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An emergency plan is a written procedure telling people in the workplace what to do in an emergency. This fact sheet tells you, a person conducting a business or undertaking (PCBU), how to prepare and maintain an emergency plan for your workplace. Download: Workplace emergency plans What to include in an emergency plan Emergency plans must include the following:emergency procedures including:an effective response to an emergencyevacuation proceduresprocedures for notifying emergency servicesat the earliest opportunitymedical treatment and assistance procedures to make sure there is effectivecommunication between the person authorised by you to coordinate the emergency responseand all other persons at the workplaceplans for testing the emergency procedures,including the frequency of testinginformation, training, and instruction to begiven to relevant workers for implementingthe emergency procedures.Your emergency plan should include a detailed floorplan showing where emergency equipment and firstaid supplies can be found, and the location of utilities. What to consider when making an emergency plan When working out your emergency plan, you musttake into account:the size and location of the workplacethe number of workersthe nature of the work being carried out and theworkplace hazardsthe types of emergency situations your workplacemay face. For example:fire or gas leakelectricity or water outagenatural disastersrobberies and bomb threats.Emergency plans should be tailored to the type of workand workplace. If the work is low risk, emergency plansmay not need to be long or complicated. In higher risksituations, more comprehensive plans will be required.All workers should know who is responsible foractivating and coordinating emergency procedures andwhat they must do to keep themselves and others safein an emergency. Maintaining and testing emergency plans A well maintained emergency plan should be reviewedand updated:when there are changes to work activitiesor the physical workplaceif the workers who have emergencyresponsibilities changeif new risks have been identified.Emergency plans should be tested at least yearly.Testing can be as simple as thinking of a scenario(eg fire, earthquake) and working it through the plan,or staging a mock emergency such as a fire drill totest how well the plan works.Following any testing, a review should be conductedto identify areas for improvement or updating.This should include seeking and consideringfeedback from your workers. Worker engagement You must engage with your workers when makingdecisions about emergency plans and when proposingchanges that may affect their health or safety. (E noho ana ttahi whnau i te tpu kai, he tuku kai ttahi ki ttahi, he kreroreo an hoki te mahi. E kaurori whakataha ana te kmera ki ttahi ktiro i te moka o te tpu e tari ana i ttahi papa rawhi.)Ktiro: Whakarongo! [Kia areare ng taringa!](Ka hapuru te whakanoho a te ktiro i tana papa rawhi, , ka mutu te krero a te whnau ki te whakarongo. Ka huri te whnau ki te titiro ki a ia.)Ktiro: E takat ana ttou ina p mai ttahi aitu?(Ka titiro te ktiro ki tana whnau, , he rangirua te hua.)(He hopunga tata o te ktiro e ttaha ana ki tana tungne.)Ktiro: Mn kei te korokoro o te parata ttou, kua rite koe?(Ka rr te mhunga o te tungne.)(Ka toih haere te ktiro i te moka o te tpu.)Ktiro: He mm noa te mahi, engari e hiahia mrika ana ttou ki ttahi mahere. M wai mua e tiki mai i te kura mn kore e taea e mm rua ko pp?(Ka hiki te pp i na pakahiwi.)Pp: A matua kk[Ka tmata te puoro](Kei waho, kei te ara waka, ko te ktiro rua ko tana matua kk e kanikani ana ki te puoro n te whnau iti kei muri i a rua. Ka titiro ttahi ki ttahi me te tungou o te mhunga.)(Kei roto, i te tpu, ka mka te ktiro i ttahi mea i tana rrangi mahi.)(Kei waho an i te taha o tana matua kk, ka titiro ki runga te ktiro i tana mrama ki ttahi mea.)[Ka mutu te puoro]Ktiro: Ka phea a Mita V ki tua?(Ka tohutohu te matua kk ki te taha, , ka kaurori whakataha ttou kia kite ai i te kiritata o te whnau e hkoi ana i tana ara waka ki tana taumatua hkoi.)[Ka tmata te puoro]Matua kk: Phea Mita V(Ka tungou te matua kk rua ko te kiritata ttahi ki ttahi.)[Ka mutu te puoro](Kei roto an, ka ttaha te ktiro i tana kaihana.)Ktiro: Ka aha hoki koe?Kaihana: Kore tonu au i te noho i konei.[Ka tmata te puoro](Ka ttaha atu te kaihana i te ttaha tata mai a te ktiro.)(I ttahi karti, ka t te kaihana i te taha o na hoa e rua.)Kaihana: E hika m, e k ana taku kaihana me whakarite e ttou he mahere.[Ka mutu te puoro](Ka kata ng hoa ki te kaihana, engari ka wharo ia, , ka huri ng hoa kia kite i te ktiro i te tomokanga, e kiriweti ana tna hua.)[Ka tmata te puoro](Ka menemene te kaihana rtou ko na hoa, me te whakat i rtou knui ki te ktiro. Ka puta ttahi hoa tuatoru, ka nohot ia i ttahi pae hiki maitai me te pr hoki.)(Kei roto an, ka toih haere te ktiro i te moka o te tpu.)Ktiro: Me tiaki ttou ttahi i ttahi.(Ka tohu atu te ktiro.)Ktiro: Tae ana tonu ki a Charles Barkley.(E noho ana ttahi kur i te papa, ka ttaha te mhunga, ka kingoingo hoki.)[Ka mutu te puoro](I te tpu, ka p te mm ki te pakahiwi o te tungne.)[Ka tmata te puoro](Katoa te whnau ka haukaiwahine atu i te whare e pahemo ana i te ktiro. Kei mua ko te tungne, kei a ia te kur i roto i ttahi okooko. E mka ana te ktiro i tana rrangi mahi i a rtau e haukaiwahine atu ana.Ktiro: Whakatria tu ake kreroreo whakatakat, kia mhio ai koutou ko t whnau ka phea i ttahi aitu.