



# Emergency Planning



## Planning for Emergencies

**Section 6 (e)** of the Health and Safety in Employment Act requires employers to plan for emergencies. The purpose of an emergency plan is to provide a system for emergencies that may occur on our property and on the sites we operate on. When on site an emergency co-ordinator will be appointed this will be listed in the site specific safety plan. If an emergency occurs at our depot in Bunnythorpe, this will be managed by either ?? or XX.

**Section 19b** requires that every employer shall ensure that all employees have the opportunity to participate effectively (be fully involved) in the management and improvement of health and safety in the workplace including identifying hazards and procedures for dealing with or reacting to emergencies or imminent dangers.

### Potential Emergencies

- Serious Injury
- Electric Shock
- Explosion
- Chemical Exposure
- Gases and Fumes
- Burns
- Structural Collapse or Crushing
- Vehicle Collision
- Aircraft Crash
- Bomb Threat
- Armed Hold-up
- Earthquake
- Fire
- Severe Storm
- Snow Fall
- Flooding
- Trench Collapse
- Landslip
- Tsunami
- Volcano
- Lightning Strike

**The Emergency Coordinator is ?? or XX or the on site Foreman.**

### General Procedure

- All staff and visitors will vacate the danger area immediately.
- Safety Officers and on site Foremen will be in control.
- Provide first aid to injured personnel. **Call the nearest First Aider.**
- For emergency services, **telephone 111** (pause between numbers).
- Isolate, disconnect or contain danger. Extinguish fires if possible.

An accident scene is not to be interfered with unless absolutely necessary to save life, property etc. Advise either XX in the office (0800 000 000), ?? (021 987654), !! (027 444 4444) or )) (027 222 2222) of all details as soon as possible.

**The assembly area in the event of an emergency is the carpark (if in the depot), or when on-site either up wind of any area within the operational site works or the designated area on the daily Site Safety Plan.**

- **Our nearest Local Hospital is:** Palmerston Public Hospital **Telephone** 06 356 9169

For non serious medical assistance contact: Dr Loo, 169 Russell St, Palmerston North, phone 06 357 0437

### Fire Equipment

TYPE OF EQUIPMENT	LOCATION
3kg AFFF	Main Workshop
3kg CO2	Engineers Workshop
1.5 Kg Dry Powder	All vehicles

## Emergency Procedures

### IN THE CASE OF SERIOUS INJURY:

- Keep calm - so that you can help.
- Advise your Supervisor or ask someone else to do so.
- Telephone for an ambulance on 111.
- Clearly describe your location and the nature of the injury.
- **DO NOT** move the casualty unless the person is in danger of further injury - further movement may aggravate the injury.
- Stop any serious bleeding.
- Monitor and maintain : **A**irways. **B**reathing. **C**irculation.

### IN THE CASE OF ELECTRIC SHOCK:

- Turn the power source off.
- To assist the casualty if the power cannot be turned off, use heavy insulating **dry** gloves, or something made of rubber, **dry** cloth or wood to free the casualty.
- Start resuscitation immediately if breathing is not evident.
- Leave equipment as is.
- Attach an "Equipment Unsafe" tag to the power source isolating switch.
- Notify your Supervisor immediately.

### IN THE CASE OF EXPLOSION:

- If small and damage is minimal, ensure no fire can start and report to the Manager.
- For a large explosion - phone emergency service, minimise risk of fire.
- Locate and attend to victims.
- Assemble remaining staff for roll call.

### IN THE CASE OF CHEMICAL EXPOSURE: (REFER TO SDS)

- For splashes with acids or alkaline, wash off immediately with copious amount of cold water.
- For swallowed fluids - do not induce vomiting but seek medical attention immediately.
- NATIONAL POISONS INFORMATION CENTRE:
- **Dunedin (03) 474 7000 if urgent;**
- **Dunedin (03) 479 1200 during working hours.**
- NATIONAL RADIATION LABORATORY
- **Dunedin (03) 366 5059**

### IN THE CASE OF GASES AND FUMES:

- Ventilate the area immediately and keep exposure to a minimum.
- Wear goggles and respirator.
- Extinguish cigarettes and open flames.

### IN THE CASE OF BURNS:

- If still burning, roll the victim in a blanket or dampen with a fine low-pressure water spray.
- Continue for about 10 minutes to relieve heat.

