

EMERGENCY PROCEDURES



NMIT

03 539 5084 for Campus Services
027 433 4612 for After hours campus or security concerns
03 539 5477 for IT ServiceDesk
0800 664 848 for IT ServiceDesk (after hours only)

111 for Emergency Services - Fire, Police, Ambulance
03 546 3840 for Nelson Police station
03 578 5279 for Marlborough Police station
03 543 9500 for Richmond Police station

0274 433 4612 for HAZMAT
0800 764 766 for Poisons Centre

0800 358 5453 for COVID-19 Health advice
0800 377 990 for OCP free confidential support
0800 111 757 (TXT 4202) for Depression Helpline
0800 543 354 (TXT 4357) for Lifeline
0800 376 633 (TXT 234) for Youth line
0800 726 666 for Samaritans
0508 828 865 for Suicide Crisis Line
0800 611 116 for Healthline

Evacuation

If required to evacuate upon hearing the evacuation alarm or on instructions

Always remain calm:

- Evacuate the building immediately via the nearest fire exit unless instructed otherwise.
- Take your bag, phone, keys only if they are within reach. Do not go back for them.
- Always follow the instructions of Floor Wardens – assist people with disabilities if asked.
- If you need help wait at the fire exit stairs on the landing until help arrives.
- Do not use lifts.
- Do not take food or drink.
- Merge like a zip in the stairwells with occupants from other floors.

EVACUATION

Active Shooter

RUN - to a place of safety

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

HIDE - if unable to run from the area

- Hide in an area out of the shooters view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone.
- Turn off lights, radios, computer monitors.

FIGHT - as a last resort and only when your life is in imminent danger

- Attempt to incapacitate the shooter.
- Act with physical aggression using whatever items you can, throw items at the active shooter or try and overpower them.

ACTIVE SHOOTER

Chemical (hazardous substance) spill/release

Chemical Spill/Release (Immediate threat to others in building, e.g., risk of explosion/fire, release of flammable, toxic or otherwise hazardous gases or fumes)

1. **WARN** - others in the vicinity evacuate area where necessary.
2. **ACTIVATE** - nearest fire alarm when directed (follow Fire and Evacuation procedures).
3. **CALL 111** specifically state it is a chemical or hazardous substance spill or event and if safe to do so get SDS and provide details (what chemical class, UN number).
4. **CONTACT** Campus Services and advise what has happened.
5. **IF** it is safe to do so, assist any injured/disabled personnel. Any injured or potentially contaminated personnel should be checked by Emergency Services before leaving. **DO NOT** transport anyone to the Hospital.



CHEMICAL SPILL

Loss of Power, Lighting, Water, Lifts, Communication, Computer Network

MINOR FAILURE - MINOR DISRUPTION TO ROUTINE

- Contact Campus Services.
- Contact IT ServiceDesk for computer related issues.
- Advise your manager.

MAJOR FAILURE - MAJOR DISRUPTION TO ROUTINE

- Contact Campus Services.
- State the nature of the problem and location.
- Advise your manager if necessary.
- If there is a power or water failure within the building, please ensure that any equipment/taps being used at the time of the 'outage' are turned off and /or disconnected.

IF YOU ARE IN A LIFT DURING A POWER CUT OR EXPERIENCE LIFT FAILURE

- STAY CALM.
- Push the emergency button.
- Contact Campus Services.
- Do not try to open the door or climb out.

Threatening Behaviour (physical/verbal)

THREATENING BEHAVIOUR OBEY INSTRUCTIONS - KEEP CALM

- Remove yourself and others from immediate danger if possible and it is safe to do so.
- Do not argue or try to negotiate - do what is asked.
- DO NOT take risks - do not try to disarm or struggle with the person.
- Observe the aggressor for physical features or clothing worn, distinguishing features, voice, or tattoos. Any weapons. Anything touched or taken. Escape route, vehicle.

IF YOU FEEL UNSAFE AT ANY TIME IMMEDIATELY - CALL EMERGENCY SERVICES

- When able, notify Campus Services.
- Write down all you observed.

Gas/Fuel Leak

LPG is odourised to give it a distinctive smell that is detectable well below hazardous levels and this is usually how leaks of LPG are detected.

LARGE UNDETECTED LEAK

A leak is detected on entry into a room, especially if it has been unoccupied for a long period:

- STOP and LEAVE, warning others present.
- DO NOT activate alarm. Shout warnings and follow Fire and Evacuation procedures.
- CALL 111.
- Contact Campus Services.

DETECTABLE LEAK

An LPG leak is detected while present in a room:

- WARN others.
- CHECK for obvious sources - if possible, turn off leak source.
- If unable to turn off or locate source, follow steps for large undetected leak above.

GAS/FUEL LEAK

Mental Health Challenge

1. Identify

- An emergency is any reference to physical harm to oneself or others, violence, or weapons.
- Observed a person who is self-harming.
- A person threatening suicide.
- Appears confused and incoherent.

2. Acknowledge

- Stay Calm
- Listen empathetically, don't minimise, avoid offering advice.
- Speak in a non-confrontational manner expressing concern, "I am worried about your safety; I need to get support for you."
- State your concern to the person and let them know you are getting them help. Then notify the appropriate campus departments as needed.

