



# Emergency Response Plan

## Coastal Ecology Laboratory

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Emergency contacts	Police, Fire, Ambulance <b>(1) 111</b> Campus Emergency x <b>8888 (0800 VIC 8888)</b> or <b>04 463 9999</b>
	Fire & Emergency Coordinator x <b>5729</b> Victoria Rescue Team x <b>8888</b> or x <b>5729</b>
Radio	Our local station for emergency information is: <b>More FM 95.3</b> or <b>99.7 FM</b>
Last revised	June 2014 (revised annually)

## Introduction

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The purpose of this plan is to enable smaller entities (schools/units) to create their own local response plans which incorporate not only the standard incident responses but also the emergency response information *specific to their environment*. The scope of the plan is limited to the name of the school/CSU indicated on the title page and only covers the *response* component of the emergency management cycle.

Local Response Plans operate under the authority of the Victoria University Business Continuity Policy.

## Contents

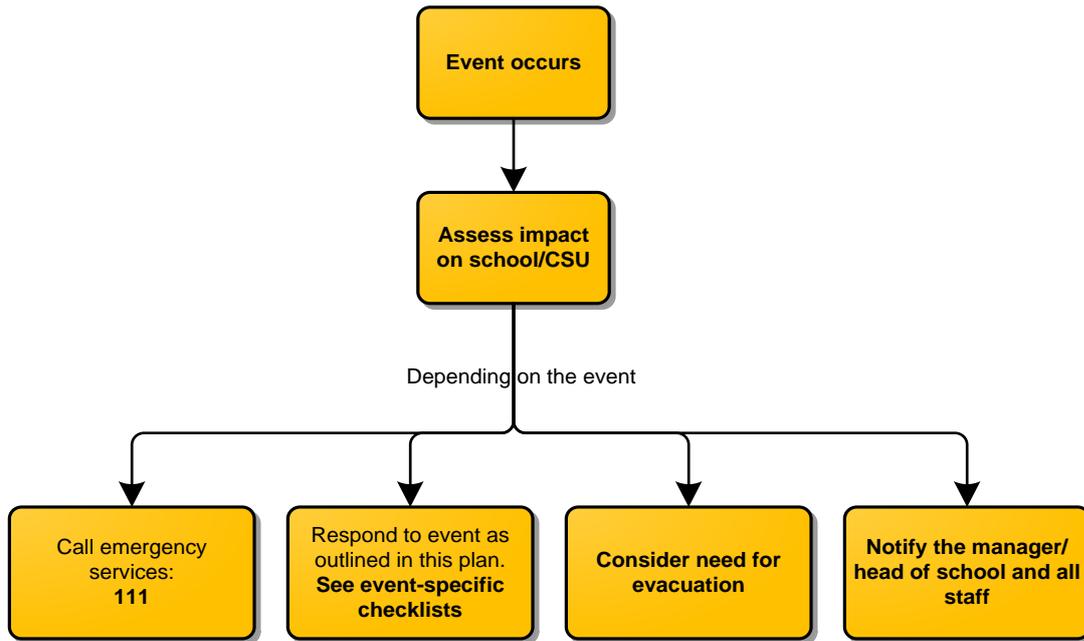
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Introduction.....	2
Contents .....	2
Emergency response process .....	3
Site maps .....	4
Evacuation.....	5
Evacuation board .....	5
Emergency communications plan – staff and students .....	6
The University’s role in a Civil Defence emergency .....	7
Personal Emergency Planning.....	8
Household Emergency Plan Cover Page .....	8
Emergency contacts list.....	9
Emergency Services contact information .....	9
Response Actions.....	10
Emergency Instructions poster .....	10
Fire .....	11
Earthquake .....	12
Tsunami.....	13
Flooding/Storm/Severe Weather Event.....	14
Gas leak .....	15
Hazardous substance spill .....	16
Suspicious letter or package.....	17
Bomb threat.....	18
Suspicious persons/criminal activity.....	19
Violent intruder .....	20
Serious injury or death.....	21
Appendix A – Coastal Ecology Laboratory contact list .....	22
Appendix B - School or Unit Specific Plans.....	223

