



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Emergency Management Procedures

Tauranga and other locations

FACILITIES MANAGEMENT DIVISION
TE URANGA WHAKAHAERE

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Introduction

This procedural guide outlines how University of Waikato staff, students and other campus users should respond in the event of an emergency or critical incident. The immediate actions to be taken in the case of common emergencies are included in this guide and need to be understood by all campus users.

The most up to date version of this guide is located at emergency.waikato.ac.nz

As part of our ongoing commitment to best-practice emergency management procedures and frameworks, this guide has been produced to support the safety and welfare of all students, staff and visitors. The University will make every reasonable effort to prepare for and respond to emergencies based on the situation, information and resources available.

This document is associated with and supports the following University policies:

- **Critical Event and Business Continuity Policy**
- **Health and Safety Policy**
- **Work-Related Accidents and Injuries Policy**

The development and implementation of this guide aligns with Goal 4 of the University Strategy 2017-2021 by enhancing and strengthening the University's governance infrastructure around emergency preparedness, and sets out plans and procedures to ensure that the University is well-prepared for the challenges it may face in the event of an emergency.

What is an emergency?

An emergency is a situation or event that has the potential to seriously harm or affect staff, students or University property. It could occur from any of the circumstances included in this plan, and may not be contained within just the campus, (eg, weather events).

Quick tips

- Take action when you hear an evacuation alarm or receive instructions from Floor/Building Wardens
- Fluorescent vests and/or red hats identify Floor/Building Wardens in an emergency
- Keep updated following an emergency – refer to the University of Waikato website, Facebook and Twitter, and your mobile phone

Ongoing operations following an emergency

The continuing operation of the campus will be determined by the nature of the emergency and the availability of resources such as buildings, staff and other resources.

The responsibility for whether or not to continue operation of any University campus or office rests with the Emergency Action Committee and will follow the Business Continuity Plans in place at the University.

Emergency communication

Following an emergency on campus or a regional emergency event, staff, students and campus users will be kept up to date with information and updates in the following ways:

University Website Facebook Twitter Email SMS/Text Tickertape/full screen message on campus PCs

It is recommended that campus users subscribe to the University of Waikato Facebook page and Twitter feed before an emergency event occurs.

Emergency contact information

Unless specified below, the emergency contact phone number for all other office and campus locations is always 111 (from a landline and mobile)

University of Waikato Tauranga CBD campus

101-121 Durham Street, Tauranga

Coastal Marine Field Station

58 Cross Road, Sulphur Point, Tauranga

Adams Centre for High Performance

52 Miro St, Mount Maunganui, Tauranga

Auckland City Office

Level 4, 369 Queen Street, Auckland

*This location is not in a designated Tsunami evacuation zone

Bongard Centre Tauranga Campus

Bongard Centre – 200 Cameron Road, Tauranga
Campus Security From a landline 0800 267 7659 extn 8777
or 027 55 44 977

Institute of Professional Learning – Tauranga

142 Durham Street, Tauranga

Institute of Professional Learning – Napier

Ground Floor, Library Building, Civic Block - 22 Station Street,
Napier

Institute of Professional Learning – Rotorua

1358 Hinemoa Street, Rotorua

*This location is not in a designated Tsunami evacuation zone

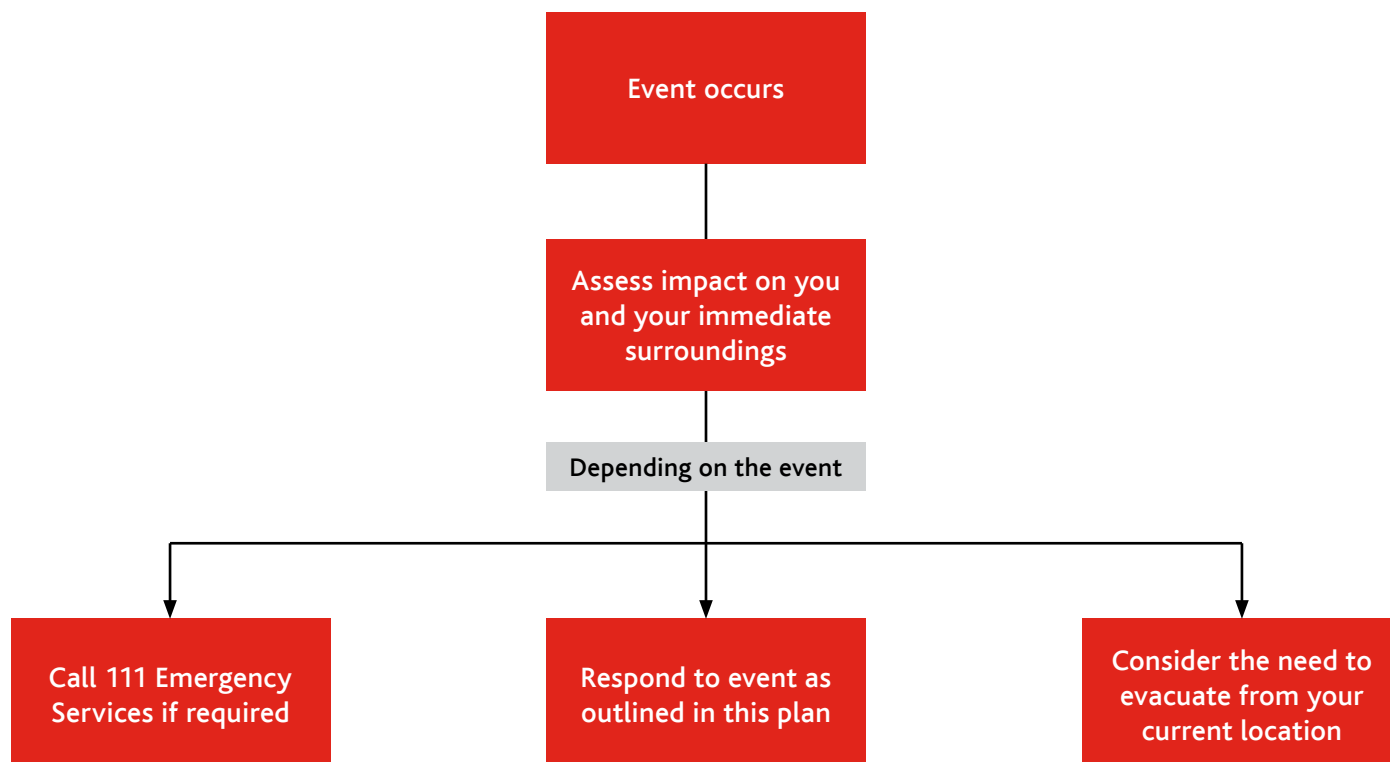
Institute of Professional Learning – Gisborne

River Oaks Mews – 74 Grey Street, Gisborne

[PHONE NUMBERS](#)

Basic emergency response

While every emergency event is unique, there are some basic steps to follow when responding to any emergency, outlined here:



Quick tips

- Use your common sense
- Ensure your own safety and wellbeing before helping others

Key things to do during an emergency

If you are aware of an emergency event, always do the following:

- Keep calm
- Alert those around you
- Follow instructions received via sms/text, desktop computer alerts, emails or other
- If no instructions have been provided, use your best judgment and common sense
- If you require urgent assistance, call Emergency Services by phoning 111 (or 1-111 from a University landline)
- If internet access is available, updates and information will be available on the University home page **waikato.ac.nz** or **emergency.waikato.ac.nz**
- If internet access is disrupted, information will be relayed by the most suitable available means
- Follow any directions given by a Floor/Building Warden and Emergency Services staff.

Evacuation procedure

Evacuation is the rapid removal of people from immediate or threatened danger in a safe and orderly manner. Evacuation from your current location, building or campus may be required to ensure the safety of staff, students and other campus users in an emergency event.

Quick tips

- Move quickly and calmly – keep noise to a minimum
- Remain calm, and attempt to calm anyone who appears anxious
- Check all areas especially toilets, storage areas and lecture theatres
- Evacuate to a safe area clear of all buildings, roads and potential hazards
- **DO NOT:**
 - panic or run
 - use lifts, only use the stairs
 - carry food or drink
 - take non-essential personal items with you
 - re-enter the building until the ALL CLEAR has been given