### IN THE EVENT OF STRUCTURAL COLLAPSE OR CRUSHING:

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call emergency services.
- Do not attempt to move the victim until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

**IN THE EVENT OF VEHICLE COLLISION:**

- If the incident is minor, an exchange of names, addresses and vehicle details must be made and reported to the H & S Manager or the Office Manager.
- For a major incident involving injury or death, it must be reported to NZ Police and OSH within 24 hours and be recorded in the Accident Register.
- Call emergency services.
- Do not move victims unless fire is a possibility.
- Keep victims calm, warm and comfortable.
- If fuel is spilt or toxic, inflammable or explosive substances are present:
  - Report to emergency services immediately.
  - Close the road or isolate the area.
  - Initiate evacuation (for LPG within a 400-m radius).
  - Extinguish cigarettes and open flames.
  - Disconnect batteries (if possible) on damaged vehicles.
  - Do not take unnecessary risks.

**IN THE CASE OF AIRCRAFT CRASH**

- Ascertain injuries and likelihood of fire.
- Get all personnel clear of aircraft.
- Ensure that all staff evacuate to a safe place.
- Notify NZ Fire Service and St Johns.

**IN THE CASE OF BOMB THREAT:**

- Any parcel or object that staff are not able to clearly identify must be reported to Management immediately.
- DO NOT touch or move the object.
- Clear the area of the building or site.

**IN THE CASE OF ARMED HOLDUP:**

- DO NOT argue with the offender.
- DO EXACTLY as the offender demands.
- Try and get an accurate description of the offender and vehicle.
- Report to management and NZ Police as soon as possible.

**IN THE CASE OF EARTHQUAKE:**

- Stay indoors. Shelter under doorways or desks. If outside - stay clear of buildings and electrical wires.
- Follow instructions. Your Warden or Safety Officer is responsible.
- Stay away from glass windows. Do not use lifts (if installed). Avoid using telephone.
- Evacuation of staff - to take place only once tremors have subsided, and upon instructions of Wardens (or Safety Officers).
- Rescue squad members (if appointed) are to assemble at rescue centre.
- Controller (Head Warden) will make decisions.

**IN THE CASE OF FIRE:**

- Sound the alarm.
- Dial 111 and call out the Fire Service.
- All staff to evacuate to the assembly areas (muster stations).
- Fire wardens will attempt to extinguish the fire.
- All fire wardens to complete a thorough search of their area.
- Fire wardens check personnel at muster stations and report to Head Warden.

**IN THE CASE OF SNOW FALL**

- If at home, contact the office before leaving for work.
- If on the road take extra precautions and avoid high country routes.
- If at work, follow the instructions of your Manager.

**IN THE CASE OF SEVERE STORM**

- Beware of fallen electrical lines, flying glass or other hazardous objects.
- Follow the instructions of your Manager.

**IN THE EVENT OF FLOODING:**

- Where possible prepare in advance of flooding.
- Move animals and vehicles to high ground.
- Ensure that chemicals and dangerous substances are above flood level.
- Where necessary arrange for emergency generator and switch off mains.
- Ensure that sufficient drinking water is available in advance.
- If necessary retire to high ground or roof of building.

**IN THE EVENT OF TRENCH COLLAPSE:**

- Call emergency services.
- Start hand excavation to locate the victim. Use prodders carefully to assist.
- Keep all dewatering plant in operation.
- Avoid using mechanical equipment in the same trench.
- If a machine must be used, excavate a new trench alongside the cave in, then hand shovel loose material across into the new trench.
- Do not shift the victim when uncovered, clear their face, keep them warm and comfortable.
- Take precautions to prevent further collapse.

**IN THE EVENT OF LANDSLIP:**

- Evacuate the area as quickly as possible.
- Call emergency services if personnel caught in landslip.
- Attempt rescue of personnel caught in landslip if it is safe to do so.
- Do not return to the area until inspections completed and all clear given.

**IN THE EVENT OF TSUNAMI WARNING:**

- Retire as soon as possible from beach or estuary areas.
- Relocate at least 1000 Metres inland.
- Do not return to seaward location until all clear is given..

**IN THE EVENT OF LIGHTNING STRIKES:**

- Take cover in a building or vehicle if possible.
- Do not take cover under trees
- Do not use a telephone

**All injuries, property damage or near miss incidents** must be reported immediately to the Site Safety Supervisor. Treatment must be sought for all injuries, no matter how minor. Where damage or serious harm has been caused, nothing relating to the accident scene is to be disturbed without the express approval of Chris or Soraya Gommans, except for the purpose of preserving life or relieving suffering.

Emergency procedures should be tested at appropriate intervals such as annually.

Fire evacuation procedures should be tested 6 monthly.

