall entry to Female toilets
AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Leonard Heard Trust Chalet				
	1 x Emergency Exit Outside deck			1 x Call point exterior of building front deck
AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Allan Ruthe Challet				
	1 x Emergency Exit Outside deck		1 x Hose exterior of building left side wall	1 x Call Point exterior of building front deck
AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Kitchen / Dining Room / Staff Toilet				
	3 x Emergency Exits Kitchen entry Dining Area front / back door	1x 4.5kg Dry Powder Fire Extinguisher	1 x Hose exterior side wall seaside	3 x Call Points Kitchen entry Dining Area front / back door
AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Elva Norton Chalet				
	1x Emergency Exit Outside deck		1 x Hose exterior side wall roadside	1 x Call Point exterior of building front deck.

AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Ken Norton Chalet				
	1x Emergency Exit Outside deck			1 x Call Point exterior of building front deck.
AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Classroom				
	2 x Emergency Exits - Above door entries	1 x 2.5kg Dry Powder Fire Extinguisher		1 x Call point entry door
AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Rodney Bell Chalet				
	1x Emergency Exit Outside deck			1 x Call Point exterior of building front deck.
AREA	EXITS	FIRE EXTINGUISHER LOCATION	FIRE HOSE LOCATION	FIRE ALARM CALL POINTS
Staff Accommodation				
	1x Emergency Exit Main Exit	1 x Small Dry Powder Extinguisher – Kitchen area		2 x Smoke alarms



LOCATION	LPG GAS BOTTLES
<p>2 x 45kg - LPG Gas Bottles (Exterior Kitchen Wall - Roadside)</p>	 

LOCATION	DEISEL GENERATOR
<p>Outside kitchen / Dining room</p>	  

FIRE BLANKET IS LOCATED:

<ul style="list-style-type: none"> - Main Kitchen – Near Extinguisher 	
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MAIN ISOLATION SWITCHES ARE LOCATED:

<ul style="list-style-type: none"> - Main Switchboard - Kitchen 	<ul style="list-style-type: none"> - Power Sub boards - Leonard Heard Trust Chalet - Elva Norton Chalet - Classroom - Rodney Bell Chalet 
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SPILL KIT IS LOCATED:

<ul style="list-style-type: none"> - Main Kitchen 	
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SAFETY DATA SHEETS AND INVENTORY LIST – LOCATION:

- Blue Folder – Kitchen Shelf above Extinguisher
- Stay Safe Audit Software

FIRST AID KIT LOCATION:

- Main Kitchen x 2
- Caretakers House – Garage Storage Area (Trauma Kit – Major Injury Kit)



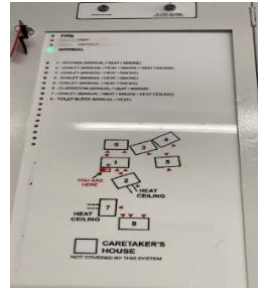
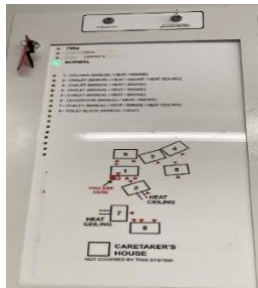
AED LOCATION:

- Outside Alan Ruthe Chalet (Chalet 8)