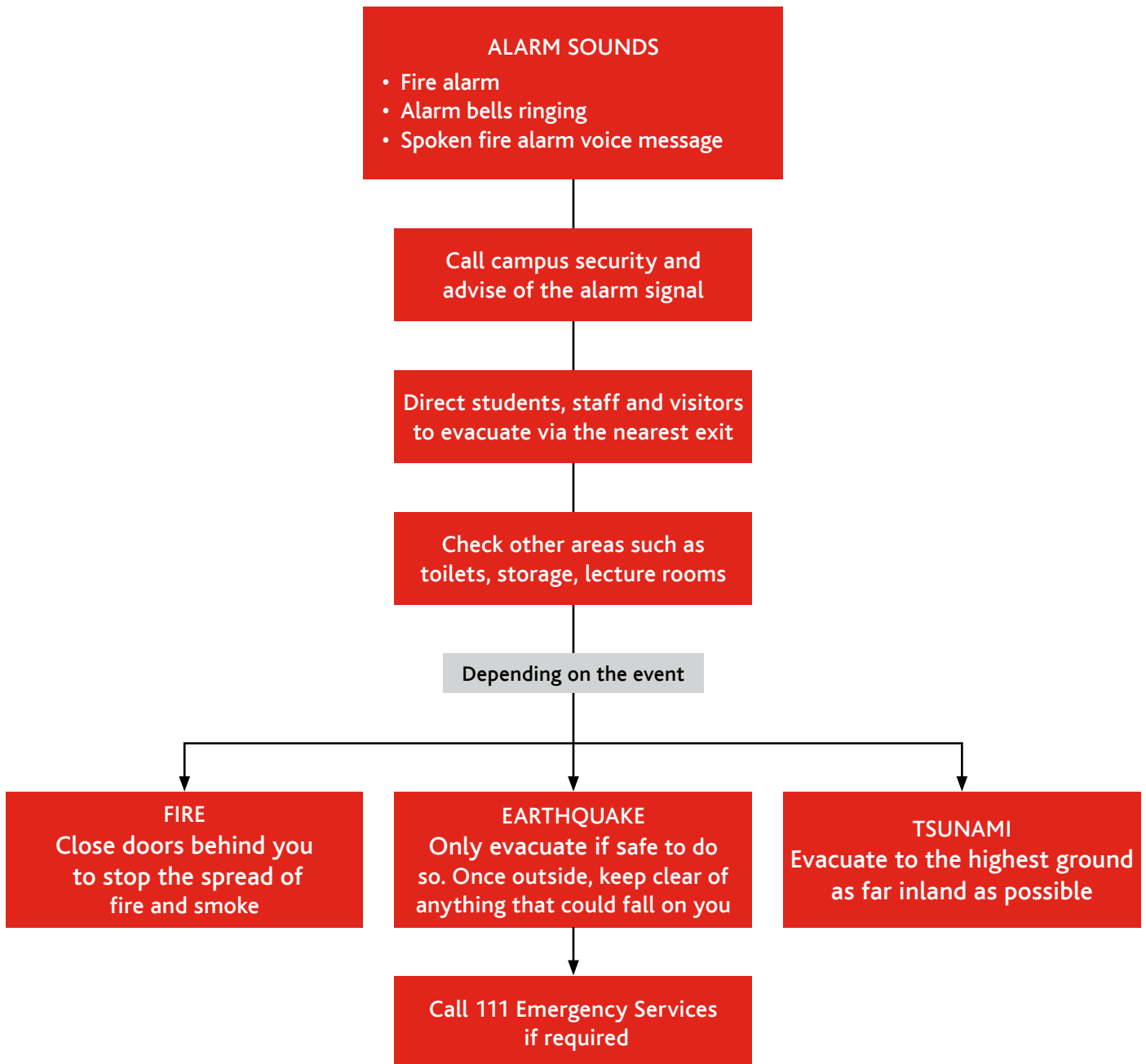
Evacuation instructions

If the fire alarm sirens sound or alarm bells ring continuously, or you hear the automated voice message (indicating the need to evacuate) then follow these instructions:

- Evacuate quickly by the nearest exit (follow the FIRE EXIT signage) – unless instructed otherwise
- Check all areas especially toilets, storage areas and lecture theatres
- Comply with any requests issued by the Building/Floor Wardens (identified via florescent vests), or Emergency Services staff present
- Assist people with disabilities if asked to do so, move them to the safest possible place
- If you need help to evacuate, wait in the smoke-stop lobby or stair landing until help arrives
- Note any persons not willing or able to evacuate, report this to the Building/Floor Warden, or Emergency Services staff
- Guide your visitors out of the building
- Evacuate to a safe area clear of all buildings, roads and potential hazards
- Advise a Floor/Building Warden if anyone you know is unaccounted for
- DO NOT re-enter the building until the Building/Floor Wardens or Emergency Services staff have given the ALL CLEAR
- If the evacuation sirens, alarm bells or the spoken fire alarm messages stop, this is NOT the all clear signal.



General evacuation plan



After-hours evacuation

When an evacuation is signalled after normal business hours (Monday to Friday, 8am-5pm), all campus and building occupants must:

- Be prepared to act as Floor/Building Warden if required – check your area is clear of people
- Know the location of the nearest emergency exit and evacuation/safe area clear of all buildings, roads and potential hazards
- Call Emergency Services by phoning 111.

All clear

- Remain at the safe area clear of buildings, roads and all potential hazards (if it is safe to do so)
- Do not re-enter the building until the ALL CLEAR is announced by the Floor/Building Warden or Emergency Services staff
- If the fire alarm stops, it does not mean the emergency is over
- Normal routine may resume once the ALL CLEAR is received, given it is safe to do so.

Safe evacuation of people with disabilities

For assisting a disabled person with mobility issues:

- Relocate the person with a disability to a safe area (if safe to do so); this is generally a stairwell or behind a smoke-stop door.

During an evacuation

- Ensure all smoke-stop doors are closed behind the person
- Report location and presence of the person to the Floor/Building Warden and/or Emergency Services
- Dedicated “buddy” must stay with the person and ensure mobile phone communication is maintained
- If required, wait for the Fire Service officers to come and assist.

After an evacuation

Review the person’s personal safety plan and ensure that the Floor/Building Warden and other staff members who work with the person are aware of any changes relating to their disability.



Fire

Quick Tips:

If you see or smell smoke or suspect a fire, follow the instructions below:

- Remove people from immediate danger
- Raise the fire alarm and alert people around you
- Call Emergency Services (Fire) on 111 and inform them of the alarm and its location.
- Floor/Building Wardens are to check common areas, bathrooms and classrooms on route to the evacuation/safe area
- All students, staff and campus users must remain at the evacuation/safe area until the ALL CLEAR is announced from the Floor/Building Wardens or Emergency Services.

Discovery of smoke or a fire

- Operate the nearest fire alarm by breaking the glass and pressing the switch down
- Contain fire and smoke. If safe to do so, close all doors and windows
- Evacuate to a safe area clear of buildings, roads and all potential hazards
- Relocate disabled persons to a safe place and report location to Building Warden
- From a safe building, call or use the emergency phones to call Emergency Services (Fire)
- Use firefighting equipment only if you are confident, trained in its use, and it is safe to do so.

Hearing the Fire Alarm

Evacuate to a safe area clear of all buildings, roads and potential hazards

Ensure any visitors are included in the evacuation and a responsible person assists visitors/students/staff with disabilities

- **DO NOT**
 - panic – remain calm
 - linger – leave the building as quickly as possible
 - attempt to return to your room
 - run – walk calmly and quickly
 - use lifts – keep left on stairs
 - return to the building until the ALL CLEAR is given

If caught in smoke

- Drop to your hands and knees and crawl to the nearest FIRE EXIT
- Stay low to the floor as smoke will rise to the ceiling. Hold your breath as much as possible
- Breathe shallowly through your nose and use dry clothing (shirt, jacket, etc) as a filter.

If trapped in a room

- Place cloth material around or under the door to prevent smoke from entering. Close as many doors as possible between you and the fire
- Be prepared to signal from a window, but do not break the window unless necessary.

Earthquake and aftershocks

Quick tips

- Remain calm
- Remove anyone from immediate danger if safe to do so
- Report any hazards (fire, damage) to Floor/Building Wardens and Emergency Services
- Look for emergency personnel in high-viz vests if you require assistance
- Make sure you know the evacuation procedures for all buildings/facilities you attend
- Do not use elevators/lifts
- Await and follow directions of Wardens and Emergency Services staff
- Do not re-enter buildings/facilities until the ALL CLEAR has been given by Floor/Building Wardens or Emergency Services staff
- Expect aftershocks over the next hours or days

During an earthquake or aftershock

If indoors

- If inside, stay inside, advise others to do the same
- Drop, Cover, Hold:
 - **Drop**, take **Cover** under a desk or table and **Hold** onto the legs until the shaking stops
- If that is not possible, seek cover against an interior wall or doorway and protect your head and neck with your arms
- Keep away from windows, shelves containing heavy objects and other large/tall items of furniture
- Stay indoors until the shaking stops
- Do not try to move while the ground is shaking
- When shaking has stopped, and/or fire alarm has activated, evacuate building immediately
- Check for damage and hazardous conditions and report them to the Floor/Building Wardens
- Phone systems may be severely impacted. Limit phone use to emergency calls only and texts
- Take keys, personal items, emergency supplies only if convenient and safe to do so
- Make your way to the nearest holding area or open area if safe to do so.

If there is no shelter

- Kneel on floor, face away from windows
- Clasp both hands behind the head, covering the neck. Bury face in arms, close arms tightly
- Stay in this position until the earth tremors have subsided and it is safe to get up.

If outside

- Stay outside, advise others to do the same
- Do not pass back through campus or buildings to get to a safe area – use external routes and roads
- Do not isolate yourself – stay with others
- Move to an open clear area if safe to do so and avoid falling hazards
- Stay clear of buildings, trees or other possible falling hazards and liquefaction.

In an elevator/lift

- If power fails, elevators/lifts will stop and lights will go off
- Be patient and try to remain calm
- Use the lift emergency phone to Call 111 and wait for a rescue.

In a vehicle

- Pull over and stop in clear area
- Avoid overpasses, power lines and structural hazards
- Stay in your vehicle

When the shaking stops

- Ensure your personal safety first
- Check others for injuries. If anyone requires medical assistance, call Emergency Services (111) and/or administer first aid
- Assess your surroundings
- Evacuate if required or instructed to do so
- If your location is near the coast line or a large body of inland water, be aware of the possible risk of Tsunami
- Listen to the radio for instructions from Civil Defence
- Turn off the gas as it may leak
- Proceed with caution, look out for live electric wires and other hazards
- Expect aftershocks and more things falling.

Heading home

- If a full evacuation has been declared, it may not be possible to return to your building immediately
- In the event of a major earthquake, be prepared for many streets and buildings being closed due to damage or to allow Emergency Services use only
- Enact your personal/family emergency plan
- If you leave campus, inform someone by advising a colleague, supervisor or fellow student.