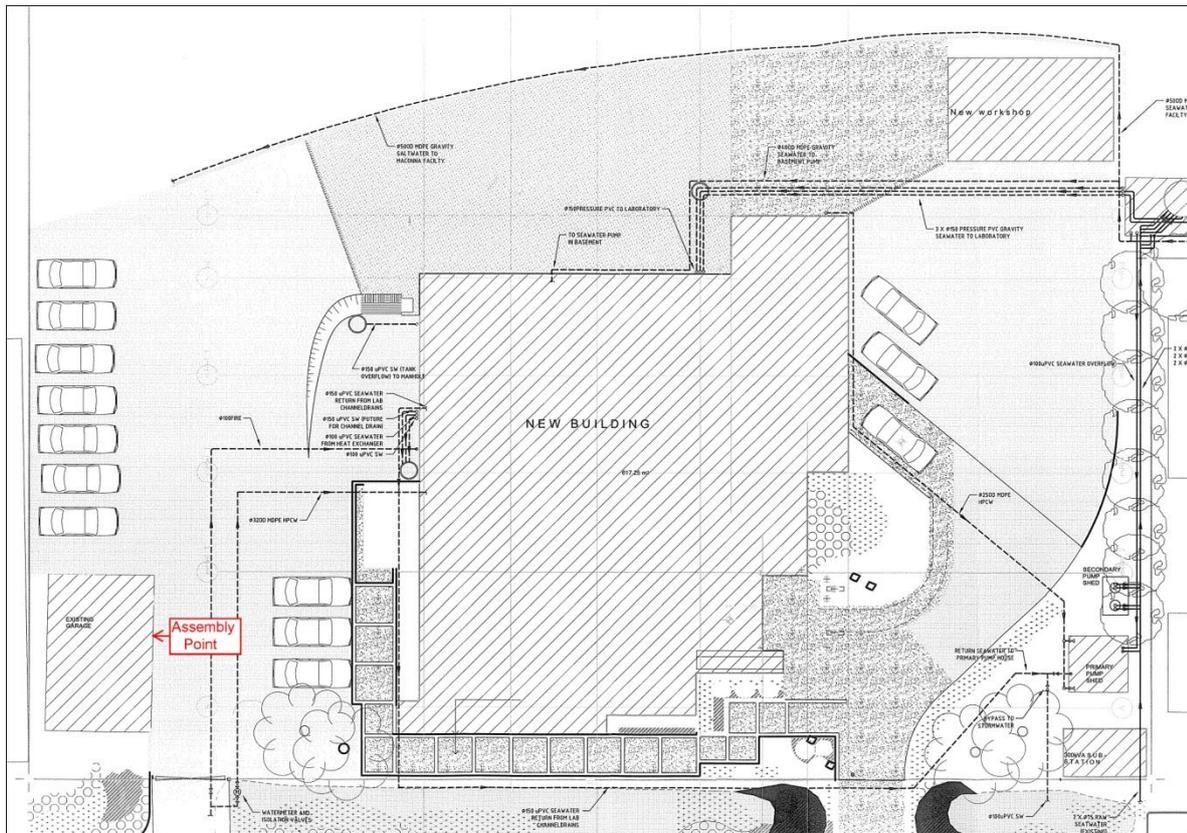
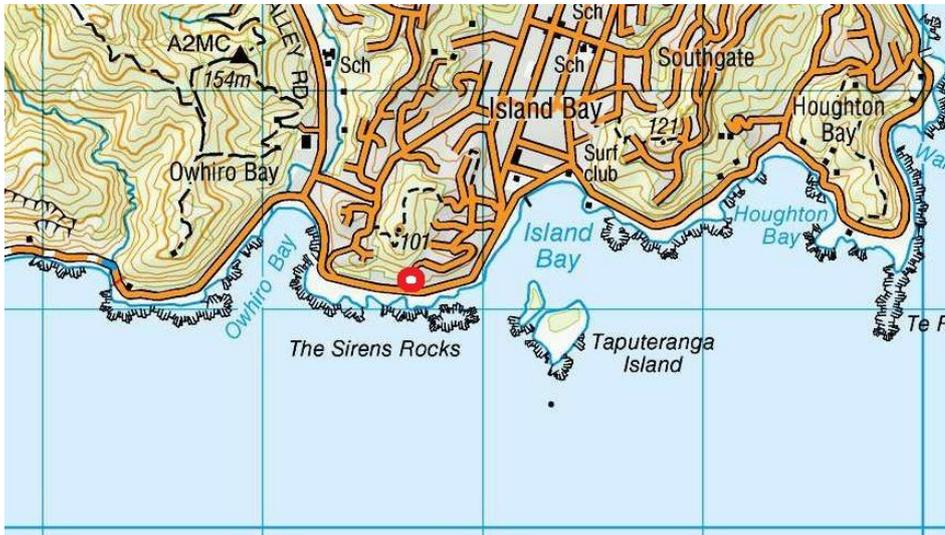
## Emergency response process

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



# Site maps



# Evacuation

Evacuation may be required to ensure the safety of staff and students in an emergency event. To practice building evacuations, trial evacuations (also known as fire drills) are conducted 6 monthly for all buildings in accordance with the Fire Safety and Evacuation of Buildings Regulations 2006.

Evacuation boards with instructions for fire and earthquake are placed in all university buildings; the Coastal Ecology Evacuation Board is shown below.