FIRE PROTECTION SYSTEM FOR CAMP BUILDINGS – Main board

- Kitchen / Dining area

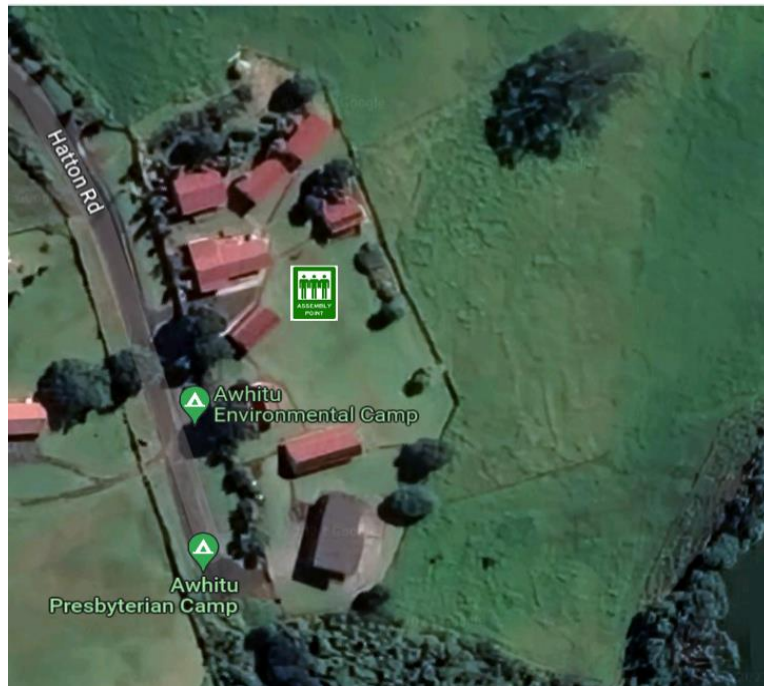


- Main h
Caretakers
(Trauma K

EVACUATION ASSEMBLY POINT



BRICK BBQ – GRASS AREA



The Emergency Management Plan (EMP) is an outline of the procedures to be followed by all workers, contractors, and visitors in the event of an emergency situation while at work. The EMP shall be made accessible to all workers, contractors, and visitors. This is to be utilised by the Emergency Response Team (ERT) to provide guidance. We are committed to maintaining a safe and healthy working environment for our workers and others, while also minimising both potential and actual harm.

The following items must be considered when preparing and maintaining the Emergency Management Plan to ensure that it remains effective:

- The nature of the work being carried out at the workplace.
- The nature of the hazards at the workplace
- The size and location of the workplace
- The number and composition of the workers and other persons at the workplace.

The purpose of the EMP is to ensure the safety of workers, contractors, visitors and surrounding natural environment. The company shall strictly follow the procedures contained in this plan and as instructed by authorised persons.

The purpose of the EMP is to:

- Address a range of potential emergencies that may occur while at work.
- Outline the procedures to be followed.
- Assign responsibilities for specific action.
- Contain and control a major incident, so as to minimise the effects on people, property, and the built and natural environment.
- Ensure the safety and well-being of all workers while at work at the time of an emergency.
- Ensure safe, efficient, and orderly evacuation of all persons if deemed necessary.

Emergency response is the actions taken of a physical incident to preserve life, preserve the environment and assets. Whenever an emergency occurs, it is essential that procedures and organisational arrangements are adopted for the orderly movement of occupants out of the area of risk to an area of safety.

NEW ZEALAND BLUE LIGHT RESPONSIBILITIES:

- Ensure to have an up-to-date worker contact list.
- Ensure current information is on file regarding workers and their families that might be required during an emergency.
- Prepare procedures to deal with relatives of those involved.
- Providing Emergency Response Equipment and ensuring it is readily available.
- When the situation has stabilised, conduct an investigation into the emergency response and write up a detailed summary of the event and prepare an incident report.
- Following a fatality, those involved, and the other workers may be emotionally upset. Arrange appropriate counselling.
- Ensuring the Company Emergency Management Plan is current and effective.

EMERGENCY CONTROLLER RESPONSIBILITIES

To assist in emergency situations the Emergency Controller must arrange an examination of the premises regarding the general safety requirements. The following must be checked on a continuous basis:

- Familiarise all workers of potential emergency situations that could arise.
- Provide Fire-fighting equipment.
- Provide First Aid Facilities
- Ensuring Evacuation Assembly Areas are identified with signage and are clear of obstructions.
- Driveways, Walkways, Corridors, and aisles remain clear of obstructions.
- Exit doors remain clear and unlocked whilst the premises are occupied.
- Fire stairs are to be kept clear at all times and are not used for storage.
- Excess quantities of combustible materials are not permitted to accumulate anywhere on the premises. Ensure appropriate storage of flammable liquids.
- The site is clear of all litter that may increase the danger of fire.
- Observe extra care in the use of naked flames, matches, electrical appliances, and other possible sources of ignition.
- Any safety breaches found are reported and rectified immediately.

The Emergency Controller is the leader of the Emergency Response Team and shall take charge of all emergency situation. They are responsible for co-ordinating the safe response & evacuation.

