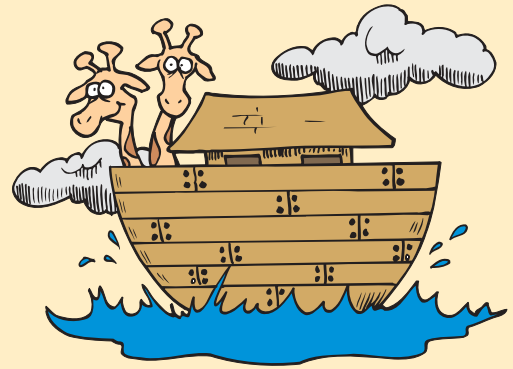


Flood

If flooding will become a threat to your safety, then be aware that you may need to evacuate. You can make this decision on your own.



If emergency services think it is becoming too dangerous to stay, they will order the evacuation.

Stay together as a group if evacuating from your site. If the Taranaki Emergency Management Office is involved in the evacuation, then emergency welfare centres will be established to receive evacuees.



Taranaki Emergency Management Office

Flood

Gas leak



- In the event of a gas leak **DO NOT** set off the alarm.
- Advise the Fire Service immediately
(using a telephone well away from the gas leak)
- Advise the Site Warden immediately
- Shut off the gas if you can do so safely
- Initiate an evacuation by word of mouth
- Do not use any electrical devices
- Leave all lights as they are
- Turn off any gas heaters

Fire

In the event of a fire



First, sound the alarm

Inform the Fire Service - dial 111

(change this to suit your facility e.g. 1-111)

Remove people in immediate danger

Extinguish the fire if it is safe to do so.

All occupants should be accounted for once everyone has been evacuated to the assembly area. The Site Warden should report to emergency services to advise on the success of the evacuation. If people are missing, the Site Warden should report this to the first responding fire officer. Leave lights on as you evacuate it can get quite dark in a smoke filled room.

Fire

Medical emergency

Call out for the assistance of a first aider

Remember the ABC's of first aid



Airways

Breathing

Circulation

Call for an ambulance if necessary

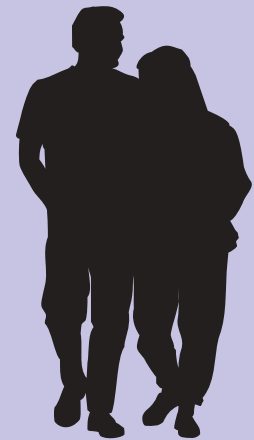
Have the person's personal record handy just in case ambulance officers ask about medication or allergies.

Medical emergency

Violence and abuse

Attempt to separate your charges from the person who is being aggressive if you can do so safely.

If the offender is armed and is clearly a danger to others, follow their instructions without hesitation.



Contact the Police as soon as you can.

Dial 111 and ask for Police.

Try and remember as much as you can about the offender:

- | | |
|--|--|
| <input type="checkbox"/> Height | <input type="checkbox"/> Scars, tattoos, piercings etc |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Clothes style, colour, brand |
| <input type="checkbox"/> Skin and eye colour | <input type="checkbox"/> Jewellery |
| <input type="checkbox"/> Hair colour and style | <input type="checkbox"/> Accent |

Try and remember as much about the weapon as possible:

- | | |
|--|--|
| <input type="checkbox"/> Size | <input type="checkbox"/> Was it held in one hand or two? |
| <input type="checkbox"/> Shape | <input type="checkbox"/> Was the barrel/blade long or short? |
| <input type="checkbox"/> Colour | <input type="checkbox"/> Was it fired? |
| <input type="checkbox"/> Firearm/knife/other | <input type="checkbox"/> Do you know the make of weapon? |

Violence and abuse

Missing person



If one of your charges goes missing, while contacting the Police:

- Make a thorough search of the premises, including every space into which a person could crawl
- Ask every person present (including staff, children, parents, and visitors) if they have seen the person. Have a recent photo to show people if possible.
- Contact the family of the missing person just in case they collected them without your knowledge.

After contacting the Police:

- Keep someone by the phone to liaise with Police until they arrive
- The Police will search the premises again
- The Police may ask a staff member to accompany them on an area patrol to search for the person beyond the premises
- Information the Police are likely to require includes when and where the person was last seen, the person's emotional state, whether there was a custody dispute over the person.