**FIRE**

- IF YOU DISCOVER A FIRE**
  - Operate the nearest fire alarm box and ring the Fire brigade ( Dial 1 - 111 ) as soon as possible.
  - Use fire fighting equipment.
- CONTINUOUS ALARMS**

Leave the building immediately and assemble **NORTH SIDE THE ESPLANADE**

**DO NOT**

  - Attempt to return to your room.
  - Run - keep calm.
  - Use lifts - keep left on stairs.
  - Return to the building until the " All Clear " is given.
- YOUR BUILDING WARDEN IS JOHN VAN DER SMAN**

**EARTHQUAKE**

- DO NOT** run outside the building during an earthquake.
- TAKE SHELTER** beside desks, tables or doorways.
- KEEP CALM** and help to stop panic among others.
- IF THERE IS NO SHELTER**
  - Kneel on the floor with back to the windows.
  - Clasp both hands behind the head, covering the neck.
  - Bury face in arms, close eyes tightly.
  - Stay in this position until the earth tremors have subsided and it is safe to get up.
- TAKE HEED** of your warden's instructions.
- IF EVACUATION IS ORDERED** proceed as for fire evacuation.
- ASSEMBLY AREA** **NORTH SIDE THE ESPLANADE**

Victoria University of Wellington  
Coastal Ecology Laboratory  
Level 1

NORTH

EXIT

EXIT

EXIT

YOU ARE HERE

003 004 003 Plant Room 000 Room 1002

002

001

000A

101

102

103

Empty Lobby

Change

Change

Change

The evacuation assembly point for the building is at the boat garage on the western side of the property.

## **Emergency communications plan – staff and students**

In any emergency event, staff and students will be kept informed of the situation through the provision of relevant, accurate and up to date information. This will be achieved through a combination of mediums, such as web updates, e-mail, text and social media.

### **Emergency communications plan for staff and students**

- For immediate information to staff and students the University will email all staff (includes PhD students), and where appropriate, text students. Information can also be provided as a pop-up on student computers and on digital displays across our campuses.
- Up to date information will be published on the University's official website ([www.victoria.ac.nz](http://www.victoria.ac.nz)) and on its Facebook page ([www.facebook.com/victoriauniversityofwellington](http://www.facebook.com/victoriauniversityofwellington)). Twitter and main stream media will also be used to broadcast relevant information more widely.
- A University Communications and Marketing representative will work directly with the Incident Controller and the Senior Management team to ensure all information is accurate and appropriate.

Communications works both ways and staff are to ensure that they keep their managers informed of their wellbeing, whereabouts and other relevant information as appropriate. Use the contacts list in **Appendix A** of this plan.

If staff members or students need assistance from an emergency welfare perspective they are to make contact with the University Emergency Welfare Manager.

## **The University's role in a Civil Defence emergency**

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Civil Defence preparedness and response falls into three categories:

- Ensuring the safety of students and staff on Campus during a civil defence emergency
- Helping the wider University community during a civil defence emergency, as part of a response coordinated by the University Incident Management Team
- Helping the wider Wellington City community during a civil defence emergency, as part of a response coordinated by the Wellington Regional Emergency Management Office and/or the National Crisis Management Centre

The Incident Management Team will advise Heads of School if their buildings or parts thereof are required as part of the emergency response effort.

Note: The University's primary focus will always be concentrated on University people and property; our ability to contribute to wider city response efforts will only be possible if and when extra capacity and resources become available.

## Personal Emergency Planning

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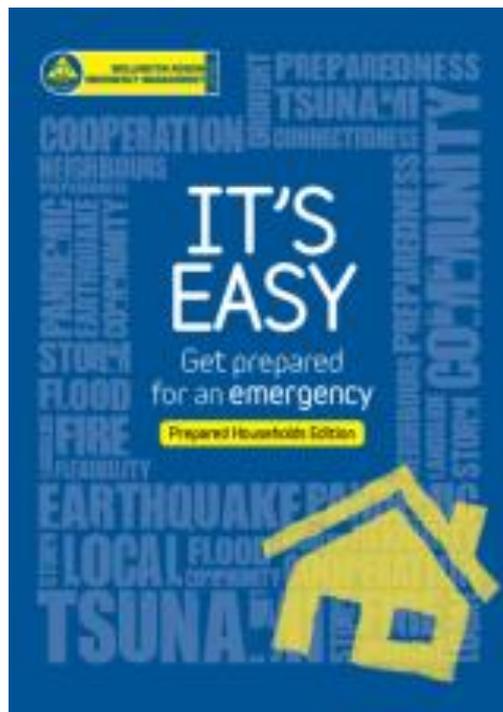
It is understood that before staff can commit to remedial actions at the University, it is vital that they know their families are safe and well. To assist in achieving this it is essential that all staff have a Personal Emergency Plan which should include:

- Communications – who and how to contact, where to meet and which parent has responsibilities for the children.
- Preparations – radio station frequencies, exit locations, assembly areas
- Transport – alternative arrangements if road and/or rail is not available
- Resources – emergency supplies suitable and appropriate for both the work and home environments

Personal Emergency Plans and Household Emergency Plan templates can be found at the Wellington Region Emergency Management Office (WREMO) website.