DUTIES OF THE EMERGENCY CONTROLLER ARE:

- Making the key decisions in response to an emergency
- During an emergency, assume control and direct operations until appropriate authorities arrive.
- Ensuring all appointed persons are competent in their specific role.
- Conducting regular training exercises – readiness of all emergencies, evacuation drills, fire- fighting equipment, environmental awareness, new workers trained in their specific duties, provide information and instructions on the EMP.
- Implement the emergency plan.
- When the situation has stabilised to conduct an investigation into the emergency response and write up a detailed summary of incident and prepare an incident report.

EMERGENCY CONTROLLER - ACTIONS REQUIRED DURING EMERGENCY

- If necessary, travel to incident site and re-assess situation.
- Take control of emergency situation and make initial assessment on information available.
- Initiate additional call outs including Emergency Services if required.
- Ensure all persons are accounted for - if not, notify Emergency Services
- If a fatality or serious injury is involved, secure area and leave undisturbed. Notify WorkSafe NZ as soon as possible.
- Collect list of casualties, equipment damage and status of the ongoing response and additional information
- Keep an incident log of significant events throughout the Emergency and the times of occurrence.
- Delegate the action required where practicable.
- Post incident - Conduct debrief at suitable location at the completion of the emergency.
- Post incident - Authorise re-occupation of the building or site once it is safe to do so.

FIRE WARDENS

The duties and responsibilities of Fire Wardens:

- Be familiar with the area of responsibility.
- Be familiar with the evacuation assembly area.
- Be aware of the location of evacuation alarm points, fire- fighting equipment, first aid facilities and obscure areas where people may be located in your assigned area.
- Commence immediate evacuation of the area if the circumstances warrant it.
- Ensuring Emergency Services know how to get to the premises quickly.
- If required, take charge of all operations until the Emergency Controller arrives to direct operations.

FIRE WARDEN - ACTIONS ON SOUNDING OF EVACUATION ALARM

- Activate evacuation alarm.
- Direct workers in their area to the exits and proceed to evacuate.
- Carry out inspection of area ensuring toilets and lunchrooms are cleared.
- Ensure all workers are accounted for, if all workers are not accounted for, advise the Emergency Controller, and await further instructions.
- Notify Emergency Controller that their area is all clear
- Ensure workers do not re-enter the building or site, until advised by the Emergency Controller it is safe to do so.
- Attends debrief at the completion of the emergency at the nominated location.

FIRST AIDERS

The duties and responsibilities of the First Aiders are:

- Proceed to the incident and administer first aid as required.
- Arrange for medical evacuation and other back up as needed.
- Ensure the welfare of the injured worker until Emergency Services arrive.
- Keep an accurate log of all treatments given and times.
- Attends debrief at the completion of the emergency.
- Refresher training every 2 years to be conducted for all First Aiders

WORKERS, CONTRACTORS & VISITORS

The duties and responsibilities of all workers, contractors and visitors are:

- Complete an Induction
- Complete a Contractor Induction
- Have sound knowledge of emergency procedures.
- During the emergency incident, follow instructions given by the Warden or person in charge of the site.
- Comply with all directions given by Emergency Services
- Evacuate immediately on the sounding of alarm and move directly to the Assembly area in an orderly manner.
- Advise the Warden if there is anybody in the area who has not moved to the evacuation assembly area.
- Do not re-enter the building or site until advised by the Emergency Controller it is safe to do so.

TRAINING

All workers will be provided with information, instructions, and a copy of the EMP. They will be made familiar of the emergency response team, emergency contact numbers, the location of Fire Extinguishers, First Aid Kits, Safety Data Sheets, and the assembly area. All workers are required to participate in training exercises of evacuation drills, assisting others during an evacuation and evacuating to the assembly area in preparedness should a real event occur.

REVIEW OF EMP

On an annual basis, the Emergency Response Team shall be required to meet to review the following:

- Evacuation procedures
- Currency of the Emergency Management Plan (EMP)
- Wardens and First Aiders that have resigned their positions and require replacement.
- Arrange relevant training for new assumed positions.
- Faults observed in the evacuation alarms.
- Methods of communicating emergencies
- Fire-fighting equipment, extinguishers, fire hoses, maintenance requirements, additional equipment and/or replacement items required.

These meetings shall ensure that any changes to emergency procedures are advised to all workers.