(Ka kitea ng tohu a Te Rkau Whakamarumaru me Te Kwanatanga o Aotearoa i te mata. Tae ana ki ttahi papa rawhi kei reira ng kupu Have a prep talk getready.govt.nz.) The information on this Easy Read webpage is about making a plan so you know what to do in an emergency. An emergency is when something dangerous happens that can put people at risk. An emergency can be things like:a floodan earthquakea pandemic which is when a lot of people get very sick very quickly. It is not possible to know:when an emergency might happenwhere an emergency might happen. When an emergency happens everyone needs to act quickly so they can stay safe. Knowing what to do in an emergency will make it much easier for you to get through it. This webpage will guide you through making a plan for what you will do if an emergency happens. When an emergency happens it is best to stay in your own home:if you canif it is safe to do so. You should talk with the people you live with / your whnau about what you will do in an emergency. You should think about:the things you need / use every daywhat you would do if you did not have those things. Make sure everyone in the house knows the emergency plan. Your plan needs to think about everyone in your household. Babies are more at risk than adults in an emergency. In an emergency you might not be able to get to the shops to buy the things you need. You should make sure you have enough supplies at home for your baby for at least 3 days. Things you might need for a baby are:a store of baby foodnappies that you can throw away called disposable nappiesbaby wipeshand sanitiserrubbish bags for dirty nappiesany medicines / creams your baby needsthin plastic gloves that you can throw away called disposable glovesspare clothes / blanketsa special toy. Make sure you also have supplies for your baby in a grab bag in case you need to leave home in a hurry. A grab bag is a small backpack of essential items. Make sure you keep some supplies with other people your baby often stays with like: You should make sure you talk to young children in a way that makes them feel ready for if an emergency happens. You should tell them:what might happen in an emergencythings you can do to keep safewhat your plan is if you cannot get home. Having a plan for an emergency will make it less frightening for young children if it happens. Young children:can help with planning for an emergencyare less likely to be frightened if they know what to do. You can give them tasks to do like:check the date on your stored watertest the torch is working. Make sure you have supplies for young children in a grab bag like:warm clotheswater / snacksa favourite toy. If you have a disability or health condition it is important to think about what you might need in an emergency. Your emergency plan should include all pets / other animals you own. You should bring all pets inside with you where it is safer. You should move any livestock like cows / sheep to a safe place undercover. Make sure that all animals have access to:foodclean drinking water. Make sure you have enough food and water for your pets or another animal to last at least 3 days. You should make sure you microchip your pets. A microchip is a tiny device put under the skin of an animal that has details about who owns them. Make sure you keep any details up to date with the New Zealand Companion Animal Register. If you have pet insurance you should check to see if it covers emergencies. Having insurance is when you pay money to an insurance company so that they will assist you if something goes wrong. You should take your pets with you if you have to leave your home. It is useful to keep a list of:kennels that will look after dogscatteries that will look after catsmotels that will allow you to bring pets. If an emergency happens while you are at work you might not be able to get home. Public transport might stop running like: Roads might be blocked / closed so you cannot use them. Sometimes areas might be blocked / closed so you cannot get to them at all. You should make a plan so you know:who can support you if an emergency happens at workhow to get home safely. Ask your workmates:if they live near youif you can travel home with them. If you have children in school / an early childhood centre you should:find out what the emergency plan is of that placethink about who will collect your children if you cannot get to them. You should find out where the safe place is for children to go in an emergency so you know where to pick them up when it is safe to do so. Roads may be blocked by an emergency. If possible you should plan to pick up your children:by walking to themby using a bicycle. Telephones may not be working very well in an emergency so you might not be able to contact the school. You should give the school / early childhood centre a list of 3 people you trust who can pick your children up for you. In an emergency:you might need supportother people might need support. Having a community emergency plan will make it easier for people to help each other in an emergency. Talk to other people in your local community to find out what they will do in an emergency like:your neighboursgroups in your community. Groups who already have a community emergency plan could be:your local Civil Defence Emergency