<http://www.getprepared.org.nz/households>

### Household Emergency Plan Cover Page



# Emergency contacts list

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## Emergency Services contact information

Police, Fire, Ambulance	(1) 111
National Poison centre	0800 764 766



## University Emergency contact information

Control Room (Kelburn Campus)	Emergency line x 8888 Non-urgent x 8366
Fire & Emergency Coordinator	x 5729 or 027 563 5729
Victoria Rescue Team	x 8888 or x 5729
FM Service Desk	x 6600
Student Health Services	x 5308
Emergency Welfare Manager	x 5192
Emergency Operations Centre (Kelburn Campus)	x 6767



## Civil Defence contact information

Wellington Regional Emergency Management Office	(04) 460 0650
Wellington Region Civil Defence Emergency Management Group	(04) 460 0650
Ministry of Civil Defence Emergency Management	(04) 473 7363

# Response Actions

Appropriate response actions that allow for every variable for a particular incident or range of hazards cannot be listed in a tick box format. The scenario response actions on the following pages are therefore suggested recommendations and guides that follow a logical sequence or timeline, but do not account for the entire range of human responses.

In addition to this plan copies of the Emergency Instructions Poster are displayed prominently in the building. The poster is a summarised version of the main response actions staff and students should take for the different types of emergency.

**EMERGENCY INSTRUCTIONS  
DIAL 1-111**

**PERSONAL EMERGENCY PLANNING**  
It is understood that before staff can commit to remedial actions at the University, it is vital they know that their families are safe and well. To assist in achieving this it is important that you have a Home Emergency Plan

**COMMUNICATIONS**  
Make arrangements for how to contact your partner, who will collect the kids from school and where you will all meet

**PREPARATIONS**  
You will need to be self sufficient for 3-5 days

**HAVE A WORKPLACE EMERGENCY KIT**

- Essential medication
- 3-5 days supply of water and non-perishable foods
- Alternative lighting (torch, spare batteries, lightsticks)
- Warm waterproof clothing and strong walking shoes
- Battery operated radio
- Contact details for family

**FIRE**

**IF YOU DISCOVER A FIRE**

- Operate the nearest fire alarm call point by breaking the glass and pressing the switch down
- Dial 1-111 and ask for the Fire Service
- Use fire fighting equipment only if you are confident and it is safe to do so

**IF YOU HEAR CONTINUOUS SOUNDING OF THE FIRE ALARM**

- DON'T linger, leave the building as quickly as possible
- DON'T attempt to return to your room
- DON'T run—keep calm
- DON'T use lifts—keep left on stairs
- DON'T return to the building until the all-clear is given
- ASSEMBLE at your assembly point (SW corner by the old garage) and keep well clear of the building

**EARTHQUAKE**

**DURING AN EARTHQUAKE:**

- Act quickly—**DROP** to the ground, get under **COVER** and **HOLD** until the shaking stops
- If there is no cover, crouch on your knees on the floor away from windows, put your arms over your head and neck to protect them

**AFTER AN EARTHQUAKE:**

- Stay inside, gather everyone in one place until it is safe to exit
- If you are in a multi-storey building, check the stairs before making your way to lower floors
- If you are in the stairwells, use emergency door release buttons to exit
- If your building is unsafe, evacuate. Take your belongings, beware of falling debris and make your way to a large open space

**TSUNAMI**  
Know where the nearest high ground is and how you will reach it. Plan to get as high up or as far inland as you can.

**IF YOU**

- feel a strong earthquake that makes it hard to stand up, or a weak rolling earthquake that lasts a minute or more
- see a sudden rise or fall in sea level
- hear loud and unusual noises from the sea

move immediately to the nearest high ground or as far inland as you can. If evacuation maps are present, follow the routes shown.

**SEVERE WEATHER**

- Ensure all windows and doors are closed
- If you have to move outdoors be aware of flying debris
- Report any damage or flooding to Campus Security on 8888 (0800 VIC 8888)

**MEDICAL EMERGENCY**

- Dial 1-111 and ask for the Ambulance
- Apply first aid if you are confident and it is safe to do so

**ACTS OF VIOLENCE**

- Dial 1-111 and advise Police
- Remove yourself to a place of safety where possible

**SUSPICIOUS PERSONS**

- Dial 1-111 and advise Police
- Ensure your personal safety
- Provide description, location and direction of travel of suspicious person(s)

**UTILITIES FAILURE**

- Dial 8888 (0800 VIC 8888) and advise Campus Security

**TERRORISM/BOMB THREAT**

- Dial 1-111 and advise Police
- Seek personal safety and security
- Await further instructions from the Police