EVACUATION EXERCISE DRILLS

Emergency procedures must be tested to ensure they are working properly. Evacuation drills shall be arranged at a 6-monthly frequency. They should be conducted with full staffing wherever practicable.

EVACUATION DEBRIEFING SESSION

At the earliest practicable time after the evacuation exercise, the Emergency Controller, Wardens, and other nominated persons shall attend a debriefing session to be conducted by the Emergency Controller. The main purpose of debriefing is to identify and correct any deficiencies in the procedure or its implementation. All areas identified for improvement shall be documented on the Emergency Evacuation Form.

EVACUATION PROCEDURE

The procedure to be followed on hearing the Evacuation Alarm shall be in accordance with the processes outlined in the Emergency Evacuation procedures attached at the end of this document.

IT IS IMPORTANT TO NOTE THE THREE STAGES OF EVACUATION:

1. Remove from immediate danger.
2. Remove to a safe area.
3. Full evacuation of the building and area

EMERGENCY SUMMARY

When the emergency is concluded and declared over by the Emergency Controller, subject to the type of emergency, the following may need to be conducted:

- Secure all records, including the names of all workers involved and documents - obtain legal representative advice if necessary.
- Clean up and re-store equipment - decide on what equipment should be added to supplies and replenished (e.g., fire extinguishers, first aid kits) and equipment that was not available at the outset of the emergency.
- Investigation - Ensure the scene has been properly secured from all traffic and workers where there is a risk of damage or could otherwise hinder an investigation.
- No worker is to provide a statement to any Regulatory Authority investigator unless they are represented by the CEO at New Zealand Blue Light.

DEBRIEFING

In all emergency situations and within eight hours of the emergency being declared, workers directly involved in the emergency shall attend a debriefing session co-ordinated by the Directors or their delegate.

The aim of the debriefing shall cover the following points:

- Ensure all immediate requirements and concerns have been met.
- General information sharing
- An outline of the recovery process for which roles and responsibilities may be allotted.
- Improvement to be made to the Company Emergency Management Plan and an assessment of how workers responded to emergency.

RECOVERY

Recovery of damaged plant, equipment, and buildings is the responsibility of the Directors or their delegate. In the event that a building is damaged following a disaster, engineering consultants may be required to assess the level of damage.

Prior to recommencement, the engineering consultants shall ensure:

- The scene of the emergency is completely clear of any danger.
- A proper investigation has been completed.
- An assessment of the response to the emergency has been completed.

EFFECTS ON WORKERS

During a disaster, people face severe emotional and physical distress, expressed in strong emotional and physical reactions. These are quite natural and normal responses to an abnormal situation. Emotional reactions are common responses in the face of distressing circumstances. They are to be expected and do not imply that individuals necessarily need help to deal with their emotions.

The majority of people facing severe stress during a disaster will resolve it without outside intervention. Talking about the shock and fearful thoughts and images of the disaster that are fresh in their minds with a comforting and supportive friend is a natural way to release tensions and is the beginning of the process of resolving stress. However, in some people, despite their efforts, such stress will remain, and professional help can assist with the natural resolution process.

Evacuation Emergency Procedures

STAY CALM, STOP AND THINK

1. Leave the Area Immediately
2. **EXIT** to the closest Fire Escape Route
3. Proceed Immediately to the Assembly Area
4. **RESCUE** anyone from immediate danger
5. **ALERT** people & **ACTIVATE** the nearest Fire Alarm
6. **CALL 111** and state type of Emergency. Provide as much detail of the event as you can.
7. State the exact location and send someone to wave down the Emergency Services

GENERAL RULES FOR EVACUATION

1. Do not attempt to take valuables or bags or other materials with you.
2. **DO NOT RUN**
3. Move in single file and do not pass others along the route.
4. Report immediately to the predetermined assembly point so that a roll call can be made.
5. Follow the instructions of any of the Wardens.
6. **DO NOT ATTEMPT TO RETURN TO THE BUILDING OR PREMISES FOR ANY REASON** until the Senior Fire Brigade Officer present gives the “all clear”, and until your Warden confirms this.