Tsunami

A tsunami consists of a series of potentially strong waves; the danger may last several hours after a strong earthquake. If a strong earthquake occurs and your campus/building is located in an area at risk of a tsunami (eg near the sea, rivers or large body of water) then follow the procedure below.

All information pertaining to tsunami evacuation zones for specific locations can be found in Appendix 3 – Tsunami Evacuation Information.

Quick tips

- If the quake is LONG or STRONG, get GONE. WALK, DON'T DRIVE
- Know where the highest ground is and how to get there
- Once you get to a place of safety, be prepared to wait it out before enacting your personal/family emergency plan

Tsunami warning signs

- Any earthquake that lasts LONGER than a minute
- A big earthquake that is STRONG enough to knock you off your feet
- Strange ocean behaviour: loud or strange noises, sudden changes in sea level or ocean drawing away from the shore.

When a tsunami threatens

- A tsunami may arrive less than an hour after a major earthquake
- Don't wait for an official warning or to be told to evacuate
- Listen to your radio or TV for advice and information
- Evacuate if instructed to by Civil Defence
- Walk inland or to high ground
- Do not go down to the waterfront
- If there is no time to evacuate, all occupants must move as high up the building as possible.

If you are outside

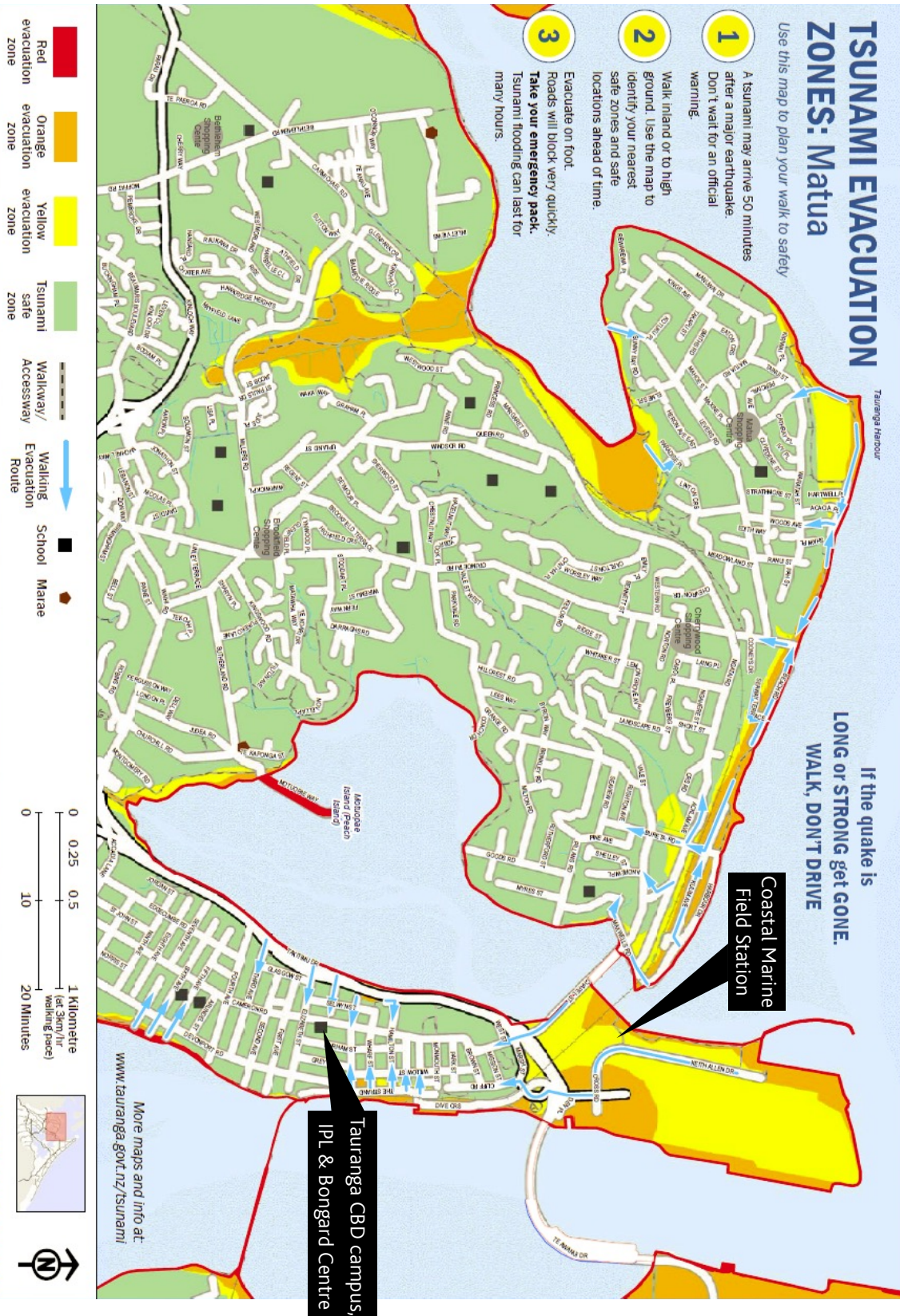
- Move inland to high ground
- Go at least 2km inland, or 35 metres above sea level
- Do not go down to the waterfront under any circumstances.



Tsunami evacuation information

Tsunami evacuation information for Tauranga campuses and locations

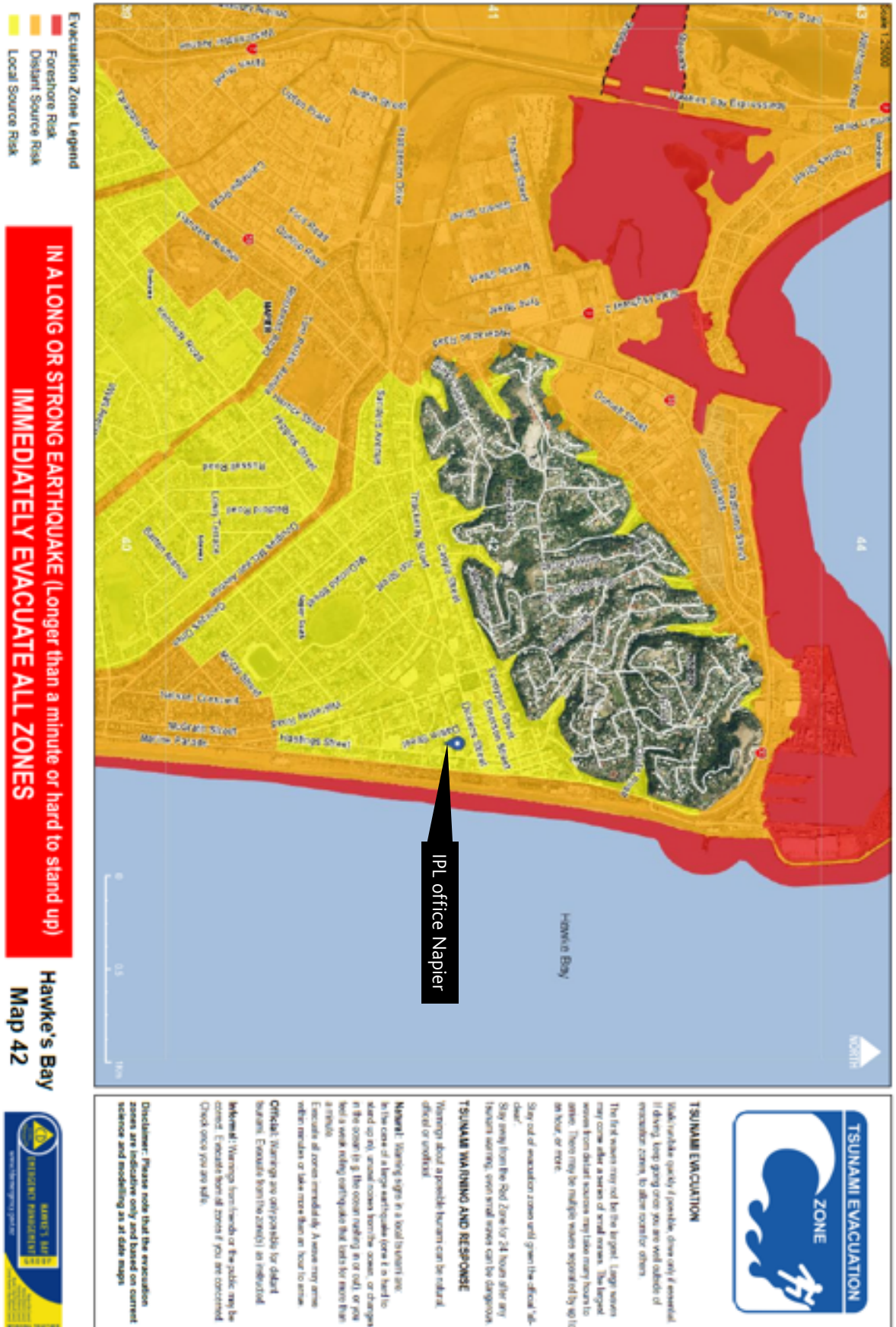
Tauranga CBD campus Durham Street, IPL Durham Street, Bongard Centre Cameron Road and the Coastal Marine Field Station in Tauranga are located in the Matua Tsunami Evacuation Zone.





Tsunami evacuation information for IPL in Napier

The Institute of Professional Learning office in Napier is located in the Hawkes Bay – Local Source risk Evacuation Zone.