Management GroupNeighbourhood Support groupsgroups where people volunteer to help like:church groupssports groupslocal schoolslocal maraegroups that work for / with the Government to support the public called service organisations. You can get in touch with these groups to find out what they will do in an emergency. They may also be able to help you if you need any:supplies like food / watersupport in an emergency. You can get in touch with your local Civil Defence Emergency Management Group to find out if there is a community emergency plan for your area. We're fetching your file...Please wait a moment while we retrieve your file from its home on the internet PDFFiller is an online PDF form filler and editor that has been on the market since 2006. It allows you to not only fill out PDF documents, sign them and send them out but also to host them on your own website complete with the ability for people to do the same. Today, I'm going to share with you my PDFFiller Review.I first came across PDFFiller when they reached out to me to ask if I was interested in taking a look at their software. Being a long time Docusign user, I was eager to check out an alternative and see if it met my needs. I'm glad I did. PDFFiller is significantly easier to use and felt far faster in my time using the software. For the purposes of this PDFFiller review, I've used a W8 form from the IRS (something I often have to fill out being Canadian and working with US companies).When you first log into PDFFiller, you'll be greeted with this screen:To add a document, simply click on the Add New Form button.Now upload your document to PDFFiller and it will instantly be available for you to fill out.Now that you've uploaded your PDF document, just click in the fields and fill out the information required. It's as easy as clicking and typing.Once you've filled out the form, it's time to move to the signature stage. Adding a signature is incredibly easy, you can type one out, draw it with your mouse, use a touch screen device (if you have one), capture a signature or upload one.In my case, I chose to draw one with my mouse, which I find is as close as I can get to real life. In this instance, I'm using a fake name so I'll just sign the document as Joe.That's all there is to the signing and filling out process. Pretty simply isn't it? Let's take a quick look at a few other slick features you get with PDFFiller. Adding a watermark to documents is always handy and doing so simply requires you clicking on the watermark tab on the right side of the screen and creating yours.This is incredibly handy for those of us who want to show people how a form should be completed but don't want it to be re-used somewhere else. Adding in a SAMPLE or VOID watermark is useful.Adding even more features, PDFFiller also allows you to spell check your document. Of course, it can only spell check the information you've typed out but it's a great feature to make sure you haven't made any mistakes on your form. To enable it, simply flick the switch as shown below.Once you've finished with your document, it's time to send it off. You have a slew of options such as printing it, saving it as Word or PDF, emailing, faxing, SMS and more.There you have it, as you can see, it's a very easy to use piece of software and incredibly handy for busy professionals who don't have printers with them on the road. Last but not least, they have one feature I can see people using on their websites that is incredibly handy, the ability to share a document that can be filled out and signed by visitors to your website. Check out the video below to see how it works:Simply sign up for an account with PDFFiller and you'll be well on your way to signing contracts, PDFs and more. They also have handy iOS and Android apps that are just as easy to use. Watch: Plan for emergencies [Audio/Visual: Upbeat music starts playing with blue introduction screen with white business.govt.nz logo. The words Plan for emergencies appear on screen for a few seconds. The screen cuts to a profile shot of the male presenter against a blue background. He is wearing an ivory blazer over a white dress shirt.]Natural disasters can happen at any minute. No matter where you are in New Zealand, its a good idea to have a plan ready to keep you and your team safe during an emergency.Being prepared for a sudden disaster doesnt just save lives and prevent harm, but can help your business to quickly get up and running again, and continue trading through hardship.[Visual: the screen cuts to an office setting with six female employees sitting at their computers for a few seconds, then cuts to two women putting labels on jars.]An emergency plan is a health and safety requirement, and not having one puts your business and the people in it at risk.[Visual: the screen cuts to a two chefs in a commercial kitchen preparing food. After a few seconds, the screen cuts to a woman in a workshop with earmuffs on. There is exposed concrete flooring and tools hanging above a workbench.]No one expects you to be able to plan for every kind of emergency, but you should have a good idea of the risks you face at work, given your industry and location.