TE WHARE WĪANAKA O TE ĀKORO O TE IKA A MĀUI  
**VICTORIA**  
UNIVERSITY OF WELLINGTON

WPN0088—DCT13

## Fire

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	Response actions (as appropriate)
<b>Discovery of a fire</b>	<input type="checkbox"/> Activate the fire alarm
	<input type="checkbox"/> Call <b>111</b> and <b>x 8888</b>
	<input type="checkbox"/> <b>If safe to do so</b> extinguish the fire
<b>On hearing the fire alarm</b>	<input type="checkbox"/> Evacuate the building using the nearest fire exit
	<input type="checkbox"/> Lecturers should direct their class to the designated assembly point(s)
	<input type="checkbox"/> Ensure students / visitors with disabilities are assisted by a responsible person
	<input type="checkbox"/> Walk calmly and quickly and avoid panic
	<input type="checkbox"/> Fire Wardens to check rest areas, bathrooms and common rooms en route to the designated exit point
	<input type="checkbox"/> Ensure any visitors are included in the evacuation
<b>Returning to the building</b>	Do not return to the building until given the all clear by the NZ Fire Service or the Fire & Emergency Coordinator
<b>On-going operations following a fire</b>	<p>The continuing operation of the school/CSU will be determined by the extent of the fire and the availability of resources such as buildings, services, equipment, staff and other resources.</p> <p>The responsibility of whether or not to continue school/CSU functions rests with the Senior Leadership Team of the University, in consultation with Campus Safety.</p>

# Earthquake

	Response actions (as appropriate)
<b>During an earthquake</b>	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> <li>Act quickly - <b>DROP</b> to the ground, get under <b>COVER</b> and <b>HOLD</b> until the shaking stops</li> <li>If there is no cover, crouch on your knees on the floor away from windows, put your arms over your head and neck to protect them</li> <li>Keep away from large items of furniture or shelves containing heavy objects</li> </ul> <input type="checkbox"/> If outside: <ul style="list-style-type: none"> <li>Move away from buildings, trees, streetlights and power lines, then</li> <li><b>DROP, COVER</b> and <b>HOLD</b></li> </ul>
<b>When the shaking stops</b>	<input type="checkbox"/> Ensure your personal safety first
	<input type="checkbox"/> Check on those around you and offer help if necessary
	<input type="checkbox"/> If anyone requires urgent medical assistance, call 111 and administer first aid
	<input type="checkbox"/> Stay inside, gather everyone in one place until it is safe to exit
	<input type="checkbox"/> If you are in a multi-storey building, check the stairs before making your way to lower floors
	<input type="checkbox"/> If you are in the stairwells use emergency door release buttons to exit
	
	<input type="checkbox"/> If your building is unsafe evacuate to a large open space
	<input type="checkbox"/> Take your belongings with you and beware of falling debris
	<input type="checkbox"/> Keep staff and students away from dangerous areas
<input type="checkbox"/> Be aware of the risk of tsunami	
<input type="checkbox"/> Listen to the radio for instructions from Civil Defence.	
<b>Ongoing operations following an earthquake</b>	<p>The continuing operation of the school/CSU will be determined by the severity of the earthquake and the availability of resources such as buildings, services, equipment, staff and other resources.</p> <p>The responsibility of whether or not to continue school/CSU functions rests with the Senior Leadership Team of the University, in consultation with Campus Safety.</p>

# Tsunami

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	Response actions (as appropriate)
<b>When a tsunami threatens</b>	<input type="checkbox"/> Warning times depend on the origination of the tsunami, and can vary from several hours to a few minutes; follow directions of Civil Defence/Emergency Services and be aware of natural warnings
	<input type="checkbox"/> If you are near the sea and <ul style="list-style-type: none"> <li>• feel a strong earthquake that makes it hard to stand up, or a weak rolling earthquake that lasts a minute or more</li> <li>• see a sudden rise or fall in sea level</li> <li>• hear loud and unusual noises from the sea</li> </ul> <p>move immediately to the nearest high ground or as far inland as you can</p>
	<input type="checkbox"/> Follow the routes detailed on the evacuation maps ( <b>Appendix B</b> ).
	<input type="checkbox"/> Do not return after the first wave as there may be several larger ones following
	<input type="checkbox"/> Wait for further instructions and an 'All Clear' from Civil Defence authorities; it may not be safe to return for up to 24 hours.
	<input type="checkbox"/> If there is time, take your essential personal items and/or emergency kit with you
	<input type="checkbox"/> <b>See Appendix B for more details</b>

## Flooding/Storm/Severe Weather Event

	Response actions (as appropriate)
<b>Storm conditions /flooding reported or sighted</b>	<input type="checkbox"/> Ensure all windows and doors are closed
	<input type="checkbox"/> Pick up any debris around the outside of your workplace that could become airborne or contact Campus Security on <b>x 8888</b> who will arrange for someone to do it for you
	<input type="checkbox"/> If you have to move outdoors be aware of flying debris
	<input type="checkbox"/> During heavy rain be mindful of surface flooding caused by overloaded storm water systems or blocked drains
	<input type="checkbox"/> Switch off any electrical equipment that could be affected by floodwaters, and move any valuable documents or equipment to a safe area
	<input type="checkbox"/> Report any damage or flooding to Campus Security on <b>x 8888</b>