REMEMBER

1. Alarms - any person has authority to initiate the transmission of a fire alarm.
 2. If you have visitors when the warning system sounds, take them with you.
 3. Wardens will ensure that all occupants are directed to the correct exit.
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Natural Disaster Emergency Procedures

EARTHQUAKES – AT THE TIME OF A QUAKE

DROP, COVER AND HOLD ON. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

IF INDOORS

1. **DROP** to your hands and knees.
2. **COVER** your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. **HOLD ON** to any sturdy shelter until the shaking stops.
4. **DO NOT** get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.
5. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
6. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

IF OUTDOORS

1. If you can, move away from buildings, streetlights, and utility wires.
2. Once in the open, Drop, Cover, and Hold On. **STAY THERE** until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

IF IN A MOVING VEHICLE

1. Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

WHEN THE SHAKING STOPS

When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit the building.

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

1. Drop, Cover, and Hold On whenever you feel shaking.
2. Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely.
3. Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
4. Never use a lighter or matches near damaged areas.
5. Listen to a battery-operated radio or television for the latest emergency information.
6. Use the telephone only for emergency calls.
7. If Trapped Under Debris
 - a. Do not light a match.
 - b. Do not move about or kick up dust.
 - c. Cover your mouth with a handkerchief or clothing.
 - d. Tap on a pipe or wall so rescuers can locate you.
 - e. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.



STRUCTURAL COLLAPSE OR CRUSHING

- Relieve pressure on victim by removing objects if safe to do so.
- Do not move victim unless in further danger.
- Report to assembly point
- Account for persons assumed to be in vicinity.
- Call emergency services. Dial 111
- Keep the victim calm and comfortable.

TSUNAMI

TSUNAMI WARNING

The ministry of civil defence and emergency management issues national warnings to civil defence organisations, and through radio and television broadcasts.

NEAR SOURCE TSUNAMI

A “near source” tsunami is one that is generated close to our coastline by a strong earthquake. New Zealand has experienced a few of these. The water level may fall very quickly past the normal low tide mark, then return just as quickly. If this happens there won't be enough time to issue a warning.

WHEN A TSUNAMI THREATENS

- Turn on your radio and follow all instructions.
 - Leave the area immediately if you are on the beach or near a river when a strong earthquake occurs.
 - Go at least one kilometre inland or 35 metres above sea level.
 - Don't go to a river or beach to watch the waves come in.
-

VOLCANIC EMERGENCY PROCEDURES

Stay Informed by listening to the radio or following your local Civil Defence Emergency Management Group online. Follow official advice provided by your local Civil Defence Emergency Management Group. When an eruption threatens within the region you are working at:

- Determine whether there are volcanic hazards likely to affect you at your work site.
- If you work in an active volcanic zone, assume that you may have to deal with the effects of an eruption - know a quick route to safe ground.
- Before ash fall starts, go home, if possible, to avoid driving or walking during ash fall.
- If outside at the time of eruption, seek shelter in a car or a building. If caught in volcanic ashfalls, wear a dust mask, or use a handkerchief or cloth over your nose and mouth.
- If volcanologists agree that a life-threatening eruption is likely to take place, a civil defence emergency will be declared, and the danger area evacuated.
- Listen to your radio for information and follow civil defence advice.
- Close up the site. Cover vehicles, machinery, and equipment to avoid ash causing damage by corroding metal surfaces and causing abrasion damage.
- Close all windows and doors and shut down heat pumps to limit the entry of volcanic ash.
- Turn electricity and gas off at the mains.
- Avoid unnecessary exposure to ash until it has settled. If you have to go outside, wear protective clothing: a properly – fitted P2 Or N95 rated mask, goggles, strong footwear, gloves, and long clothing.
- If you are sight impaired, wear goggles / eyeglasses. Do not wear contact lenses because trapped ash can scratch your eyes.

DURING AN ERUPTION

- Stay out of designated restricted zones.
- Stay indoors. Do not go outside until the eruption has finished, and ash has finished falling.
- Don't leave location unless advised to by civil defence.
- When driving - Take instructions from Emergency services or Civil defence and look at alternative routes that may be safer.
- If there is any doubt as to safety DO NOT PROCEED, contact your manager.

WHAT TO DO AFTER A VOLCANIC ERUPTION

Continue to follow official advice provided by your local Civil Defence Emergency Management Group, the Department of Conservation (for Tongariro, Ngauruhoe, Ruapehu or Taranaki only), local authorities and emergency services.

