

WE KNOW

HEALTH & SAFETY

EMERGENCY MANAGEMENT PROCEDURE SAMPLE

This Emergency Management Procedure Sample is designed as a guide for use by members of The Chamber. It is part of a suite of resources to help businesses put in place effective practices and procedures for their organisations.

Please be aware that no generic document can cover all circumstances and that you may need to adapt this to the needs of your business.

Emergency planning is a legal requirement and is to form part of a Health and Safety System. Please contact Helen Mason or Steve Cooper at the The Chamber for more information on Health and Safety Systems 03 366 5096.

© Canterbury Employers' Chamber of Commerce, January 2015

This document and any accompanying information is subject to copyright and has been provided for the sole benefit of the recipient member on the condition that it may not be reproduced or distributed in any form to other parties. In the case of 'template' or 'sample' documents, their reproduction or distribution must be confined to use within the member's own business and not made available to third parties whether in payment of a fee or otherwise. **IMPORTANT – DISCLAIMER** – The Canterbury Employers' Chamber of Commerce accepts no liability for any action taken or consequences arising from any use of the material or any reliance made on the material.

Introduction

It is the intention of <insert company name>, to maintain a safe working environment and to provide all necessary procedures to deal with all events. Emergencies such as earthquakes, floods, tornados and fires occur everywhere and we want to ensure our staff are fully informed when such an event occurs.

Emergency Procedures

A number of hazards may affect our business at any time. The following procedures have been assessed as being the most relevant. All employees of <insert company name>, should be aware of these procedures to ensure their safety and the safety of others (such as the public) lawfully on the worksite:

EARTHQUAKE

In the event of an earthquake:

- Remain in the building
- Move away from windows and any equipment and furniture which may be dangerous if it falls over
- Drop, Cover and Hold or stand in a doorway or beside a solid object and hold on.

When the shaking stops:

- Keep calm and assist those who might panic
- Turn off all electrical switches and gas bottle taps
- If a fire has started, put it out if possible
- Do not go outside - the hazards out there may be worse e.g. falling masonry and glass, cracks in the ground and liquefaction
- Only use toilets if necessary because sewerage pipes may be fractured
- Turn on a battery powered radio.

If an evacuation is initiated

If an evacuation order is given, follow the standard evacuation procedure.

FLOOD

When a flood happens:

- Turn off electrical equipment and pull out all plugs
- Shift important equipment to a higher location
- Empty vehicles of valuable documents and equipment, and if possible, move vehicles to higher ground
- Don't go into flood waters alone
- Don't drink flood water, it may be polluted
- Give assistance and shelter to any others who have no transport or are cut off from home

TORNADO

Flying debris and broken glass are the cause of most serious injuries and deaths from a tornado.

If a tornado warning is issued and you are in a building, seek protective shelter away from windows, preferably on the lowest floor. **Do not go outside.**

If outside:

- Run to an interior room or the lowest hallway of the nearest building.
- Stay clear of all areas containing glass panes or windows.
- If outside and unable to find shelter, get into a ditch or other low area and cover your head with your hands.
- If you are in a vehicle, get out and seek shelter.

FIRE

In the event of a fire at any work site:

- Keep calm
- Alert any people in your work area
- Move away from the fire or any smoke using the nearest exit into a safe area.
- If the building is occupied follow any fire evacuation procedure as advised by the occupiers
- Dial 111
- Give the building name and address, or a description of its location
- Give a brief description of the problem
- Ensure the people you are with are accounted for
- Use a fire extinguisher only if it is available and it is necessary to save life, or where the fire is small and able to be controlled easily – ensure there is a clear exit path
- Do not return to the building/area for any reason until emergency services indicate that it is safe to do so.

EXPLOSION

In the event of an explosive emergency:

- Reassure the casualty and move him/her as little as possible until a full examination reveals the extent of injury
- If the casualty's general condition and injuries allow, raise him/her into a half-sitting position and support head and shoulders
- Loosen any constricting clothing around the neck, chest and waist
- Control bleeding and check any wounds
- Check breathing rate, pulse and level of responsiveness
- If the casualty is unconscious, open the airway and check breathing. Complete CPR if required.
- Call an ambulance. Seek medical aid if readily available.

Other emergencies to consider:

- Medical emergency
- Electrocution
- Chemical spills
- Armed hold-up
- Bomb threat
- Suspicious object
- Suspicious behaviour

For further information regarding any aspect of Health and Safety please contact CECC, Helen Mason: email helenm@cecc.org.nz or Steve Cooper: email stevec@cecc.org.nz or phone 03 366 5096.