<b>Testing of Emergency Procedures</b>			
<b>Procedures type</b>	<b>Date of last test</b>	<b>Date of next test</b>	<b>Signature</b>
Fire Evacuation	1 April 2009	1 October 2009	
Fire Evacuation			
Trench Collapse			
Fire Evacuation			
Fire Evacuation			

## Emergency Procedures for On Site Works

### IN THE CASE OF FIRE ON SITE:

- Sound the alarm either verbally or pre arranged signal – see Site Safety Plan.
- Dial 111 and call out the Fire Service
- Clearly describe your location – give street address if in town or rural number if in the country, identify any landmarks or features to help identify the site e.g. the nearest intersection, bridge, power pylon. Explain who will meet the Fire Appliance on arrival and where they will be located.
- Evacuate all staff to the designated area on the Site Safety Plan. Complete a head count to ensure all personnel have been accounted for – a thorough search of the site may be necessary, only do this if it safe to do so.
- Remain upwind from the fire at all times
- DO NOT attempt to extinguisher the fire unless it is safe to do so.
- Keep the Contract Manager abreast of developments if possible.
- If you are successful in extinguishing the fire monitor until the Fire Service give the all clear and hand over/back the site
- Debrief once the site is made safe.

### Fire Equipment on Site

TYPE OF EQUIPMENT	WHERE LOCATED
1.5 kg ABC	On site vehicles

### IN THE CASE OF SEVERE STORM:

- Beware of fallen electrical lines, flying glass or other hazardous objects.

### IN THE EVENT OF FLOODING:

- Where possible prepare in advance of flooding.
- Move vehicles to high ground.
- Ensure that chemicals and dangerous substances are above flood level.
- Where necessary arrange for emergency generator and switch off mains.
- Ensure that sufficient drinking water is available in advance.
- If necessary retire to high ground or roof of building.

### IN THE EVENT OF LANDSLIP:

- Evacuate the area as quickly as possible.
- Call emergency services if personnel caught in landslip.
- Attempt rescue of personnel caught in landslip if it is safe to do so.
- Do not return to the area until inspections completed and all clear given.

### IN THE EVENT OF TRENCH COLLAPSE:

- Call emergency services.
- Start hand excavation to locate the victim. Use prodders carefully to assist.
- Keep all dewatering plant in operation.
- Avoid using mechanical equipment in the same trench.
- If a machine must be used, excavate a new trench alongside the cave in, then hand shovel loose material across into the new trench.
- Do not shift the victim when uncovered, clear their face, keep them warm and comfortable.
- Take precautions to prevent further collapse.

## TSUNAMI

- Listen to Local Radio or Civil Defence Emergency Alert Signal to evaluate severity and timing of event. An all clear may be announced quickly for less-than-destructive tsunamis
- If you are within 1 km from the coast, Manawatu / Oroua / Rangitikei Rivers (or other large river) or less than 35m above sea level move to higher ground.
- Don't go sight seeing.
- Contact the Contracts Manager to keep them abreast of developments
- Do not risk your life in order to return to the yard / office.

## IN THE CASE OF GASES LEAK OR FUMES

- Concentrate on safety of people before 'property'
- As soon as any suspicion of a gas leak arises, have all fires, cigarettes and other sources of naked flame extinguished. Do not search for a leak with a naked flame
- Do not allow the operation of equipment or machinery until source has been identified. Ignition can occur even with a minor spark.
- If the leak is not found, turn off the supply if possible. Notify local gas supply authority on their emergency telephone numbers
  - Contact Energy 0800 80 9000
  - Siemen (NZ) Ltd 0275 739 598
- Cordon off and keep public out

### Points to consider:

**L.P.G.** – is heavier than air so will accumulate in low lying areas

**Natural Gas** – is slightly lighter than air and will generally be easier to disperse

## IN THE CASE OF BURNS:

- If still burning, roll the victim in a blanket or dampen with a fine low-pressure water spray.
- Continue for about 10 minutes to relieve heat.

## IN THE EVENT OF STRUCTURAL COLLAPSE OR CRUSHING:

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call emergency services.
- Do not attempt to move the victim until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

## IN THE CASE OF EARTHQUAKE:

- Stay clear of buildings, electrical wires, glass windows or partitioning and any equipment that could be dangerous if it fell over.
- Follow instructions. The Contracts Manager / Foreman are responsible.
- Avoid using telephone
- Move away from buildings, powerlines and other things that could fall on you. Hold on tightly to furniture legs and remain in place until the shaking subsides,
- **Evacuation of staff** – to take place only once tremors have subsided, and upon instructions of Foremen.
- Contracts Manager (if on site) will make decisions.