[Visual: the screen cuts to an upper body shot of the presenter on the left side of the screen against a blue background.]If you have a team, talk to them about the risks they think are most relevant. Weve mentioned a few, but a list of emergencies you might need a plan for are:[Visual: Health emergencies shows up in bold white text on the top right of the screen. Below this, a bullet point list appears:Workplace incidentsChemical spillsMedical emergenciesViolent peopleAnimal attacks.This title and list then disappear and are replaced by a new title Public health events. Below this, a bullet point list appears: After a few seconds, this text is replaced by a new title Utility failures. Below this, a bullet point list appears:Electricity outagesIT outagesWater supply issues.Health emergencies, like workplace incidents, chemical spills, medical emergencies, violent people, animal attacks, and public health events, like the Covid-19 pandemic. Utility failures, like electricity outages, IT outages, and water supply issues.[Visual: the screen cuts to a profile shot of the presenter on the left side of the screen.When making a procedure plan, remember that emergencies often require you to be flexible. Think about strategies rather than rigid plans and save electronic and paper copies of what to do and when.[Visual: the words Electronic and paper copies appear in the top right side of the screen in bold white text. Below this, a bullet point list appears: This text disappears after a few seconds.]In your plan, be clear about:[Visual: The title Plan shows up in bold white text on the top right of the screen. A bullet point Assembly point appears below this. Both disappear after a few seconds.]An assembly point: Decide on a safe meeting place thats close to your premises. In a major crisis, staff will want to be with their families.[Visual: the screen cuts to a shot of a man on a building site looking at his phone. After a few seconds the shot cutes to a group of tradies on a job site talking to each other in a circle.]Make a plan for staff to leave, after youve accounted for all of them.[Visual: the screen cuts to a profile shot of the presenter on the left side of the screen. The title Plan shows up in bold white text on the right side of the screen. Below this, a bullet point How to stay in contact appears.]Plan how to stay in contact, especially if you have staff that work offsite.[Visual: the screen cuts to an upper body shot of the presenter in the centre of the screen.]Make sure to contact staff to let them know when and where to report to work. Plan for alternative premises or work arrangements if your workplace is unsafe.[Visual: the screen cuts to a shot of a woman in an orange high-vis vest with the words fire warden on the back leading a group of employees out of an office building.]Allocate staff wardens and make them responsible for counting all workers and visitors after an evacuation.[Visual: the screen cuts to a picture of a St John first aid kit. The contents of the kit are in front, including plasters, ice pack, cotton swabs, scissors, tweezers, rubber gloves, gauze and wrapping tape.]Have a procedure to handle injuries. Youll need a first aid kit for minor injuries.[Visual: the screen cuts to a woman in a black blazer scrolling through her phone. After a few seconds, the shot cuts to a nurse with a face mask performing CPR on a dummy.]Identify the nearest medical centre or hospital for anything more serious, and find out if any staff members have first aid training.[Visual: the screen cuts to a profile shot of the presenter on the left side of the screen. Important contact details appears in bold white text on the top right of the screen. A bullet point list appears below this:StaffEmergency servicesClientsSuppliersInsurance companies.]Keep important contact details updated and handy. This includes phone numbers for staff, emergency services, clients, suppliers and insurance companies.[Visual: the screen cuts to the Civil Defence website showing a map of local civil defence groups. There is a list of regions with civil defence groups:NorthlandAucklandWaikatoBay of PlentyTairawhitiTaranakiManawatu WhanganuiHawkes Bay.The Hawkes Bay tab is open, cutting off the rest of the list and showing details of the Hawkes Bay Civil Defence group. After a few seconds, the screen cuts to a Facebook post from Auckland Emergency Management about cyclone Gabrielle accommodation support.]You can also follow your local civil defence and emergency management group website and Facebook page to get information and assistance in an emergency.[Visual: the screen cuts to a profile shot of the presenter. A title Switch off appears in bold white text on the top right of the screen. A bullet point list appears below this:ElectricityWaterGas supplies.This text disappears after a few seconds.]You may need to switch off electricity, water and gas supplies if you suspect theres a leak. Fires caused by gas leaks and electrical sparks are a risk after a natural disaster strikes.[Visual: the screen cuts to an gas meter box on the outside of a building. The screen then cuts to an electricity fuse box.]Make sure you or a designated staff member know when and how to shut electricity, water and gas off.[Visual: the screen cuts to a profile shot of the presenter on the left side of the screen. A title How will you contact staff appears in bold white text on the top right of the screen with a bullet point list below it:Do they need helpKeep them informed.]As well as outlining what to do, your plan should include how you will contact staff to make sure they are OK, check to see if they need any help, and keep them informed.