

# SURVIVAL TIPS

Suggestions to keep you healthy and free of injury

## Emergency response

**What is an emergency? - A sudden, unexpected event demanding immediate action. Emergencies occur when energy has been accidentally released or when energy sources become out of control, eg release of LPG gas, which creeps along a trench until it reaches a source of ignition. Emergencies include: fire, major injury, chemical spill, earthquake, flood or cyclone. Fire is the most common threat to most workplaces. Fires often double in size every 30 seconds and may escalate quickly to an explosion.**

**You have the right to know.** Your employer must inform you of all potential emergency situations in your work environment, and involve employees in developing procedures to prevent them.

**Tip 1: Ensure you have an evacuation plan and know:**

- Who is in charge in any emergency
- Who your fire wardens are
- How to carry out shut down procedures
- When your next emergency drill is, if you haven't had one for more than six months

**Tip 2: Raising the alarm**

- Where is the nearest telephone? Call 111 for fire or ambulance
- Where is your nearest emergency alarm point and how do you sound it?
- How do you scramble your emergency team?

**Tip 3: Safe access & egress**

- Know your escape routes and emergency exits
- All such routes and exits must be clearly marked and kept clear
- Know where your assembly point is and stay there until given "all clear"

**Tip 4: Know where fire extinguishers and fire hose reels are**

- Ask for training in how to use fire extinguishers
- Pull the pin, squeeze lever - aim extinguisher low at the base of the fire
- Sweep from side to side, spreading the extinguishing agent until the fire is out
- Remember, extinguishers are only for small fires or for use to escape

**Tip 5: Know where the emergency equipment is kept**

- Ask, if you do not know where emergency equipment is stored
- Ensure that you and your workmates have been instructed in the use of all emergency equipment and protective clothing
- Ask how often emergency equipment is checked or tested
- If chemicals are spilled, you may need respirators, gloves and spill control kit

**Tip 6: Medical emergency or major injury**

- Know who your first aiders are and call them to any serious injury
- Do not move victim unless

they are in imminent danger. Await expert help

- Learn cardio-pulmonary resuscitation (CPR); and
- Know what to do for serious bleeding. You may be the only person on-hand

**Tip 7: Natural disasters**

- Ask your supervisor if there are plans for natural disasters
- Civil Defence and the fire service can assist in your planning
- Regular training drills should be held in high-risk areas, such as earthquake drills in Wellington
- Severe disruption may follow a civil emergency, so your site will need food and water supplies

**Tip 8: Review emergency response plans**

After any actual emergency or trial, always ensure all points of concern are raised with your supervisor, to improve emergency response.

**Tip 9: Your responsibility**

As an employee, you must take reasonable care of your own safety. You must follow your employer's emergency instructions. **Plan to prevent catastrophe.**

**Disclaimer:** these survival tips are general in nature and are not intended to be comprehensive. Always take into account your own particular circumstances. If you have any questions, please discuss them with your supervisor.

*These survival tips supplied by the New Zealand Safety Council, [www.safetycouncil.org.nz](http://www.safetycouncil.org.nz) or email [info@safetycouncil.org.nz](mailto:info@safetycouncil.org.nz)*