

ACCIDENT

ISOLATE the victim from further harm if it is safe to do so
RING the Ambulance - **111**
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000 extn 7777**).
If outside of hours, contact your manager.
APPLY first aid to the victim.
REPORT an Incident on Me@EIT or EIT website

BOMB THREAT

RING the Police - **111**
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000 extn 7777**).
If outside of hours, contact your manager.

CHEMICAL SPILL

DO NOT PUT YOURSELF AT RISK – USE SPILL KIT IF ABLE
MOVE victim away from contamination if safe
RING the Fire Service - **111**
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000 extn 7777**).
If outside of hours, contact your manager.
FOLLOW Instructions listed on the Safety Data Sheet

CIVIL DEFENCE EMERGENCY

FOLLOW Instructions provided by Location Manager
LET SOMEONE KNOW if you leave the campus
LISTEN to the radio for advice and information
BE AWARE the Institute may close – Check EIT's social media, radio, or doors for up to date information on closures

EARTHQUAKE

DROP – COVER - HOLD
EVACUATE the building once it is safe to do so, stay out, expect aftershocks – move away from high rise buildings
RING Emergency Services to notify of fires or injuries
LISTEN to the radio for advice and information

THREATENING BEHAVIOUR

MOVE to a safe location – do not put yourself at risk
RING the Police - **111**
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000 extn 7777**).

FIRE

ACTIVATE the building alarm system
EVACUATE the building
RING the Fire Service - **111**
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000 extn 7777**).
If outside of hours, contact your manager.
FOLLOW Warden Instructions

FLOOD

MOVE TO A HIGHER LEVEL of the building or **Evacuate** the building and move to **higher ground**
DO NOT walk, swim or drive through flood waters
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000**). If outside of hours, your manager.
LISTEN to the radio for advice and information

GAS LEAK

DO NOT SWITCH ON THE ALARMS
RING the Fire Service - **111**
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000 extn 7777**).
If outside of hours, contact your manager.
NOTIFY the Wardens

TSUNAMI

MOVE TO A HIGHER LEVEL OF THE BUILDING OR EVACUATE THE BUILDING AND MOVE TO HIGHER GROUND
DO NOT walk, swim or drive through flood waters
NOTIFY – EIT Telephonist
(Internal **7777**, or external **06 974 8000 extn 7777**).
If outside of hours, contact your manager.
LISTEN to the radio for advice and information

VOLCANIC ASH FALL

STAY inside while ash is falling
WEAR a face mask if you have to go outside
CLOSE windows & doors, **TURN OFF** air conditioning
BE AWARE the Institute may close