3. Refer

- Refer on to professional support services.
- Emphasise confidentiality.
- If a person makes ANY reference to suicide or wanting to die, immediate action must be taken. In the case of an emergency, call 111 immediately.

Fire

(if you see, smell smoke or suspect a fire)

WHEN FIRE OF SMOKE IS DISCOVERED:

ACTIVATE NEAREST ALARM

- If it is safe to do so rescue/remove persons in immediate danger.
- If it is safe to do so confine/contain the fire. Close doors after exiting the area.

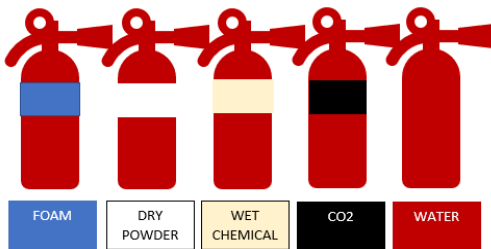
EVACUATE

- Walk, do not run.
- Do not push or crowd. Merge like a zip on stairs.
- To open doors feel doors bottom to top for heat using the back of your hand. If hot do not open door. If not hot open door slowly, standing behind and to one side.
- Proceed to Main Emergency meeting point (to be noted on the register) and **await all clear**.

IF CAUGHT IN SMOKE:

Drop to your hands and knees and crawl to exit. Stay low.

IF CLOTHING CATCHES FIRE: STOP, DROP, AND ROLL.



FIRE - procedures, extinguisher types

Earthquake/Tsunami

DURING AN EARTHQUAKE - IF INSIDE

- Stay inside
- Don't use lifts or stairs
- Take only a few steps and take shelter under desks or down beside an internal wall.
- If in a theatre or lecture hall, stay in your seats protecting your head and neck. Do not rush for the exits.
- Stay clear of large areas with glass atriums or glass roofs.
- Keep away from windows or objects that could fall on you.



DURING AN EARTHQUAKE - IF OUTSIDE

- Stay outside.
- Take only a few steps and take shelter clear of buildings, trees, power lines or other potential hazards.
- If driving, pull over and stop.

WHEN THE EARTHQUAKE STOPS

- Check for signs of fire, hazardous material spill or major structural damage.
- If you see sparks, broken wires, or evidence of electrical damage, turn off the electricity at the main fuse if it is safe to do so.
- Account for all staff, students and visitors if possible. Treat any minor injuries.
- Do not evacuate unless area is immediately threatened or instructed to do so. Do not use lifts - use stairwells.
- Await instructions.

Expect After Shocks

TSUNAMI

For those in coastal area if you:

- Feel a strong earthquake
- See a sudden rise or fall in sea level
- Hear loud or unusual noises from the sea

Move to the nearest high ground or as far inland as possible – don't wait for official Tsunami warning.

Remember: Long or Strong - Get Gone

EARTHQUAKE/TSUNAMI

Medical First Aid



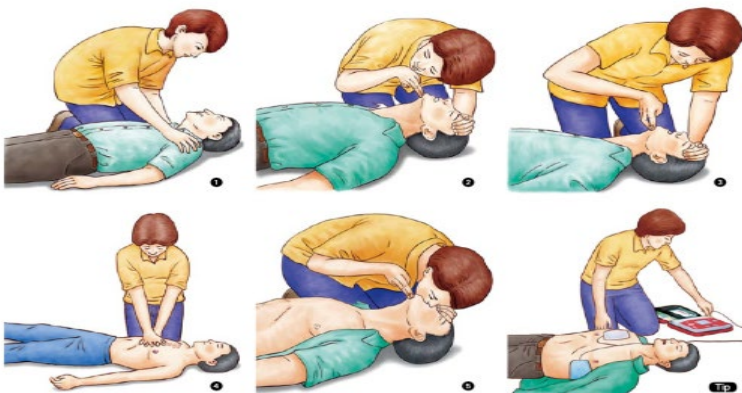
First Aid Response

- Quickly assess the scene, is it SAFE for you to help?
- Assess the victim, unconscious? Breathing? Bleeding?
- Do not move the victim unless for their immediate safety.
- Defibrillators are located across campus.

If the injury/illness appears serious and if the person requests it

- Call 111.
- Give the person's location, address, building number and best access door.
- Say what appears wrong.
- Stay with the person. Call out to or ring someone for assistance to guide the emergency responders to the location.

CPR



Flooding/Storms

Flooding

- If the building is in danger of being flooded, evacuate all staff, students and visitors to safe areas unaffected by flooding.
- If the building is not in immediate danger, do not evacuate unless instructed by wardens, security or emergency services.
- Switch off any electrical equipment and gas that could be affected by water.
- If can be done safely, move any chemicals and equipment to a safe area.

Storms/Gale Force Winds

- Move all people away from windows.
- Shelter in strongest part of building (ie central corridors).
- Stay inside.

Afterwards

- Do not enter any affected areas until “all clear” has been given by wardens, security, or emergency services.
- Help others if you can.
- Look for damaged property including power/gas lines and immediately notify Campus Services.