[Visual: the screen cuts to a shot of a man in a wheelchair coming out of a lift. After a few seconds the screen cuts to the feet of a person walking with a white cane sweeping in front of them.]Talk to employees with disabilities. Find out what assistance, if any, they require if theres an emergency, and consider how to assist any visitors who have a disability.[Visual: the screen cuts to a profile shot of the presenter on the left side of the screen. A title Keep a bag of essentials shows up in bold white text. A bullet point list appears below this:Emergency contact details.First aid kit.Emergency supplies.This text disappears after a few seconds.]Other tips to help you prepare for a sudden disaster include: Keep a bag of essentials, including emergency contact details, a first aid kit and emergency supplies. Appoint someone to grab it if theres an emergency. [Visual: A title Emergency supplies appears in bold white text on the top right of the screen. A bullet point list appears below this:WaterBlanketsRopeTorchesRadioFirst aid kitDust masksGloves.]Emergency supplies can include water, blankets, rope, torches, radio, first aid kit, dust masks and gloves.[Visual: the screen cuts to a shot of multiple people placing food tins, jars and bottles into a plastic tub.]If you provide food for staff, youll still need to provide it in an emergency. Stock enough supplies for 24 hours.[Visual: the screen cuts to a profile shot of the presenter in the centre of the screen against a blue background.]Once your plan is complete, practice it, and update it as your business grows or changes.Schedule dry runs regularly at least twice a year but also throw in surprise drills. Discuss how these went and how you can improve, using different scenarios to cover fires, earthquakes and other hazards.[Visual: the screen cuts to an upper body shot of the presenter.]People respond to and recover from emergencies in different ways. Rather than assuming how badly affected a person may be[Visual: the screen cuts to a shot of a man and woman sitting opposite each other in an office setting. They are talking to each other and taking notes.Make a point of regularly asking about their wellbeing following a crisis.[Visual: the screen cuts to an upper body shot of the presenter in the centre of the screen.]For advice on preparing for, and recovering from a disaster, and how to look after your people in an extended crisis, plus an earthquake preparedness checklist and more, head to the learning summary of this video.[Audio / Visual: The music slowly fades out while a blue outro screen appears with the business.govt.nz logo in the centre of the screen. This logo disappears and the Ministry of Business, Innovation, and Employment logo appears on the left-hand side and the Te Kwanatanga o Aotearoa, New Zealand Government logo appears on the right-hand side.][Video ends] Where should you collect your children?You should know your school's emergency plan and the location you need to collect your children.If the school is in a tsunami zone, don't rush to the school to pick up your child after an earthquake. Speak to your school now to understand their evacuation plan.Check your school or ECE's wesbite for their emergency plan.Who will collect your children?Arrange at least three friends or family members within walking distance of the school to collect your children for you, in case you can't get to them. Give their names to your school.Talk with your children about what they could expect and who could collect them if you cant get there. Start by having a conversation with your household and decide on a place to meet.Agree where you would go if you couldn't go home or to your meeting place.If you work or go to school in different places, consider how you will reconnect with each other.Identify friends or family that you could stay with ifyou couldn't go home. Most people are under-insured for their home and contents. After the Christchurch earthquake, insurers in New Zealand moved from a full replacement model to a sum-insured model.Make sure that your home and your possessions are insured for the right amount. Contact your insurer to discuss this.Read about disaster insurance (eqc.govt.nz) You might have to leave home in a hurry and be unable to return, or walk a long distance to get home from work. Think about what items you will need, then put together a grab bag. You can do this yourself and it doesnt have to be expensive.You need to be able to grab a bag with basic essentials to get you through the next few hours or days.A pair of walking shoes, jacket, water, and snacks are a good start.Learn more about Grab bags Find your gas main valve (if you have gas), main power switch, water toby, and learn how to turn them off.Mark them clearly so you can find them quickly and tell others in your household what to do.Damaged utilities (gas, electric and water) can be dangerous and prevent you from staying in your home. For example, having a fire extinguisher in your household could help prevent small fires from becoming a big fire.Read more about how to prevent a fire, following an earthquake. Your neighbours are your first and best source of support in an emergency. If you haven't already connected with people on your street, swapping contact details