Tsunami evacuation information for IPL in Gisborne

The Institute of Professional Learning office in Gisborne is located in the City to Waipaoa River Evacuation Zone.



Severe weather

Major storms can affect wide areas and can be accompanied by strong winds, heavy rain or snowfall, thunder, lightning, tornadoes and rough seas. They can cause damage to property and infrastructure, affect crops and livestock, disrupt essential services, and cause coastal inundation.

Severe weather watches and warnings are issued by the MetService and available through the broadcast media, by email alerts, and at [metservice.com](https://www.metservice.com)

Quick tips

- Remove yourself and anyone else from immediate danger if safe to do so
- Ensure all windows and doors are closed
- If you have to move outdoors be aware of flying debris
- Report any damage or flooding to Emergency Services (111)

Flooding

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers, and high tides or tsunamis in coastal and low-lying areas.

Floods within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result of earthquakes.

- Check source of the flood and that no one else is in danger
- Switch off any electrical equipment and gas that could be affected by water
- Move any chemicals, documents, equipment and valuables to a safe area if time allows
- Call Emergency Services (111) and provide information about the flooding event and location of evacuees
- If the building is in danger of being flooded, evacuate all staff, students and visitors to a safe area unaffected by flooding. Otherwise, do not evacuate unless instructed by the Floor/Building Warden or Emergency Services staff
- If flood is due to burst pipes, etc, turn off the water at the mains if possible.

Storms and gale force winds

Storms can affect University services and operations due to high winds, the potential for hazards and damage to property. Follow the guidelines below to ensure you are safe during a storm or gale force winds:

- Listen to the radio for updates and advice
- Be prepared to evacuate quickly if necessary
- Move critical equipment and documents to higher levels
- Switch off electrical equipment
- Do not attempt to walk or drive through storm waters, unless necessary and it is safe to do so
- Move all people away from windows
- Close all curtains, drapes and blinds
- Shelter in strongest part of building (eg central corridors)
- Stay clear of large areas with glass atriums or glass roofs
- Stay inside.

Volcanic eruption and ash fall

If the campus/building is in the path of potential ash fall or any other potential volcanic activity, be prepared to evacuate when asked to by controlling authorities (ie Emergency Services, Civil Defence, etc).

Quick tips

- Listen to your radio or TV for advice and information about the volcanic activity
- Contact your local Civil Defence authority for advice
- Remove anyone in immediate danger to a place of safety
- Volcanic ash is a health hazard, especially if you have respiratory difficulties such as asthma or bronchitis
- Do not tie up phone lines with non-emergency calls

When a volcanic eruption threatens

- Listen to the radio for updates and advice
- Be prepared to evacuate quickly if necessary
- Protect machinery and sensitive electronics and do not uncover until the environment is totally ash free.

During a volcanic eruption

If inside

- Stay inside; advise others to do the same
- Protect yourself from inhaling volcanic dust and gas fallout
- Close doors and windows to limit entry of volcanic ash
- Mask your face
- If possible, turn off any air conditioners that are going
- Report all injuries to Emergency Services (111)
- Close all windows and doors
- Place damp towels at thresholds.

If outside

- Seek shelter in a car or a building
- If caught in volcanic ash falls, wear a mask, or use a handkerchief or cloth over your nose and mouth
- If you must go outside use protective gear such as masks and goggles and keep as much of your skin covered as possible.

Ash Fall

During an ash fall event, follow these procedures:

- Ensure that staff and students stay indoors. Have dust masks available
- Give medical attention to people with respiratory problems
- Close windows and doors
- In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the buildings
- Turn off air-conditioning units and any other equipment that draws or blows air
- Protective clothing (especially if working in the ash fall) should be worn and goggles used to protect the eyes by anyone who has to work outside in an emergency
- Monitor the amount of ash on roofs. Roofs may collapse under the weight of ash causing injury to the occupants. Evacuate buildings that show signs of roof sagging
- If possible, have outdoor equipment, cars, etc, parked under cover or cover them.

Gas leak

Quick tips

- Do not operate any electrical switches, including lights or alarms
- Do not use cell phones in area where leak is occurring – even if outside of building
- Do not allow anyone to smoke in the vicinity

Liquid Petroleum Gas (LPG)

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

General procedure

- If a gas leak is discovered DO NOT activate building alarms, or use mobile phones, hand-held radios, electronic equipment or light flammable material
- If a gas leak is discovered, shout a warning to those nearby
- Remind everyone NOT TO activate the building alarms or anything that may cause an ignition. Pass the alarm by word of mouth
- If safe to do so, open windows and doors to the outside to allow the gas to dissipate into the open air
- Do not switch on or off, or activate any electrical circuits in the affected area. Sparks from the switching contacts are a potential source of ignition
- Ensure that naked flames are extinguished and check the nearest gas isolator switch is turned off
- Evacuate the building immediately; avoid the area of contamination as best as possible, close doors
- After you have evacuated the area and you are now in a safe position clear of any danger, call or use the emergency phones to contact Emergency Services (111) state “Gas Leak” giving exact location and type of material involved
- Follow internal procedures after activating the above.

Detect a leak on entry into a room

(Especially if it has been unoccupied for a long period, eg overnight)

- STOP and LEAVE the area immediately, closing doors behind you
- Alert others, evacuate building (follow Evacuation Procedure, page 7)
- From a safe place, phone Emergency Services (111) and inform the Fire Services there is a suspected GAS LEAK
- Contact your Building Warden as soon as possible after Emergency Services have been alerted.

Detect a leak while present in a room

- Phone Emergency Services (111) when clear of the building – DO NOT USE YOUR PHONE INSIDE THE BUILDING
- WARN others in the vicinity and CHECK for obvious sources (eg gas taps, gas equipment, cylinders)
- If possible, turn off source of leak, or activate gas isolator switch (if one is present)
- If source cannot be identified or turned off, or is not confined to your room/area, turn off any sources of ignition and/or gas isolator switches as you leave
- Contact your Building Fire Warden as soon as possible after Emergency Services have been alerted.

Hazardous materials

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas.

Contact details

National Poison Centre: **Urgent line** 0800 764 766 **Non-urgent** 03 479 7284

Hamilton Campus Chemical Emergency: Phone extn 8888 or 07 838 8888

Note: There may be a noticeable delay between dialling and connection to duty staff.

Gas/Hazardous materials alert

If it is a gas or a hazardous material alert, do not activate building alarms, electronic equipment or light flammable material.

If the release of a hazardous chemical or gas is affecting people in your area, immediately:

- REMOVE anyone in immediate danger only if safe to do so
 - DO NOT allow other people into the area. If anyone is contaminated, set up an isolation area. If available and only if it is safe to do so, put on personal protective equipment, observe and support the person until Emergency Services arrive. DO NOT put yourself at risk
- ISOLATE the hazardous material by clearing the area, close the doors
 - If safe to do so, turn off isolator switches, ventilation and machinery
 - DO NOT touch suspect material
- ACTIVATE
 - If it is a "Gas" or "Hazardous Material Alert", shout a warning, pass the alarm by word of mouth
 - If able to ring from a safe area away from the incident, dial 111 from a landline and give exact location and type of material involved
 - Contact University security extn 4444 or 07 838 4444
- CONTAIN
 - Don't risk contact with material or allow spread
 - Do not smell, touch or taste
 - Close doors between you and the hazardous material.

Major chemical spill/release

If there is an immediate threat to others in building, eg risk of explosion/fire, release of flammable, toxic or otherwise hazardous gases or fumes:

- WARN others in the vicinity, evacuate area and close the doors
- Activate nearest fire alarm and evacuate the building (See evacuation procedures, pg 7)
- If it is safe to do so, assist injured/disabled persons to a safe place and report location to the Building Warden
- From a safe place, call Emergency Services (111) – if possible, provide details of substance(s) involved and exact location of incident within building
- Contact the Building Warden and advise what has happened as soon as possible after Emergency Services have been contacted
- Emergency Services should check any injured or potentially contaminated personnel before leaving the affected site – DO NOT transport anyone to hospital.

Minor chemical or radioactive material spill/release

If there is no significant threat to others beyond the immediate vicinity of spill:

- Clean-up procedures should be in place where chemicals are in use
- Only attempt to clean up spills if you have the appropriate training and equipment to do so
- For assistance or advice contact your Laboratory Supervisor or Laboratory Manager.

Material Safety Data Sheets (MSDS)

Safety Data Sheets (also known as Material Safety Data Sheets, MSDS) provide detailed safety and technical information about chemicals. They are designed to provide employers, workers and emergency personnel with the proper procedures for handling or working with substances. They usually include physical data (ingredients, melting, boiling and flash points), reactivity, toxicity, health effects, first-aid and information for safe handling and storage.

Each laboratory must have available a copy of the MSDS for all hazardous substances used and stored in the lab's red safety folders. MSDS are also available in the chemical data base section of Health and Safety on the FSEN info.sci web page info.sci.waikato.ac.nz

Safe Methods of Use for each HSNO class of hazardous substance can be found in the Health and Safety section of info.sci webpage info.sci.waikato.ac.nz



Motor vehicle accident

In the event of an accident involving a University fleet vehicle, the driver (if able to do so) must follow the below procedures:

STOP!

- When involved in an accident, however slight, do not leave the scene until speaking with the other driver, the police, or both.

Stay calm

- Remain as calm as possible, avoid any inclination to react in anger, particularly if you encounter another driver behaving irrationally.

Keep safe first

- When involved in a minor accident with no serious injuries, move the vehicles and occupants safely to the side of the road, out of the way of traffic. If a vehicle cannot be moved and no injuries have occurred, drivers and passengers should remain in the vehicle with seat belts fastened until help arrives. Turn on hazard lights.