## Gas leak

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	Response actions (as appropriate)
<b>If a gas leak is suspected</b>	<input type="checkbox"/> Give a verbal warning to those in the immediate area
	<input type="checkbox"/> <b>If possible and safe to do so</b> open windows to allow the gas to dissipate
	<input type="checkbox"/> <b>If possible and safe to do so</b> , turn off ventilation and machinery and ensure that naked flames are extinguished
	<input type="checkbox"/> <b>Do not:</b> <ul style="list-style-type: none"> <li>• operate any electrical switches, including lights or alarms</li> <li>• use cell phones in area where leak is occurring</li> <li>• allow anyone to smoke in the vicinity</li> </ul>
	<input type="checkbox"/> Evacuate the building avoiding the areas of contamination as best as possible and closing doors behind you
	<input type="checkbox"/> Call emergency services (111) and Campus Security x <b>8888</b> from a safe location
	<input type="checkbox"/> Do not return to the building until the 'All Clear' has been given

## Hazardous substance spill

	Response actions (as appropriate)
<b>Become aware of hazardous substance spill</b>	<input type="checkbox"/> All hazardous substance spills must be treated as toxic and dangerous; they can be in liquid, solid, powder or gas form
	<input type="checkbox"/> Do not touch the suspect material; remove everyone from affected area <b>if safe to do so</b> . Consider evacuation of entire building if required
	<input type="checkbox"/> Isolate and contain the hazardous material by closing doors, and turn off isolation switches, ventilation and machinery <b>if safe to do so</b>
	<input type="checkbox"/> Notify others verbally; do not activate building alarms or other electronic equipment
	<input type="checkbox"/> If required, contact emergency services on 111 and Campus Security on <b>x 8888</b>
	<input type="checkbox"/> Give appropriate first aid to anyone in contact with the spill
	<input type="checkbox"/> If available, provide <b>Material Safety Data Sheets</b> to Emergency Services on arrival
	<input type="checkbox"/> Do not return to the building until the 'All Clear' has been given

## Suspicious letter or package

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	Response actions (as appropriate)
<b>General</b>	<input type="checkbox"/> Note the location of the package and a description of it (markings etc)
	<input type="checkbox"/> Do not touch, examine, shake or attempt to move the package
	<input type="checkbox"/> Check with the addressee to see if they are expecting the package
	<input type="checkbox"/> Remove everyone from immediate area
	<input type="checkbox"/> From a safe distance call the police (111) and Campus Security x <b>8888</b> . Advise them of the circumstances, the description of the package and its location. <u>Note</u> : <b>do not</b> use a cell phone or other radio device anywhere near the package.
	<input type="checkbox"/> As appropriate, position staff <b>at a safe distance</b> to direct people away from the area where package/letter is.
	<input type="checkbox"/> Follow instructions from Campus Security who will take control of the scene in conjunction with the NZ Police
<b>If you open a letter/package and discover powder</b>	<input type="checkbox"/> Put on gloves and place opened letter/package in a plastic bag
	<input type="checkbox"/> If hands or any part of the body may have come into contact with the envelope or package then wash with soap and hot water
	<input type="checkbox"/> If contents spilled <ul style="list-style-type: none"> <li>• Do not clean up or wipe spilt contents</li> <li>• Avoid breathing the powder or spores</li> <li>• Clear and isolate the area</li> <li>• Switch off air conditioning</li> <li>• Wash hands with soap and hot water</li> <li>• Call the police (111) and Campus Security x <b>8888</b> as per above</li> </ul>
	<input type="checkbox"/> If contents are spilt on clothing <ul style="list-style-type: none"> <li>• Select a nearby unoccupied room for changing</li> <li>• Remove clothing and place in plastic bag</li> <li>• Shower with soap and hot water</li> <li>• Call the police (111) and Campus Security x <b>8888</b> as per above</li> </ul>

## Bomb threat

**Keep calm. Do not hang up.** 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 inquiries. Let the caller talk, ask the questions as the opportunity arises and avoid being confrontational. **Email threat:** provide copy of e-mail immediately to Campus Security

Questions	Answers
When is the bomb going to explode?	
Where is the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What is the explosive type and quantity?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	
Exact wording of the threat:	
<b>The Caller</b>	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Estimated age:	
Any speech impediment (specify):	
Accent (specify):	
Voice- loud – soft etc:	
Speech – fast – slow etc:	
Manner, calm emotional etc:	
Did you recognise the voice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so who do you think it was?	
Was the caller familiar with the area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Threat Language</b>	
<input type="checkbox"/> Well spoken	<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Taped
<input type="checkbox"/> Message read by caller	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Abusive	
<b>Any background noises?</b>	
<input type="checkbox"/> Street noise	<input type="checkbox"/> Aircraft
<input type="checkbox"/> House noise	<input type="checkbox"/> Voices
<input type="checkbox"/> Music	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Machinery	<input type="checkbox"/> Other: _____
<b>Call taken</b>	
Date: ___/___/___	Time: _____
Length of call: _____	Number called: _____

*This checklist for bomb threats should be kept by the phone. Staff who would normally answer the phone should be briefed on the questionnaire to ensure some familiarity with it. A pre-printed version of this check list is available from police and may be preferred over this list for convenience.*