in case of an emergency is a good conversation starter.Meet your neighbours After you have checked on your household and neighbours, you can go to your local Community Emergency Hub. This is a place where people in your neighbourhood can support each other and work out what to do next.Find out more about Community Emergency Hubs. This page provides messages about making emergency plans. Emergencies can disrupt our lives, damage property and cause serious harm. Making a plan will help you get ready, and talking about your plan with your whnau/family, workmates, marae and community will make sure everyones prepared.Our Get Ready website has preparedness advice and a template to make a household emergency plan. A home emergency plan lets each member of a household know what to do in an emergency and how to be prepared in advance.Having a home emergency plan helps alleviate fears about potential emergencies and makes actual emergency situations less stressful while saving precious time.Make sure your whare/home emergency plan lines up with emergency plans for your mahi/work, kura/school and other places where you spend a lot of time. You should also make sure it lines up with your community response plans or community resilience plans. Different communities have different response plans. How to make a whare/home emergency planYou can make a home emergency plan online on the Get Ready website, or by following the instructions below.Write down the names of everyone in your household and their contact details.Decide where you will go in case you have to evacuate or cant get home.Plan and mark evacuation routes on a map. Plan several evacuation routes in case certain roads are blocked, closed, and/or put you in further danger.Discuss and write down your places to go:Right outside your whare/home, in case of a sudden emergency (e.g. fire).A safe location away from your immediate area which you can reach from home by walking. If you live near the coast, make sure it is not in a tsunami evacuation zone. Go here in case of a sudden emergency (e.g. flash flood or tsunami) or if you cant get home.Out of town, to stay during or after an emergency. Go here when you have time to evacuate from your neighbourhood (e.g. for a flood) or if you cant get back to your neighbourhood. This place can be a relative or friends home, or a hotel, motel or campground you are familiar with.A meeting place if you cant get home. It might be a kura/school, a friends home or with whnau/family.Think about people who might need your help in an emergency (e.g. elderly and disabled people, single parents with young children, people who are new to the area, people who live on their own, and others who might need help in the neighbourhood). Pick two contacts outside your neighbourhood to leave a message with if you cant contact each other:A friend or relative who will be your households primary contact.A friend or relative who will be your households alternative contact.Tell these contacts that you will call or text them in an emergency. Make sure they have all of your contact numbers. In an emergency, they will need to know:Where you are.What happened.How to reach you.All adults and children in your household should know the primary and alternative contacts names, addresses, phone numbers, and how to leave this emergency information in a text message or voicemail. For small children, write the names and numbers on a card and keep it in their school/daycare bag.Decide on emergency contacts for each family member and ensure these are saved in their phones. Think about who you might need to contact for information or help in an emergency. Write down important contact details. Try filling out this table:ContactDetailsLocal council call centreInsurance company 24-hourInsurance number and policy numberLocal radio station (Frequency: )Kura/SchoolWhnau/Family and neighboursBank phone number and detailsWork phone numbersMedical Centre/GPPharmacyLocal police stationVet/kennel/catteryLocal hotel or B&BGas supplier, meter number and account numberElectricity supplier, meter number and account numberWater supplier, meter number and account numberElectricianPlumberBuilderLandlordLocal contact for emergency accommodationOut of town contactInsurance companyWrite down where your emergency supplies are at home. Make sure everyone knows where these are. They dont all need to be in one place, but you might have to find them in the dark. This includes any medication, and where it is stored, in case you need to evacuate.Write down how and when to turn off the water, electricity and gas at the main switches or valves at home.Make sure everyone in the household can turn these off even in the dark.If you need them, make sure that you have necessary tools in an obvious, weather-tight place close to the gas and water shut-off valves.Only turn these off if you suspect a leak or damaged lines or if you are instructed to do so by your utility provider, local Civil Defence Emergency Management Group or other local authority. If you turn the mains gas off, you will need a professional to turn it back on.Place a tag on shut-off valves to make them easier to identify. In an emergency, you can be stuck at mahi/work, without transport home. Make a personal whi mahi / workplace emergency plan so you know who to contact at mahi/work in an emergency and have a plan to get home