Emergency Services

- Phone Emergency Services (111 – Police and Ambulance) if anyone is injured and requires assistance
- Remember to:
 - Obtain the name, vehicle registration, insurance details and make of any other vehicle involved
 - Record details of what occurred including a plan of the accident site
 - If possible, photograph damage to the vehicles involved (eg mobile phone camera)
 - If required, arrange for the vehicle to be removed
 - Report the accident to the University Vehicle Fleet Manager as soon as possible
 - Report the accident using the University's Accident Report form as soon as possible
- In the case of an accident involving a rental vehicle, the driver (if able to do so) must follow the accident procedures set out in this document and notify the rental company as soon as possible.



Dealing with a suspicious letter/package

When dealing with suspicious packages the utmost caution must be exercised and no attempts must be made to touch, move or examine the package.

Suspicious package

A suspicious package can be described as any of the following:

- Is unexpected or from someone unfamiliar to you
- Exhibits powdery substance on the outside of the package
- Has no return address or one that cannot be verified as legitimate
- Is marked with restrictive endorsements such as "Personal" or "Confidential"
- Has excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words
- Contains protruding wires, strange odours or stains
- Shipped with an unusual amount of tape
- Has an unusual weight, given the size, or is lopsided or oddly shaped.

General procedure

- Note the location of the package and a description of it (markings, etc.)
- Isolate the item. Do not touch, shake or attempt to move the package
- Check with the addressee to see if they are expecting the package
- Call Emergency Services (111 – Police) to advise them of the circumstances, the description and package location
- Note: If a suspected bomb – do not use a cell phone or other radio device anywhere near the package
- Consider evacuating the area.

Receive or find a suspicious package

- DO NOT OPEN or cut strings – stop what you are doing and carefully put the item down
- Do not smell, touch, taste, shake or empty contents of article or substance
- Turn off any equipment that could disturb airflow, eg fans or air conditioning
- Handle with care; do not shake or bump item
- Isolate the package or parcel immediately – remove other people from the area
- Immediately call Emergency Services (111 – Police) giving exact location and details of events
- If anyone is contaminated, isolate the person and call for medical assistance
- Leave doors and windows open.

Discover suspicious powder

- Put on gloves and place opened letter/package in a plastic bag
- If hands or any part of the body may have come into contact with the envelope or package then wash with soap and water.

If contents spill or is spilt on clothing

- Do not clean up or wipe spilt contents
- Avoid breathing the powder or spores
- Clear and isolate the area and select a room for changing
- Switch off air conditioning
- Wash hands with soap and hot water
- Remove clothing and place in plastic bag
- Shower with soap and hot water
- Change into other clothes.

Bomb threats

Quick tips

- Keep calm
- Treat as genuine
- Do not hang up
- Do not use a mobile phone or set off the fire alarms. They may trigger an explosion
- Use the Bomb Threat Checklist (next page) to record all of the information

Specific threat

- Specific information/location will be given about the device, or a suspicious item and/or location
- Use the Bomb Threat Checklist to assist, this will ensure all aspects are covered – see next page
- A dialogue with the caller is important as information that may be gleaned from the caller can help assess the current situation and help police with further enquiries
- Let the caller talk, ask questions as the opportunity arises and avoid being confrontational

Non-specific threat

- No information given other than “There is a bomb in the building”
- Use the Bomb Threat Checklist to assist, this will ensure all aspects are covered – see next page
- Call Emergency Services (111 – Police), state you have received a “Non-Specific Bomb Threat” and provide as many details as you can
- Evacuate the area, leave doors and windows open

If a suspicious object is found in your area – LEAVE IT AS IT IS.



Bomb threat checklist



Place this card under your telephone

BOMB THREAT CHECK LIST QUESTIONS TO ASK:

1. When is the Bomb going to explode?

2. Where is the Bomb?

3. What does the Bomb look like?

4. What kind of Bomb is it?

5. What will make the Bomb explode?

6. What is the Explosive Type and Quantity?

7. Why did you place the Bomb?

8. What is your name?

9. Where are you?

10. What is your address:

EXACT WORDING OF THREAT:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

ACTION

Report call immediately to:

Phone Number:

Trace 111

Police Advised:

Date/Time:

Members name:

CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Diction (clear, muffled):

Manner (calm, emotional, etc):

Did you recognize the voice?

If so, who do you think it was?

Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:

Incoherent:

Irrational:

Taped:

Message read by caller:

Abusive:

Other:

BACKGROUND NOISES

Street noises:

House noises:

Aircraft:

Voices: Standard Call:

Music: 111/Cellular:

Machinery: STD:

Vehicle (Cellular):

Other:

OTHER

Sex of caller:

Estimated age:

CALL TAKEN

Date: / / Time:

Duration of call:

Number called:

RECIPIENT

Name (print):

Telephone number:

Signature:

POL 940
11/02

Suspicious behaviour and security incidents

Suspicious person(s) or activity/unauthorised visitor

- If the situation warrants Police involvement then phone Emergency Services (111 or 1-111 from a University landline)
- Ensure your personal safety
- Alert other staff, students and campus users
- Provide description, location and direction of travel of suspicious person(s) to Emergency Services (Police)
- Observe situation and report to Emergency Services when they arrive.

Security incidents

- Report all security incidents and suspicious activities to Emergency Services
- Do not take risks and remain calm
- Observe offenders from a safe distance/location
- Continue (if possible) to observe these offenders until the Emergency Services staff arrive
- Do not enter the area where a burglary has occurred
- Record details of what you observed happening
 - Time and location of incident
 - How many people were involved with this incident
 - Offender's description (sex, ethnicity, height, hair colour, clothing, physique, tattoos, scars or any other markings, jewellery)
 - Mode of transport, include vehicle make, model, colour and registration of vehicle(s)
 - Direction of travel
 - Any other information that may be useful to Police.

Unwanted media attention

- If people from the media approach you, ask them to identify themselves and the organisation they work for
- You do not have to answer any questions or be interviewed or filmed if you do not wish to
- If you feel intimidated or threatened by a reporter and require assistance please phone Emergency Services (111 or 1-111 from a University landline) to report the incident and receive support
- In general, media enquiries should be directed to the Media Manager in the Communications, Marketing and Engagement Division.

Violent or aggressive incidents

Threatening behaviour and aggression (physical/verbal)

- 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
- Ensure the safety of other staff, students and campus users
- 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 (111 – Police), giving exact location and details of events
- If possible, record or note all you observed.

Violent intruder or incident

If you are a victim of, or witness to violence or a crime in progress:

- Remove yourself to a safe place if possible
- Call Emergency Services (111 – Police)
- NO HEROICS - your safety comes first
- If you are not directly involved, stay well away from the scene
- If you are involved, keep calm, alert others, and get help if possible
- Prevent other people from entering the area if possible
- Without endangering yourself, attempt to get a description of the offenders, and/or vehicles.

Armed hold-up/robbery

- Remain calm; avoid eye contact
- Do not risk your safety or that of others nearby
- Obey instructions; do exactly what is asked - NO HEROICS
- Observe the following and write all information down when safe to do so
 - Clothing and jewellery worn
 - Ethnicity and gender
 - Physical features, eg height, hair colour and length, build (thin, athletic, solid, large, etc.).
 - Other features: scars, tattoos, voice if it was distinctive, did they walk with a limp, etc
 - Any weapons used or seen
 - Anything touched or taken
 - Escape method and direction
 - Escape vehicle details (make, model, colour, registration number if known)
- When it is safe to do so, call Emergency Services (111 – Police), and state “armed hold-up”
- Request all witnesses to remain until Police arrive and interview them
- Restrict access to the area until the arrival of the Police
- Do not touch anything at all within the scene.

Hostage situation

- Ensure personal safety; do not become a hostage yourself
- If possible, immediately call Emergency Services (111 – Police) and state “Hostage”, giving exact location and details of events
- Secure immediate area, close doors
- Observe:
 - Number of persons taken
 - Number and description of captors
 - Any weapons
- Document any threats or demands if possible
- Request all witnesses to remain until police arrive and speak to them
- Restrict entry to area until Emergency Services (Police) arrive
- Do not speak to media.

Becoming a hostage

- Follow the captor’s instructions
- Speak only when spoken to
- Be as calm as possible, as the captor may use your emotions to his/her advantage
- Sit down if possible, to avoid appearing aggressive
- Do not make any suggestions to the hostage-taker.

Sexual assault

As a victim

- Get to a safe place and call out for help
- Contact Emergency Services (111 – Police) or ask someone to ring for you and state “Sexual Assault” giving exact location and details; do not delay reporting an incident
- Emergency Services will respond and will arrange any emergency and medical help needed.

As a witness

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them
- Immediately contact Emergency Services (111 – Police) to report the incident. State the following:
 - Nature of the incident
 - Location of the incident
 - Description of person(s) involved
 - Description of property involved
 - Follow the instructions from Emergency Services
 - Stay with victim, providing comfort and support until Emergency Services arrive.

Active shooter on campus

In response to the sound of gunfire, the report of a shooting or witnessing a shooting event, the following procedures should be followed.

Quick tips

- Find a safe place and seek cover
- Do not emerge until the ALL CLEAR signal is received
- Keep yourself and others around you safe

Shooter is inside your building and you can escape

- Do so by the nearest exit or window. Notify anyone you encounter to exit the building immediately
- Evacuate to a safe area away from the danger and take protective cover. If you get out of the building and do not see a police officer, phone Emergency Services (111) immediately.