## Suspicious persons/criminal activity

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	Response actions (as appropriate)
<b>Suspicious or criminal activity</b>	<input type="checkbox"/> Ensure personal safety
	<input type="checkbox"/> From a safe location call Campus Security on <b>x 8888</b> giving as much detail as possible (description, location, direction of travel of offenders)
	<input type="checkbox"/> Alert other staff to assist as appropriate
	<input type="checkbox"/> Isolate and preserve a crime scene for later forensic examination
	<input type="checkbox"/> Do not engage in conversations with unauthorised visitors or media
	<input type="checkbox"/> In protest or unrest situations withdraw to a place of safety
	<input type="checkbox"/> Follow instructions from Campus Security who will take control of the scene in conjunction with the NZ Police
	<input type="checkbox"/> Do not return to the scene or building until the 'All Clear' has been given

## Violent intruder

The aftermath of a violent intruder incident will require careful management as even in the 'best case' scenario of no one being killed or injured there will be traumatised staff and students, concerned parents, confusion, disruption and extensive media interest.

	Response actions (as appropriate)
<b>Shots are heard or a violent intruder is active on campus</b>	<input type="checkbox"/> Call 111 <ul style="list-style-type: none"> <li>• Identify yourself and your school/CSU, including address</li> <li>• Details of situation</li> <li>• Details of any casualties</li> <li>• Description of weapons used, shots fired etc</li> <li>• Description, location and identity of offender if known</li> <li>• Identify the 'target' of aggression if known</li> </ul>
	<input type="checkbox"/> Remove yourself and others from immediate danger where possible
	<input type="checkbox"/> Alert other staff/students using word of mouth do not use fire alarm)
	<input type="checkbox"/> Move everyone out of hallways/common areas and into rooms
	<input type="checkbox"/> Lock and/or barricade doors/windows, keep quiet and do not leave the classroom until safe to do so
	<input type="checkbox"/> If a hostage situation ensues follow all instructions from the captor, speak only when spoken to and sit down (if possible) to avoid appearing aggressive
	<input type="checkbox"/> If offender leaves the scene note direction of travel or vehicle used
	<input type="checkbox"/> Once police arrive, liaise with them to secure crime scene(s)
<b>Following the incident</b>	<input type="checkbox"/> Student Counselling Services and the Staff Support Team (SST) should be contacted to provide support
	<input type="checkbox"/> Liaison with the media should only be undertaken by the Communications & Marketing Representatives in conjunction with the NZ Police
	<input type="checkbox"/> Decisions to temporarily close or continue operating should be based on health professionals' advice
	<input type="checkbox"/> Continue to monitor the wellbeing of students and staff

## Serious injury or death

The sudden death (or serious injury) of a student or staff member has the potential to create significant dangers or risks to the physical and emotional wellbeing of people within the victim's community.

The event also has the potential to cause sudden and/or significant disruption to the effective operation of a school/CSU if the aftermath is poorly or insensitively handled; furthermore, it can attract adverse media or public comment.

	Response actions (as appropriate)
<b>Death / serious injury occurs at school or CSU</b>	<input type="checkbox"/> Ensure your own safety. Assess area for danger (e.g. live wires, poisonous substances etc)
	<input type="checkbox"/> <b>Do not assume death has occurred – give immediate first aid</b>
	<input type="checkbox"/> Call emergency services (dial 111) and Campus Security x 8888
	<input type="checkbox"/> Notify Manager/Head of School; isolate and contain the area
<b>Action after medical personnel have taken over</b>	<input type="checkbox"/> Manager/Head of School to advise (as soon as possible): <ul style="list-style-type: none"> <li>• Senior Leadership Team and staff</li> <li>• Communications &amp; Marketing Team</li> </ul>
	<input type="checkbox"/> Consider accompanying police to advise next-of-kin
	<input type="checkbox"/> Advise Student Counselling Services and/or the Staff Support Team as required
	<input type="checkbox"/> Complete Accident Report Form with all known details
	<input type="checkbox"/> Notify the Campus Safety Coordinator (x6053)

If the death or serious injury occurs outside of the school/CSU, follow the appropriate steps noted above.

## Appendix A – Coastal Ecology Laboratory contact list

Position	Name	Day Contact details	After hours Contact details
		land line and mobile	land line and mobile
Director	Jeff Shima	470 9251	027 563 5475
Technician	John van der Sman	470 9250	027 534 8377
Technician	Daniel McNaughtan	470 9257	021 684 704
Academic	Nicole Phillips	470 9259	021 137 4074
Academic	Sonja Miller	470 9252	021 125 1015

## **Appendix B - School or Unit Specific Plans**

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### **Tsunami Evacuation Plan – Coastal Ecology Laboratory**

#### **Introduction**

The VUCEL building is in the high risk Red Zone for tsunami inundation according to mapping data supplied by the Wellington Region Emergency Management Group. The time frame and amount of warning received can vary considerably depending on the source of the tsunami, therefore response actions can also vary with regard to preservation of life and property and/or damage mitigation actions.