safely.You can find a personal workplace emergency plan template on getready.govt.nz.It is also a good idea to have some emergency supplies at mahi/work in case you have to wait to travel home.If you run a business, you should make sure all your staff members have a Personal Workplace Emergency Plan.Emergency planning for businessesAn emergency plan is a health and safety requirement for all whi mahi / workplaces. Not having one is a big risk for your business and the people in it. An emergency plan details what you and your colleagues will do when a disaster strikes to keep yourselves and your customers safe.Being prepared for an emergency can:save lives and prevent harm,help businesses to continue trading through hardship,give staff and owners confidence,protect equipment and premises,quickly get businesses running again.Information about emergency planning for businesses is available on business.govt.nz.It is also important that businesses have a business continuity plan in place. A business continuity plan identifies how your business can keep its essential functions up and running following an emergency. Early learning services and kura should have an emergency management plan for all hazards they may face, especially for sudden impact hazards where children, students and staff have to act quickly, e.g., earthquake, tsunami, fire, violent threat.The Ministry of Education provides guidance for kura/schools to plan and prepare for emergencies and traumatic incidents: There is also a Best Practice Guide specifically targeted at early learning services.Early learning services and kura/schools should have plans for excursions and education outside of the classroom (EOTC) activities. An emergency may happen when children, students and staff are outside of the early learning service or kura/school grounds, and it is important that there are plans in place for these scenarios.Emergency plans should detail arrangements for caring for children and students including information to help reunite them with their parents, legal guardians, or approved alternate caregiver in a safe and timely manner.Make an early learning service or kura/school emergency plan as a parent or guardianFind out about your childrens kura/schools emergency plan and talk to your children about it. Do they know what to do if there is an emergency? Have their teachers discussed it?Parents and guardians need to know all emergency procedures in advance, especially the safe locations and whnau/family reunification procedures.Find out if the kura/schools emergency plan requires you to pick up your children from a safe location after the all-clear is given.Plan to collect your children by foot or bicycle, if possible. Routes to and from schools may be jammed. Telephone lines during an emergency may be overloaded.Ensure emergency contact details held by the early learning service or kura/school are up to date.Parents and guardians should provide multiple pre-approved emergency contacts. Decide who will pick up your children if you cant get to them and provide their name to the school. Be sure that parent and emergency contact information is updated at the beginning of each year as a minimum, and that parents notify the early learning service and/or kura/school of any changes during the year. Children can only be released to a person identified by the parent or usual caregiver as approved to uplift that child. Marae preparedness planning enhances resilience and safety of marae, taonga and iwi, assisting te hau kinga (the people of the marae) and te hapori (the wider community) to understand and manage their risks.A marae emergency preparedness plan will identify the potential hazards, people from the marae who have specialist skills (such as first aid), and a list of items that will be required to ensure the marae is adequately prepared.Work through the marae emergency preparedness plan to work out what your marae will do. One of the best ways to prepare for emergencies is by getting together with other people in your community and discussing how you all plan to respond to events.Street-level plans encourage neighbours to build their own networks and identify people who may need extra support in an emergency. Talk to people close to where you live and find out whats already in place.Your community may already have groups of people or networks that have their own plans and will have a role in bringing different people together. Most communities have a Civil Defence Centre or a community hub, where locals can come together during and after an emergency. In times of need, these will be opened and run by communities. Contact your local Civil Defence Emergency Management Group to find out how you can volunteer.There may also be local voluntary, church and sports groups, kura/schools, marae, and service organisations. Make contact with them and find out what they are doing.Volunteering New Zealand and Neighbourhood Support Groups provide other opportunities to volunteer and have contacts to groups that may have existing community plans.Getting to know your neighbours has other benefits, too. You can share contact details and find out what resources and skills you can share with each other. Try to keep it low-stress and low-expectation: tell people its about doing what you can to support each other.

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