Unable to escape the building

- Move out of hallways and into an office or classroom and lock the door if possible
- If the door will not lock, barricade it with whatever is available
- Turn off the lights
- Stay away from doors and windows
- If possible phone Emergency Services (111 – Police)
- Silence cell phones
- Wait for the police to come and find you
- Do not answer the door or respond to commands until you are certain they are issued by a police officer

Shooter enters your office or building

- If possible, phone Emergency Services (111 – Police)
- If you cannot speak, leave the line open so Police can hear what is going on
- If you are hiding and escape is impossible, attempts to negotiate with the offender may be successful
- Playing dead is also a consideration
- Attempting to overcome the offender with force is a last resort, but could be used in extreme circumstances.

If outside

- If within a few metres of a safe place or cover, duck and run to it
- Move or crawl away from gunfire, trying to utilise any obstructions between you and the gunfire
- When you reach a place of relative safety, stay down and do not move
- If possible, phone Emergency Services (111 – Police), wait and listen for directions from Police.

Suicide attempts, threats or behaviour

If a staff member, student or other campus user has made a suicide attempt/threat, the first thing to do is to ensure their physical safety.

Quick tips

- Get help quickly. In many circumstances this will mean calling Emergency services (111 - Ambulance)
- All suicide threats and behaviours must be taken seriously until medical and/or psychological help is obtained to make an assessment as to the person's safety.

General procedure

The guidelines below should be followed in the event of suicide attempts, threats or suicidal behaviour:

- Immediately contact Emergency Services (111)
- Have someone stay with the person at all times until professional help is available/on site
- Make the environment as safe and provocation free as possible
- Once mental health professionals and/or ambulance arrive, they will assess the person's level of risk and the required level of intervention.

Medical emergency, serious injury or death

All staff, students and other campus users need to be prepared and know how to manage a traumatic incident involving a medical emergency, death or serious injury.

Quick tips

- Stay calm, stop and think before your act
- Assess the scene – and ensure your own safety
- Remember the ABCs of first aid. Airways - Breathing - Circulation
- If the Medical Emergency involves any kind of poison/hazardous substance contact the National Poisons Centre on 0800 764 766 and see the Chemical Spill section of this guide
- Put the number for your main Medical Centre in your mobile phone for quick access
- Keep the Healthline phone number (0800 611 116) in a handy place in case you need it

Medical emergency

In a medical emergency, follow these procedures:

- Assess the scene to ensure it is safe for you to help
- Move the patient only if they are in immediate danger
- Check for patient response to speech and touch
- If you are trained or confident in first aid, provide emergency assistance until the arrival of an ambulance or qualified medical expert
- Shout or send for help
- Call or ask someone to call Emergency Services (111 – Ambulance)
- Send someone to show the ambulance staff into building/area if they have been called
- Provide as much detail of the event as you can to Emergency Services staff, ie, exact location of the victim, possible cardiac or respiratory arrest, accident, mental health episode, seizure, etc.

First aid

- Apply first aid if you are confident and it is safe to do so. Call out for the assistance of a first aider if you are not confident or trained
- Remember the ABCDs of first aid:
 - A** Clear and open the AIRWAY of any foreign matter obstructions
Tilt head back supporting the lower jaw
 - B** Is the patient BREATHING? If not, perform Cardio Pulmonary Resuscitation (CPR), if trained to do so or call for a first aider's assistance
Call for Campus Security (Unisafe) and an ambulance as soon as possible
DO NOT leave the patient unattended to do so
 - C** Check CIRCULATION and check for bleeding – apply pressure if necessary
When the patient is stable, place them in the recovery position
 - D** Does the patient have a pulse? If not, begin compressions
If one is available, use a DEFIBRILLATOR or AED to re-start the patient's heart
See page 31 for AED locations

Serious injury or death on campus

- Ensure your own safety
- Assess immediate area for danger (eg, live wires, poisonous substances, etc)
- Do not assume death has occurred; give immediate first aid if confident, call Emergency Services (111 - Ambulance)
- Isolate and contain the area of incident
- After medical/emergency personnel have taken over, provide as much information as possible to Emergency Services staff
- Complete any incident reporting with all known details at a suitable time

Pandemic and infectious disease outbreak

The threat of a pandemic or infectious disease outbreak is a significant threat to staff, student and other campus/building users' welfare, as well as the potential impact on University services.

General procedure

Here are some basic principles and guidelines in the event of a pandemic or infectious disease outbreak.

- Hand hygiene – wash hands well with soap and warm water for 15 to 20 seconds then dry them thoroughly
- Soap – always use soap when washing your hands
- Drying facilities – proper drying of hands is important, as transmission of microorganisms is less effective in dry environments than wet environments
- Cough and sneeze etiquette – when coughing and sneezing minimise close contact with other people, dispose of tissues and avoid spitting in public spaces
- Adequate ventilation – influenza can spread in inadequately ventilated internal spaces
- Do not share items with other people, such as food, drinks or cigarettes
- Wipe down surfaces likely to be used by other people (such as computer keyboards, telephones and door handles) with a disinfecting solution
- Symptomatic staff, students or other campus/building users should be sent home or told to stay at home until they are well enough to return to work.

Automated External Defibrillators (AEDs)

An AED (Automated External Defibrillator) is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient and is able to treat them through defibrillation, the application of electrical therapy, which stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

Information about AED locations on or nearby all the University campuses and offices is included on the next page.



AED locations and information

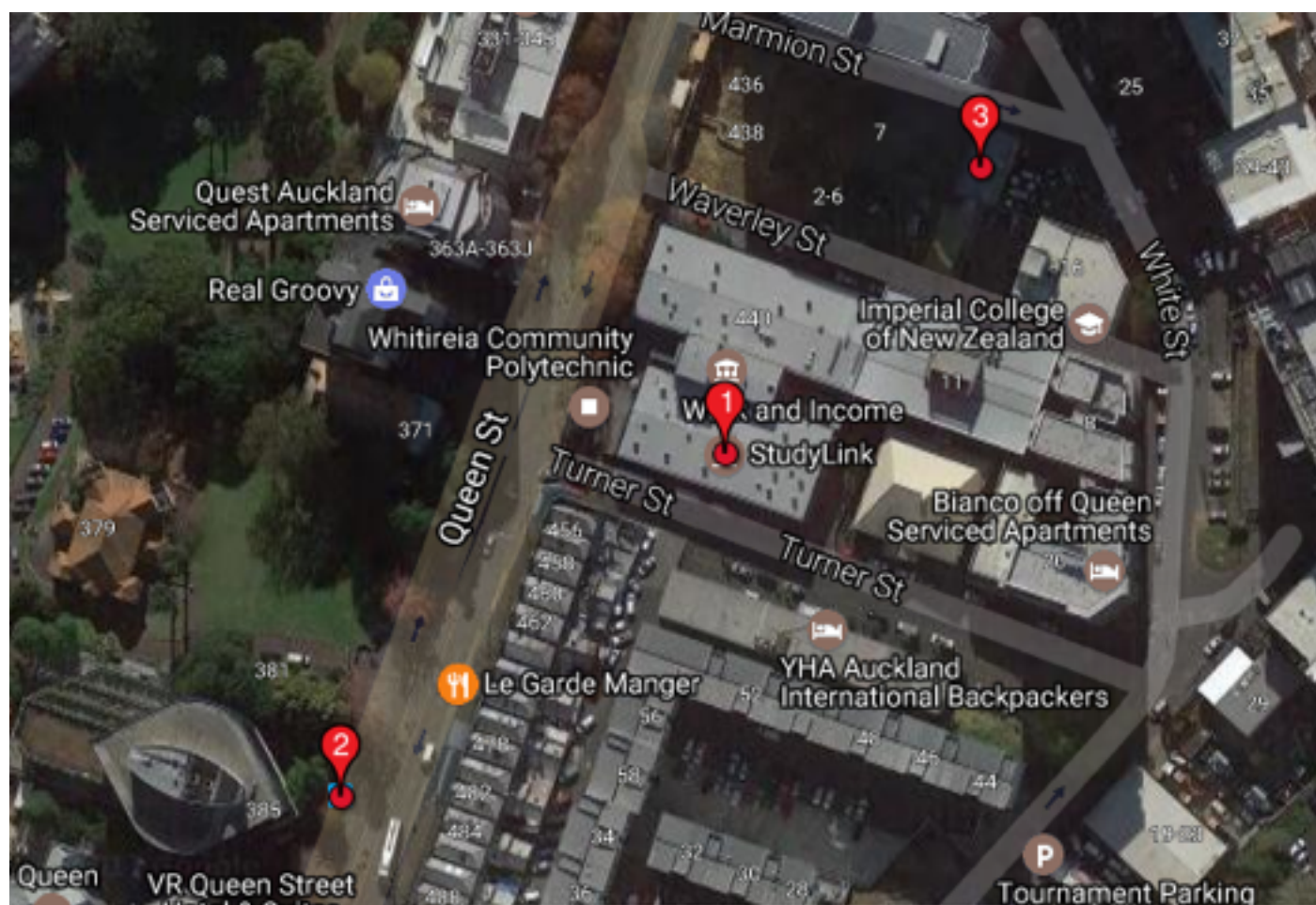
Source: AED locations. Available at aedlocations.co.nz (Accessed: February 2017).

