



Emergency Procedures

527 No 10 Road, Swannanoa, Rangiora, 7476

GPS Coordinates: -43.3694991, 172.5099542

DON'T PANIC - STAY CALM

Your clear quick action could save a life or property.

Make sure of your own safety first, and then make the area safe.

Determine what assistance / services are needed - ring 111

Contact H&S representative - 027 848 4484 / 021 033 6894

Accident - report

- **Location - GPS co-ordinates & road name**
- **Nature of accident**
- **Number of people injured (do not mention names)**
- **Types of injuries**
- **State whether ambulance or helicopter required**
- **Contact H&S Rep 027 848 4484 / 021 033 6894**
- **Follow staff instructions**
- **Provide first aid until emergency services arrive**
- **Send person to open gates and guide and clear way for ambulance or helicopter**
- **Complete H&S incident report**

Fire - report

- **Location - GPS co-ordinates & road name**
- **Size of fire**
- **What is burning**
- **Local weather conditions, wind direction, strength etc.**
- **Contact H&S Rep 027 8848 4484 / 0210336 894**
- **Follow Evacuation plan if inside buildings**
- **Follow staff instructions**
- **Only light fires if safe to do so**
- **Complete H&S incident report**

Earthquake or Civil Defence Emergency - report

- **Location - GPS co-ordinates & road name**
- **Remain calm**
- **Follow staff instructions**
- **Evacuation will be organised by staff in consultation with Civil Defence**
- **Compliance with staff instructions is essential**