Chemical incident

Caution should be taken with all emergencies involving chemicals. A number of scenarios exist.



When a moderate size spill occurs at your premises:

- Secure the immediate area
- Evacuate if necessary
- Contact the Fire Service if necessary dial 111
- Wear appropriate personal protective equipment
- Begin a clean up following the manufacturers recommendations.

Spills that occur off your premises may also require a response by you. Emergency services will advise you what action to take. There are two options:

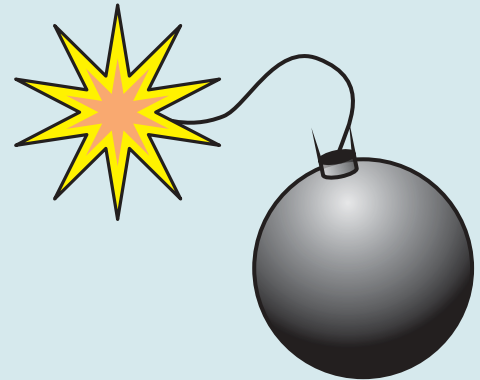
In-place protection is often used for **toxic** chemical spills. You should go into the centre of a building and close all the doors and windows. Also shut down air conditioning units etc. In-place protection allows you to shelter inside until a toxic cloud passes. Once the cloud has passed, on the advice of emergency services, people should leave their buildings and allow fresh air into the building.

Evacuation is used during a spill of potentially explosive chemicals. Emergency services will advise you if you need to evacuate. Listen to a local radio station for information during an emergency. It is the easiest way for emergency services to pass on advice.

Bomb threat

In the event of a bomb threat

DO NOT set off the alarm.



- Bomb threat checklist questions to ask:
- When is the bomb going to explode?
- Where did you put the bomb?
- What does the bomb look like?
- What will make the bomb explode?
- Did you place the bomb?
- Why did you place the bomb?
- What is your name?
- Where are you?
- What is your address?

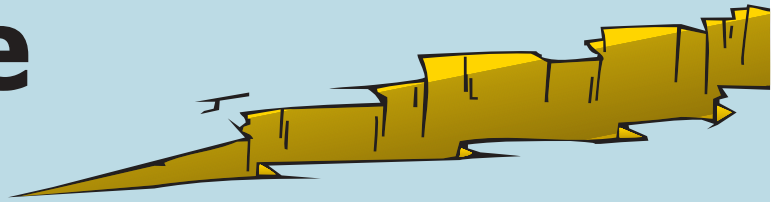
Contact the Police as soon as possible - dial 111.

Begin an evacuation by word of mouth. Advise people to take their personal bags etc with them. This will minimise the property that needs to be searched by Police or the bomb squad

As with all evacuations, take a roll call and account for everyone that was on the premises.

A bomb threat action card developed by the Police is available. A copy should be kept with your emergency information and next to each phone where incoming calls are answered.

Earthquake



All occupants should:

- take shelter in a safe part of the building
- stay indoors until the shaking stops
- evacuate if instructed to do so, or it is unsafe to remain inside
- if outdoors move clear of buildings, large trees, high banks, power poles, overhead power lines and other potential hazards

Wardens should:

- If inside**
- instruct everyone to take cover (by calling earthquake)
 - reassure people
 - evacuate the building as for fire if instructed to do so, or it is unsafe to remain inside
- If evacuating**
- ensure everyone has a safe passage to the assembly area
 - ensure that people have safe footwear and warm clothes (if necessary)
 - ensure that all rooms have been evacuated
 - turn off all appliance and services
 - supervise the evacuation to the assembly area
 - take the roll
 - advise the Site Warden of any missing people, staff or known visitors.
- If outside**
- instruct everyone to move clear of buildings, large trees, high banks, power poles, overhead power lines and other potential hazards.

The Site Warden should:

- undertake the activities associated with fire evacuation
- listen to a local radio station for reports
- advise staff and students to be prepared for after shocks

Your building may be damaged but the priority goes to saving life. Be conscious of the number of emergency calls that will be made after an earthquake. Do you really need emergency assistance to rescue or aid people? In the meantime, keep people out of harms way.