Medical Emergency Procedures

STAY CALM, STOP AND THINK

- Check area for your own safety before entering area.
 - Check response levels of injured party.
 - Send for help immediately if no response.
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1. If you are trained or confident in First Aid, provide emergency assistance until the arrival of an ambulance or qualified medical expert.
 2. Comfort and secure injured or ill workers
 3. CALL 111 and state type of Medical Emergency. Provide as much detail of the event as you can, i.e., possible cardiac or respiratory arrest, accident, vehicle accident, serious injury.
 4. State the exact location of the victim.
 5. Keep control of the situation and other workers until help arrives.
 6. Contact your manager if outside normal working hours.
 7. If the Medical Emergency involves any kind of poison/hazardous substance contact the National Poisons Centre on 0800 764 766.

REMEMBER THE ABC'S OF FIRST AID

- A. Check **Airway** is clear.
- B. Check for **Breathing**, heartbeat and apply CPR if necessary.
- C. Check **Circulation** and check for bleeding – apply pressure if necessary.

Fire Emergency Procedures

1. **F**irst Activate Alarm
2. **I**nform the Fire Brigade - Dial 111
3. **R**emove and Evacuate to the **ASSEMBLY** area.
4. **E**xtinguish Fire - only if it is in working condition and workers are trained to use it.
5. Confine the fire if it is small and not spreading to other areas.
6. Remove flammable chemicals if possible.
7. Remain at assembly area until the competent authority announces that it is safe to re-enter.
8. Wardens must ensure that all workers have evacuated the area.
9. Report any problems to the Emergency Controller at the assembly area.

USING A FIRE EXTINGUISHER

- Make sure the extinguisher is the correct type.
- Break extinguisher seal/remove the safety pin.
- Keep yourself low so you are not overcome by the heat and smoke. When you are safely in position, aim the extinguisher at the base of the flames.
- Discharge the extinguisher in a sweeping motion across base of the flames until fire is completely extinguished.
- If the fire becomes uncontrollable, or there is too much heat or smoke to stay safe, leave immediately.

DON'T LET THE FIRE BLOCK YOUR ESCAPE ROUTE

**After the event – Complete an incident report and review the effectiveness of the emergency plan. –
If necessary, replace used fire extinguishers.**

Vehicle Accident Emergency Procedures

1. Call the Emergency Services – Dial 111
2. Seek medical assistance if required.
3. Do not interfere with the accident scene.
4. Secure the accident scene.
5. Contact your Emergency Controller

AT THE SCENE OF THE ACCIDENT - RECORD ALL RELEVANT DETAILS:

- Name, address, telephone number, licence number and insurers name of any other drivers whose vehicles were involved in the accident.
- Take photos of the incident if it is safe to do so.
- If the driver of the other vehicle/s is not the registered owner, obtain details of the owners' name, address, and insurer.
- Exact location of the accident
- Direction of travel and the speed of vehicles involved.
- Particulars of any person who witnessed the accident.
- Admissions of fault and any other relevant comments made by the other driver(s) or the witness.
- Name and station of any police officer who attended the accident.
- Do not admit fault or make admission of liability, as this may prejudice our insurance cover.

HSNO Emergency Procedures

This plan is used in response to emergencies that may arise from the breach or failure of the controls on chemicals and hazardous substances. These include spills, chemical reactions, fires and general physical injuries.

ACTIONS TO BE TAKEN

In all likely emergencies workers should firstly take immediate action to protect themselves. They should then treat any person injured in the emergency. People on site and in surrounding areas need to be warned that an emergency has occurred and should be advised what actions they should take. This includes all employees as well as people at neighbouring buildings.

The emergency should be contained so that its adverse effects are first restricted to the area initially affected and then as soon as practicable reduced in severity and eliminated.

PEOPLE WITH RESPONSIBILITY

The person with overall responsibility in these types of emergency response is the Emergency Controller.

INFORMATION ON SUBSTANCES INVOLVED

Information about the hazardous properties of and means of controlling the substance can be obtained from safety data sheets that are in the Front Office.

