# **Key Contacts**

**Emergency First Aiders**

Fire ***111 [name] [Phone number]***

Ambulance ***111 [name] [Phone number]***

Police ***111*** First aid kit ***[Location]***

**Medical Fire Wardens**

Poison center ***0800 764 766 [name] [Phone number]***

Doctor ***[name] [Phone number] [name] [Phone number]***

Hospital ***[name] [Phone number] [hospital address]***

**Services Other Contacts**

Electricity ***[company] [Phone number]*** District Council ***[Phone number]*** Gas ***[company] [Phone number]*** Civil Defence ***[Phone number]*** Water ***[company] [Phone number]*** Building owner/agent: ***[Phone number]***

# **Evacuation Procedure:**

1. Leave the building immediately by the nearest safe marked exit.
2. Assemble at the muster point – ***[main sports ground].***
3. Stay at the assembly point until the “ALL CLEAR” is given.

# **If you discover a fire – RACCE:**

1. **Remove** – anyone from immediate danger – evacuate.
2. **Activate** – evacuation alarm and start evacuation procedure.
3. **Call** the fire services 111.
   1. State your location – ***[Street address].***
   2. State the reason for your call.
   3. Stay on the phone. Do not hang up the phone until the operator says it is ok to do so.
4. **Contain** – fire by closing doors – only if safe to do so.
5. **Extinguish** – the fire but only if it is safe to do so.

* Do not put yourself at risk.
* If the fire is uncontrollable – evacuate immediately.

# **Medical Emergency:**

1. Call out for assistance.
2. Call 111.
   * State your location – ***[Street address].***
   * State the medical emergency.
   * Stay on the phone. Do not hang up the phone until the operator says it is ok to do so.
3. Provide first aid.

# **Earthquake Procedure:**

**If inside – stop, cover, hold. If outside – stay outside.**

**When the earthquake stops:**

1. Check for fire or major damage.
2. Move to the assembly point and account for all people.
3. Call the electricity company if wires are down – keep everyone away from the wires, they could still be live.
4. Await instructions from Civil Defence.

**Things you should include in your emergency map:**

* Muster point
* First aid kit location(s)
* Fire extinguisher location(s)
* Key buildings and other reference structures
* Main fuse point for electricity
* Emergency services entrance point
* Civil Defence may provide further ideas and information: https://[www.civildefence.govt.nz/get-ready](http://www.civildefence.govt.nz/get-ready)