Auckland City Office

Level 4, 369 Queen Street, Auckland

*This location is not in a designated Tsunami evacuation zone

AED Map



AED location listing

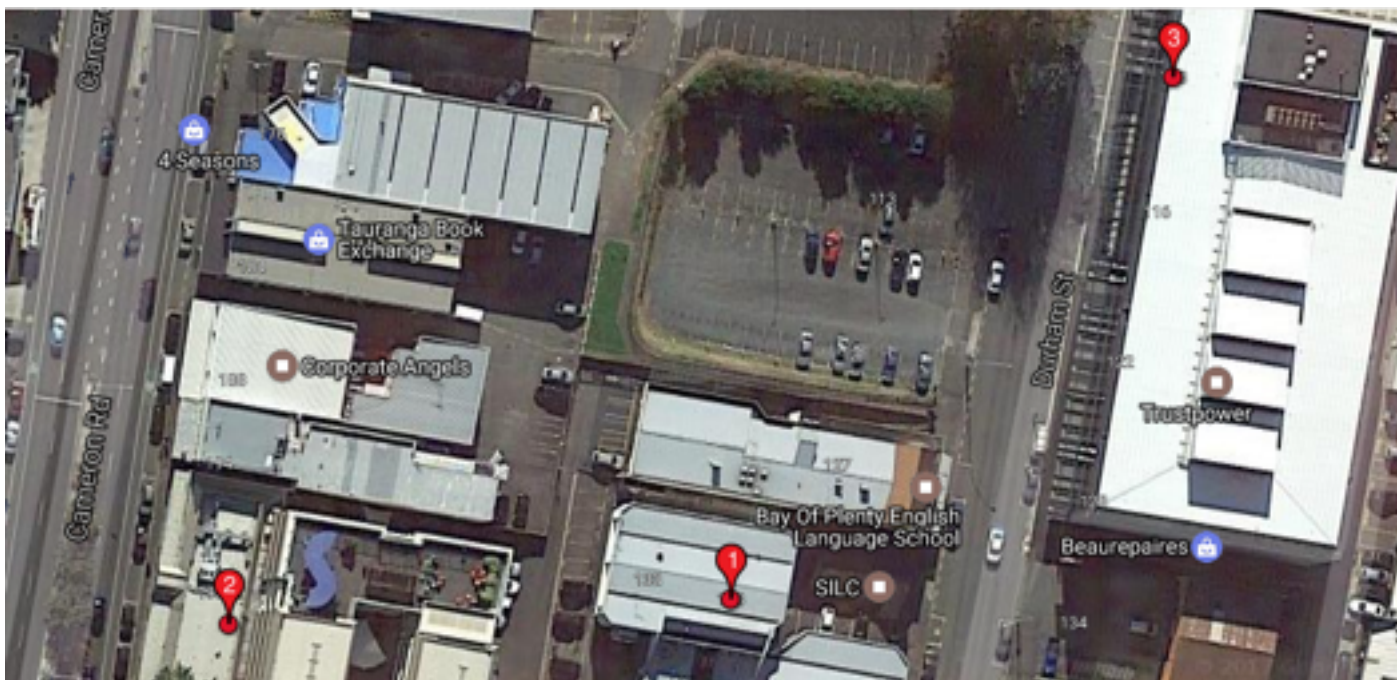
AEDs located on/by the Auckland City Office - Level 4, 369 Queen Street, Auckland are listed below:

	Area, building and room number	Address/location
1	Whitireia Community Polytechnic – Level 2	450 Queen St, Auckland
2	University of Otago House – Reception – Ground Floor	385 Queen St, Auckland
3	Resolve Group	9 Marmion St, Auckland

Tauranga CBD Campus, Bongard Centre and the Institute of Professional Learning - Tauranga

Bongard Centre - 200 Cameron Road and 142 Durham Street, Tauranga

AED map



AED location listing

AEDs located in/by the Bongard Centre and 142 Durham Street, Tauranga are listed below:

	Area, building and room number	Address/location
1	New Zealand Fire Service – Region HQ – Photocopy Room	143 Durham St, Tauranga
2	Bongard Centre – Level 1 – Reception BOP Polytech	200 Cameron Rd, Tauranga
3	Trustpower Head Office	108 Durham St, Tauranga

Institute of Professional Learning – Napier

Ground Floor, Library Building, Civic Block – 22 Station Street, Napier

AED map



AED location listing

AEDs located in/by the Civic Block, Napier – are listed below:

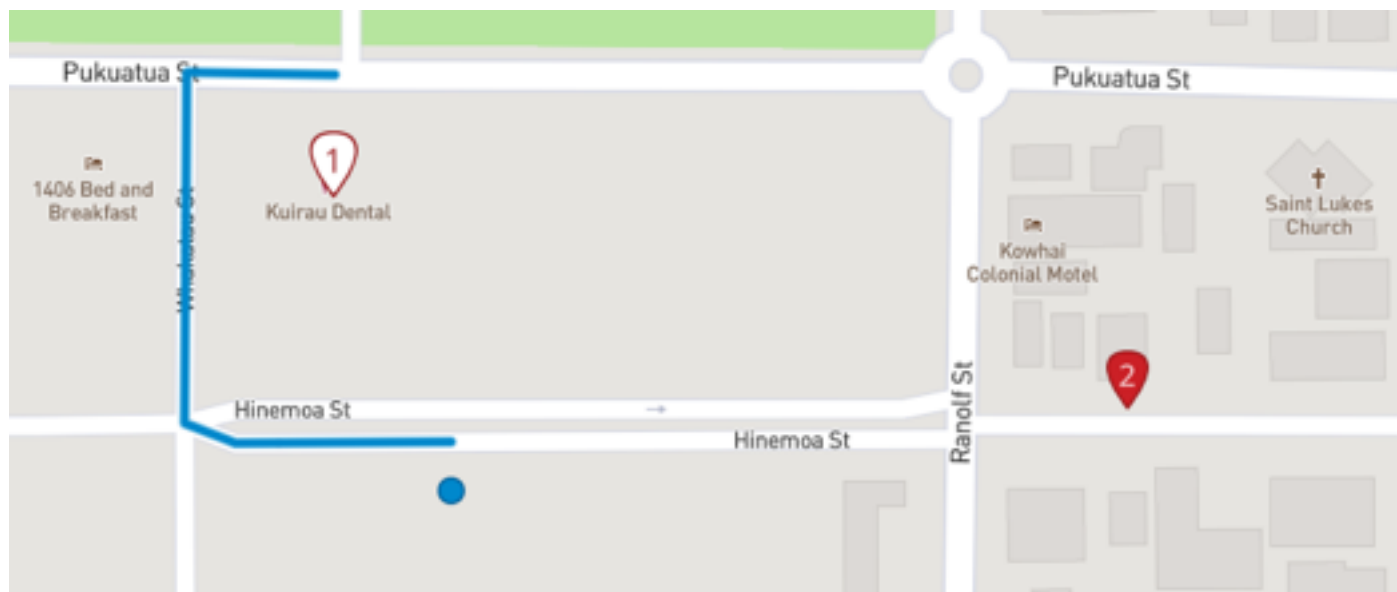
	Area, building and room number	Address/location
1	Napier Public Library	22-32 Station St, Napier South
2	Hawke's Bay Regional Council – Reception Area	159 Dalton St, Napier South
3	Napier High Court	251 Hastings St, Napier South

Institute of Professional Learning – Rotorua

1358 Hinemoa Street, Rotorua

*This location is not in a designated tsunami evacuation zone

AED map



AED location listing

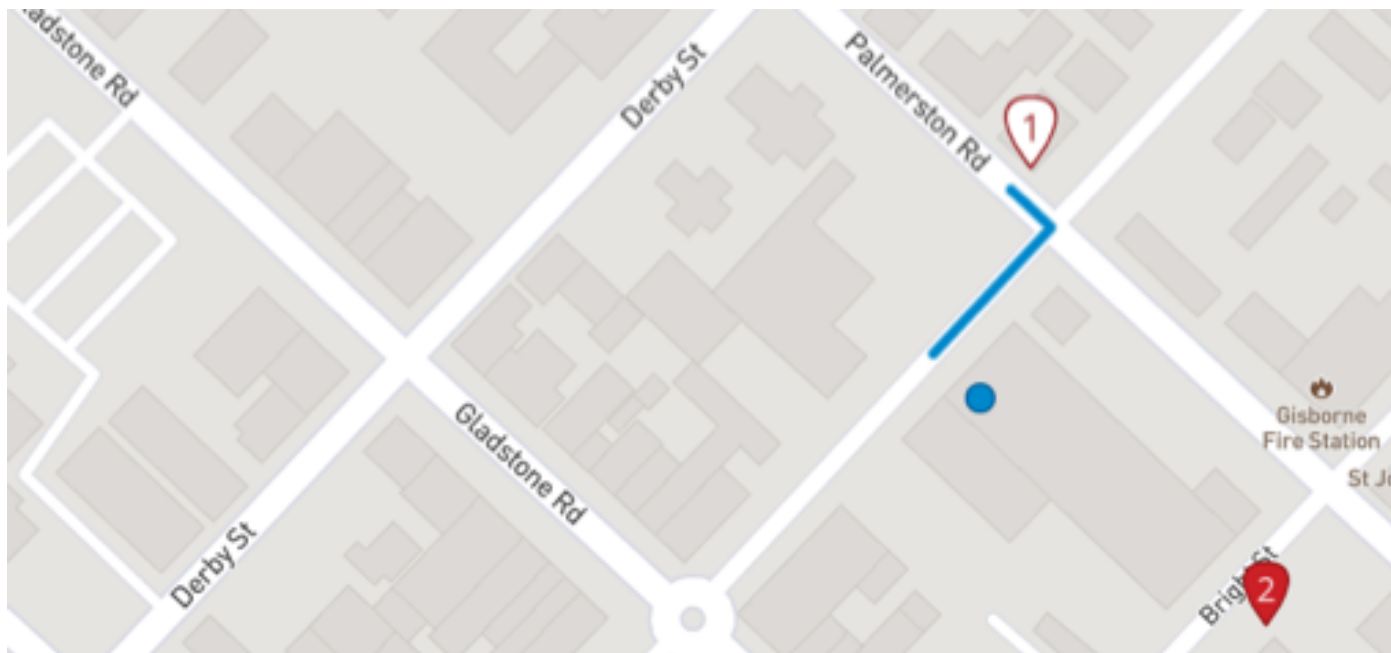
AEDs located in/by 1358 Hinemoa Street, Rotorua are listed below:

	Area, building and room number	Address/location
1	Kuirau Dental	1370 Pukuatua St, Rotorua
2	Korowai Aroha Health Centre	1281 Hinemoa St, Rotorua

Institute of Professional Learning – Gisborne

River Oaks Mews - 74 Grey Street, Gisborne

AED map



AED location listing

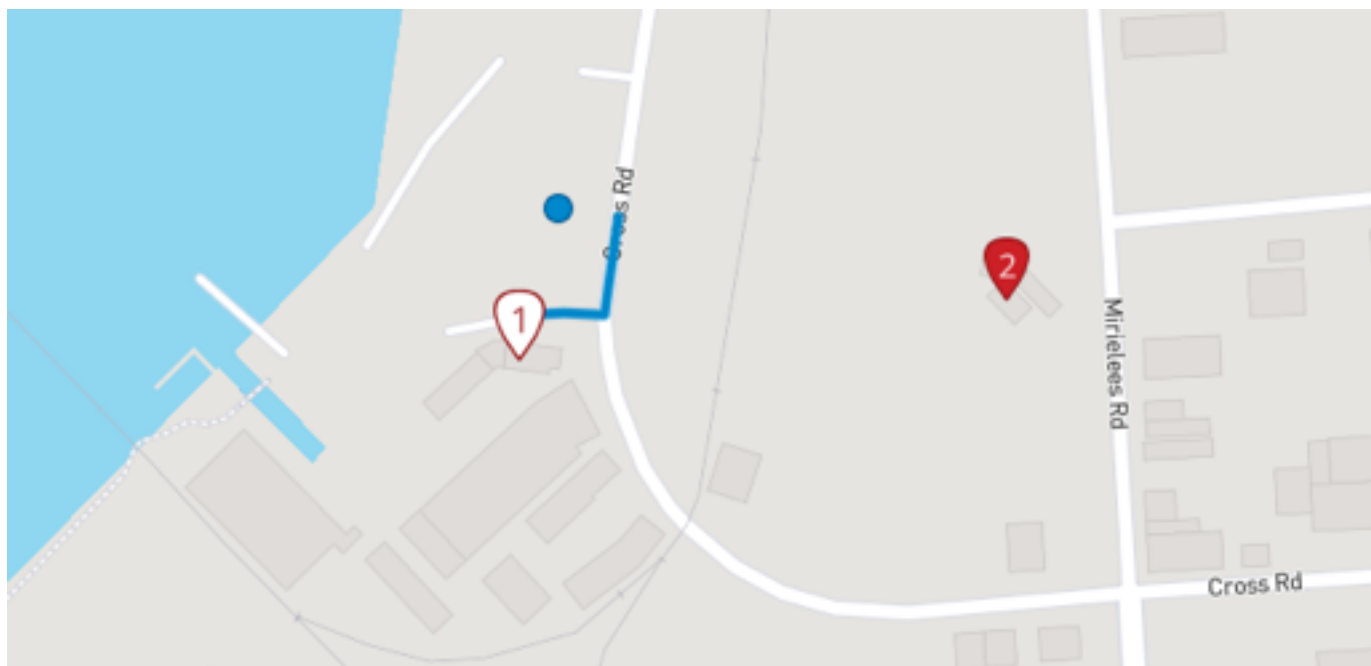
AEDs located in/by 74 Grey Street, Gisborne are listed below:

	Area, building and room number	Address/location
1	ACC – Accident Compensation Corporation	235 Palmerston Rd, Gisborne
2	McDonald's Gisborne – 24/7	30 Bright St, Gisborne

Coastal Marine Field Station

58 Cross Road, Sulphur Point, Tauranga

AED map



AED location listing

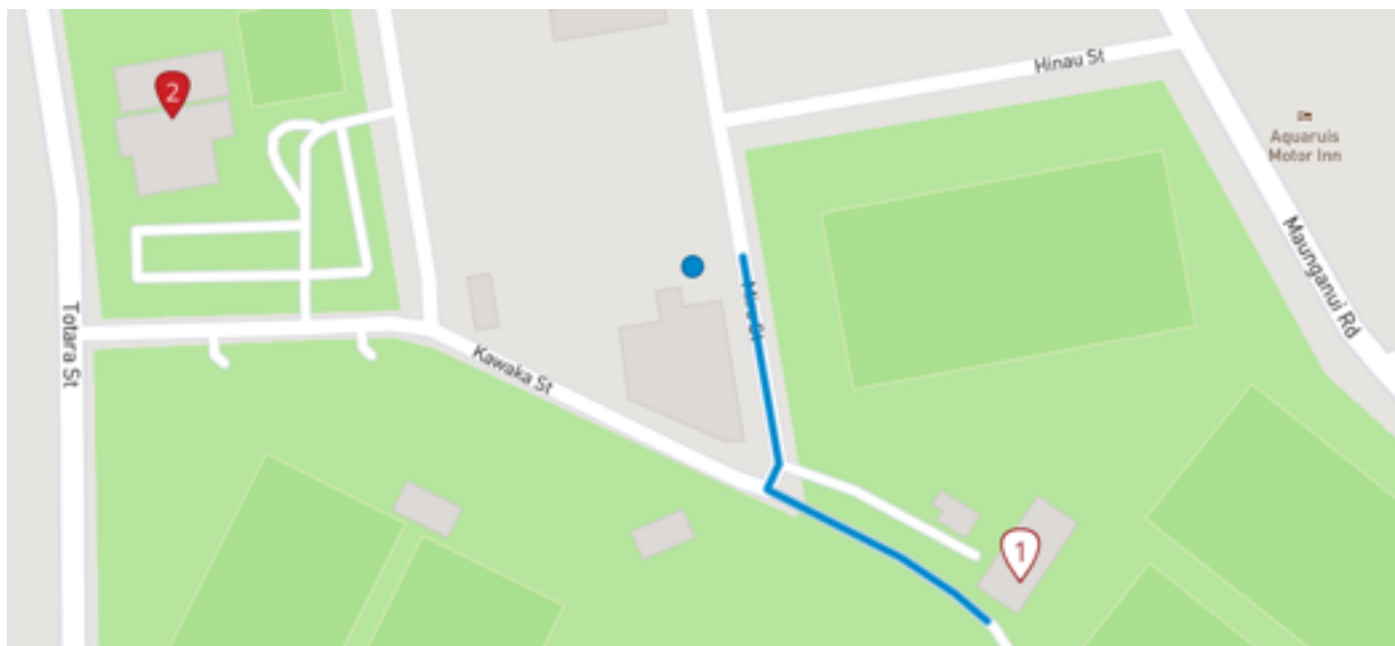
AEDs located in/by 58 Cross Road, Sulphur Point, Tauranga are listed below:

	Area, building and room number	Address/location
1	Nautilus Apartments	50 Cross Rd, Tauranga
2	Port of Tauranga Container Terminal	66 Mirrielees Rd, Tauranga

Adams Centre for High Performance

52 Miro St, Mount Maunganui, Tauranga

AED map



AED location listing

AEDs located in/by 52 Miro St, Mount Maunganui, Tauranga are listed below:

	Area, building and room number	Address/location
1	Mt Sports Club – Blake Park – 24/7 access via external cabinet	51 Miro St, Mount Maunganui
2	Club Mount Maunganui	45 Kawaka St, Mount Maunganui

Utilities failure

The failure of infrastructure on campus or other University locations could be the loss of power, lighting, water, lifts, communication and the computer network.

Quick tips

- Assess the extent and impact of the failure
- Contact your relevant Facilities Management Division for support and advice
- For computer-related issues, contact your location IT Service Desk
- Telephone communications may not operate during a power outage, use a mobile phone if necessary

General process

- Remain calm; provide assistance to others if necessary
- Report the outage, call Facilities Management Division or your building manager
- If evacuation is necessary, follow the instructions included in this guide
- Ensure someone remains with any disabled persons who become stranded because of the outage. If emergency assistance is required, call Emergency Services (111)
- Passengers stranded in lifts will be able to communicate with the lift company direct from the lift car during an outage
- In labs, specific protocol and procedures will operate during a utilities outage. Ensure you are aware of these requirements
- Keep all refrigerators and freezers closed during an outage
- Treat all electrical equipment as live, as power may be restored at any time without notice
- Outage times are difficult to predict depending on the cause. This may take some time to identify. Facilities Management Division or your building manager should be given as much information as possible, as soon as possible following an outage.

Lift/elevator failure

If you are in a lift during a power cut or experience a lift failure:

- Stay calm
- Push the emergency phone button in the lift/elevator – this will signal the failure directly to the lift alarm monitoring company. Follow the instructions on the control panel of the phone
- Call your location's Facilities Management Division if possible to do so
- Do not try to open the lift doors or climb out
- Wait for the arrival of the lift company staff.



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

WHERE THE WORLD IS GOING
TE AHUNGA O TE AO

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