HAZARDOUS SUBSTANCE OR CHEMICAL SPILL - EMERGENCY PROCEDURES

There is always a risk of an accident when you use or handle chemical or substances, so it is important to be prepared for a spill or an emergency.

1. Read the Safety Data Sheet for the chemical, which will give information on how to deal specifically with that chemical or substance including protective equipment to use, and products to use for clean-up.
2. Make sure you are safe and are wearing the appropriate personal protective equipment before dealing with the spill.
3. If the chemical is not banded (contained) then contain the chemical, i.e. Prevent any further spread.
4. Place the chemical or substance in a closed container and label it.
5. For disposal, check with the Spill Co-Ordinator for the method of disposal.

SPILL RESPONSE

- 1. RAISE THE ALARM - BY SWITCHING ON THE FIRE ALARM OR SHOUTING TO ALERT OTHERS**
2. Evacuate all people and if necessary, call emergency services (dial 111) and ask for Fire Services. Tell the operator that you have a chemical spill and if you can, tell them what the chemicals are, and the quantities involved.
3. Do not put your safety or anyone else's safety at risk.
4. If the spill involves a flammable substance, move away from the spill before using a mobile or cordless phone.
5. ONLY if it is safe to do so close the valve, plug the leak or turn the container upright.
6. Don't move a leaking container – you may risk making the spill larger or contaminating other areas.
7. ONLY if it is safe to do so - remove sources of ignition if a flammable substance has been spilled.
8. Use safety equipment to contain the spill – Fire Extinguisher if it is safe to do so.
9. Prevent the spill from entering drains or waterways.
10. Refer to the safety data sheet (SDS) or call a certified handler or other specialist for advice.
11. Use your spill kit if it is appropriate for the spill and safe to do so. Contain the spill by using a drip tray, oversized container, or an absorbent to soak up a small spill.
12. Dispose of waste safely according to the instructions on the safety data sheet and any district council rules for disposing of hazardous waste.
13. Recover the product or dispose of the waste safely.

PRECAUTIONS

- Do not endanger yourself.
- Wear personal protective equipment appropriate for the spilled substance (eg suitable gloves, protective eyewear, suitable protective clothing).
- Do not leave the area unattended if there is risk of a further spill.
- If the spill is likely to enter a waterway, then notify the local council.
- Advise your Emergency Controller of the incident.
- If the spill exposes workers or anyone else to a serious risk to their health and safety, notify WorkSafe.

CLEAN IT UP

1. The last step is to clean up the spilled product.
2. Sweep up any absorbent materials and other contaminated items and place them in the waste drum/container.
3. If the spill occurred on concrete or asphalt, you would have to neutralize the surface. Follow the instructions on the SDS or contact the manufacturer, whose number is listed on the data sheet.

After the event – Replenish your spill kit. – Complete an incident report. – Review the effectiveness of the emergency plan

Gas Leak

Your first consideration is the immediate safety of all people present. Do not put your safety or anyone else's safety at risk.

Follow these steps only if safe to do so:

- 1. RAISE THE ALARM - BY SWITCHING ON THE FIRE ALARM OR SHOUTING TO ALERT OTHERS**
2. Evacuate all people from the area.
3. Activate any emergency shut down systems.
4. DO NOT start any vehicles for removal – instead switch off all machinery and remove all sources of ignition ONLY if safe to do so.
5. If others are safely able to help, give them tasks to help manage the leak.
6. Activate any water spray protection systems.
7. If safe to do so, isolate or turn off the gas at the source.
8. If you suspect a flammable gas is leaking, move away from the likely source of the leak before using a mobile or cordless phone.
9. Call emergency services (dial 111) and ask for Fire. Tell the 111 operator that you have a
10. gas leak, and if able, tell them what the gas is.
11. Call your Emergency Controller

PRECAUTIONS

- Do not endanger yourself.
- Make sure you have an escape route.
- Keep your hands and face clear of any escaping gas.
- No smoking! Keep ignition sources at least 20m away until the area is safe.
- Do not use the equipment again until it has been inspected.
- Do not leave the site unattended if there is risk of a further leak.
- Advise your Emergency Controller of the incident. If the leak exposes workers or anyone else to a serious risk to their health and safety, notify WorkSafe.

After the event – Complete an incident report. – Review the effectiveness of the emergency plan. – Check and reset emergency protection systems, as necessary.