# Emergency management plan

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| **Medical Emergency Procedure** |
| 1. First, ensure you are safe
2. Contact a First Aider on the ground
3. If you are able, assist without compromising your own safety or the safety of others, then do so.
4. Do not make attempts to handle medical trauma situations beyond the level for which you have been trained. Make the scene safe and leave this for the medical experts.
5. If instructed, call Emergency Services dial 111 and request an ambulance:
	1. State your exact location
	2. The number of people involved in the incident
	3. The nature of the incident
	4. The types of injuries sustained (if possible)
6. Fill out the accident/incident reporting register

**Remember*** Do not endanger yourself
* Do not be afraid to call 111
* It is better to be safe
* Your swift actions could make ALL the difference
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| **Fire Emergency Procedure** |
| * Raise the alarm
* Dial 111 for Emergency Services
* Direct people away from the area to congregate at the designated area
* Fill out the accident/incident reporting register
* Review the effectiveness of the Emergency Plan

**Remember*** Do not endanger yourself
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| **Natural Disaster Emergency Procedure** |
| **In the event of an earthquake**1. Keep calm
2. Drop and cover your head with your arms
3. Follow instructions of the Event Manager

**In the event of a flood**1. Keep calm
2. Follow instructions of the Event Manager

**Emergency checklist**1. Turn on your radio for advice and information – local station Hokonui 92.5FM or 96.5FM
2. Know the Civil Defence warning signal
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| **Terror Emergency Procedure** |
| 1. Keep calm
2. Contact the Event Manager
3. Direct people away from the area to congregate at the evacuation assembly point located under the trees of pedestrian path along East St, opposite Farmers
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| **Ashburton District Council and WorkSafe NZ will be advised as soon as is practically possible if the Emergency Management Plan is to be deployed** |