#### **Primary Hazards**

The primary hazards associated with tsunami inundation are as follows:

- Hydraulic forces and pressure caused by the volume of water
- Impact of floating debris which can be extremely large (vehicles, building structures)
- Several waves impacting and possibly collapsing structures which may already have been weakened by the original earthquake and/or preceding waves
- Land slips caused by erosion of supporting ground at the base of steep banks

#### **Secondary hazards (post impact)**

- Outbreak of fire caused by damaged electrical components
- Gas leak caused by ruptured lines
- Unstable debris that has been dumped on site
- Unstable/damaged buildings
- Erosion of building foundations
- Utilities disruption (power, water, wastewater, communications)

#### **Tsunami categories**

There are three categories of tsunami and the time associated with each will determine the level of damage mitigation preparation that can be accomplished before impact. *In all cases the preservation of human life will take priority over anything else.*

#### **Distant source (between 3 and 10 hours travel time to NZ)**

- Remove vehicles and boats to higher ground/inland. Ensure they are not blocking the road for other evacuees that follow.
- Move important equipment to the highest level in the building.
- Leave utilities on (power, water, gas).
- Gather emergency kits, grab bags, computer backups, laptops as required.
- Close all windows and doors and *conduct a final check to ensure all occupants are accounted for* before final exit of the building.
- Allow extra time (1-2 hours) on top of the expected arrival time to evacuate to allow for traffic congestion.
- Communicate all intentions to the University authorities who will be coordinating resources for all properties within the at-risk zones.

#### **Regional source (between 1 and 3 hours travel time to NZ)**

- Move important equipment to the highest level in the building (where time and resources permit).
- Leave utilities on (power, water, gas).
- Where time permits gather emergency kits, grab bags, computer backups, laptops. If insufficient time, just grab the four **C**'s – **C**ash (wallet), **C**ar keys, **C**ell phone, **C**oat.
- Close all windows and doors and *conduct a final check to ensure all occupants are accounted for* before final exit of the building.
- Depart in vehicles with boats to higher ground/inland. Ensure they are not blocking the road for other evacuees that follow.
- Allow extra time (1-2 hours) on top of the expected arrival time to evacuate to allow for traffic congestion.
- Communicate all intentions to the University authorities who will be coordinating resources for all properties within the at-risk zones.

### **Local source (as little as a few minutes after observing the natural indicators)**

- In the worst case scenario there may be just a few minutes to escape
- Warn all occupants and evacuate immediately to the pre-determined safe assembly point
- If possible account for the whereabouts of all occupants
- If possible grab emergency kits on the way out but only if they will not slow you down.  
*Do not return to the building for grab bags or emergency kits.*

### **Recommended places of safety for local source tsunami**

Ministry of Civil Defence guidelines recommended moving to areas at least 35 metres above sea level or 1 kilometre inland in order to be safe. However, where there is insufficient time there are three evacuation options for VUCEL users. The best option will depend on the time that is available:

1. Top of concrete tanks (Approx 1 to 2 minutes)
  - This is close by and a very strong and high structure (14 to 16m asl)
  - It is limited in space and access (single ladder) and may also be threatened by slips or collapse of the bank behind it
2. Steps at 376 The Esplanade (Approx 1 to 2 minutes)
  - This is the quickest way to reach the recommended elevation
  - The steps are slippery and may collapse under the weight of persons using them or from the shaking in an associated earthquake; a bottleneck on the steps is likely
3. 174 Severn Street (Approx 2 to 3 minutes)
  - The slowest option but is unlikely to be blocked; no bottlenecks
  - Is the route with the longest exposure to the threat

Refer *Figure 1* below. The Severn Street option is recommended unless time is very limited.



Figure 1 – Tsunami evacuation routes

### Post Impact Actions

- It could be up to 24 hours before warnings are lifted
- *Always* wait for the official word from the authorities and/or the University before returning to the property
- Returning to VUCEL will be conducted in a controlled and coordinated manner between VUCEL staff, the University Incident Management Team and the emergency services
- Avoid sending more people into the affected area than is absolutely necessary
- Stage vehicles for transport back into the area but await situation reports before dispatching them – access may be difficult or impossible due to debris build-up
- It is likely that hazards such as unstable debris, live wires, spilt chemicals, waste water leakages or slips from saturated land will make reoccupation of the property impossible until a recovery programme is initiated
- Where the building shows obvious signs of being structurally unsafe (does not look straight or creaks and groans) *it should not be entered under any circumstances.*
- Communications may be limited post impact. Cell phones are likely to be overloaded and landline phones will not work if the internet is down. There is one emergency phone in the hallway and communication may also be possible using the boat VHF radios.
- Emergency equipment can be found in the Civil Defence cabinet
- If all attempts to contact the University fail, then establishing communications with WEMO (Wellington Emergency Management Office) may be an alternative to get messaging through to the authorities