



COMMERCIAL AND INDUSTRIAL 24 HOURS INSTALLATION AND MAINTENANCE

## Emergency Action Plan

Grammar Electrical Ltd

PO Box 8162, Symonds Street, Auckland 1150, New Zealand

2019

## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

### DESIGNATED RESPONSIBLE OFFICIAL:

(Highest Ranking Manager at DNA Electrical offices, such as fire, Natural Disaster, or Medical incident)

Contact : \_\_\_\_\_ Phone:

Alternative contacts : \_\_\_\_\_ Phone:

\_\_\_\_\_ Phone:

### EMERGENCY COORDINATOR:

Name: \_\_\_\_\_

## EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Keypad locations to alert panic sirens (push and hold 🔔 to set off alarm siren)
    - a. Assembly points
- Site personnel should know at least two evacuation routes.

## EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT:

PARAMEDICS:

AMBULANCE:

POLICE:

SECURITY GUARD RESPONSE: ph:

DNA SECURITY ALARM: Ph:

ALARM MONITORING: ph: BUILDING MANAGER: ph:

PLAN B (DATA BACKUPS & RESTORATION) :

## SERVICE PROVIDER/KEY EMERGENCY CONTACTS

ELECTRICITY:

WATER:

TELEPHONE/INTERNET: SMARTTRADE:

GROUNDPLAN:

WORKSAFE:

## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported to Emergency Response Manager by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- EXTENDED POWER LOSS
- EXTENDED INTERNET LOSS
- EARTHQUAKE/NATURAL DISASTER

## MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):

- ☐ Paramedics \_
- ☐ Ambulance \_
- ☐ Fire Department 111
- ☐ Other

Provide the following information:

- a. Nature of medical emergency,
  - b. Location of the emergency (address, building, room number),  
and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.
- Contact Health and safety Manger
- Complete Incident report

## FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 111
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- ☐ Voice Communication
- ☐ Phone Paging
- ☐ Radio
- ☐ Other (specify)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.



## EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- We have UPS to assist, by allowing time to turn off our Computers if event occurs during office hours.

## BUSINESS CONTINUITY PLAN

- If there is an extended power outage, the server PC to be taken to an alternative location, \_\_\_\_\_ home, to ensure basic operations can continue with skeleton staff.
- If server fails due to outage/surge, we will use either the PC at \_\_\_\_\_ home or \_\_\_\_\_ home as a temporary host until a replacement Server PC can be purchased.

## SERVER FAILURE OR LOSS OF DATA

- Plan B, Grammar Electrical server D drive backed up every night. Password:

### Plan B service summary-

- Implement fully managed Online backup with data backed up every night to Plan B. The service is fully managed by Plan B
- Data backed up locally to Plan B data Centre's, fully secured and monitored
- Risk of disruption mitigated, via the above points.
- Flexibility to conduct your own data recovery form the Plan B portal or you can activate Plan B for a managed recovery 24x7

AUCKLAND HOSPITALS

Auckland City Hospital

4.1 ★★★★★ (159) · Hospital

Auckland

09-367 0000

Open 24 hours

WEBSITE

DIRECTIONS

North Shore Hospital

3.3 ★★★★★ (116) · Hospital

Auckland

09-486 8900

Open 24 hours

WEBSITE

DIRECTIONS

MercyAscot Epsom, Mercy Hospital

4.2 ★★★★★ (26) · Hospital

Auckland

09-623 5700

Open 24 hours

WEBSITE

DIRECTIONS

Waitakere Hospital

3.8 ★★★★★ (56) · Hospital

Auckland

09-839 0000

Open 24 hours

WEBSITE

DIRECTIONS

Middlemore Hospital

3.2 ★★★★★ (114) · Hospital

Auckland

09-276 0044

Open 24 hours

WEBSITE

DIRECTIONS

Greenlane Clinical Centre

3.7 ★★★★★ (68) · Governme...

Auckland

09-367 0000

Open · Closes 5PM

WEBSITE

DIRECTIONS

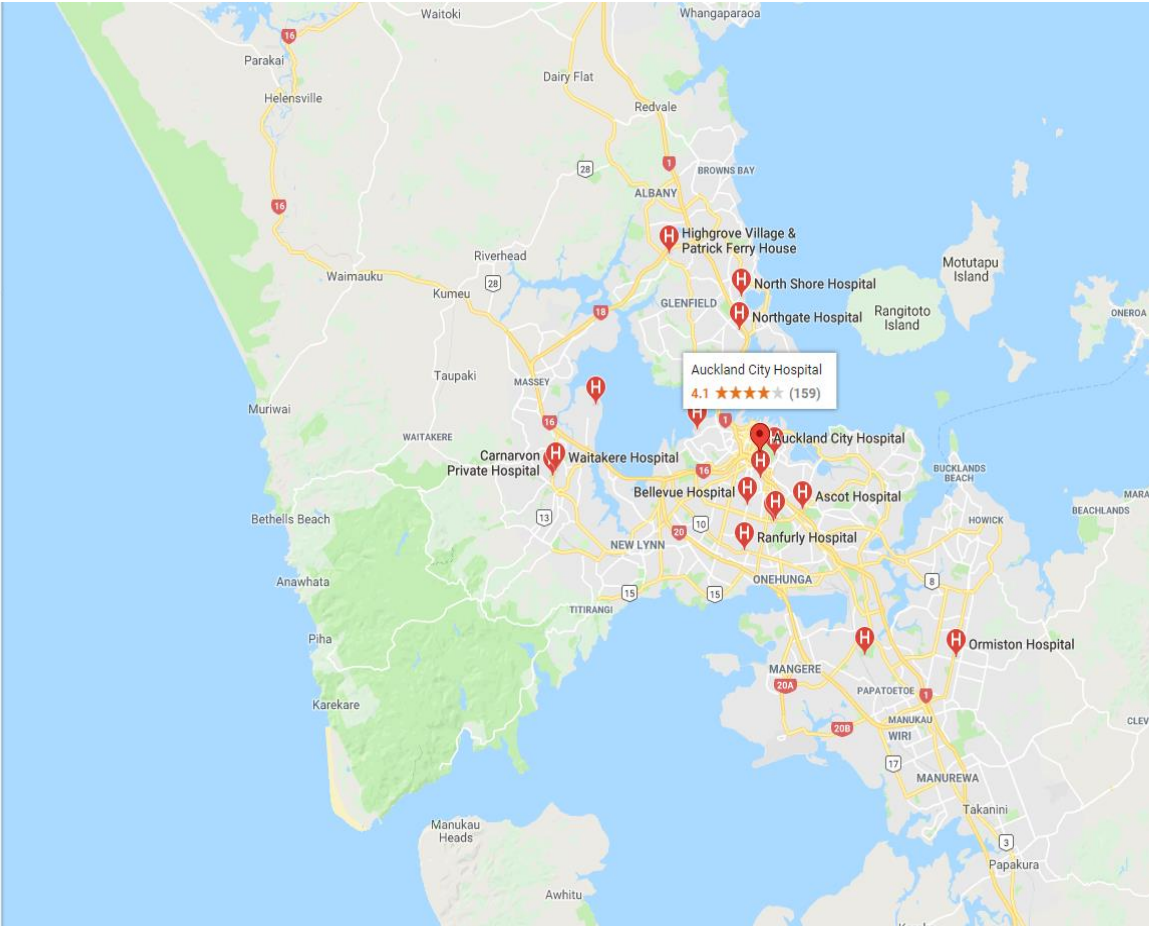
Mercy Hospital

5.0 ★★★★★ (2) · Hospital

Auckland

Open now

DIRECTIONS



AUCKLAND MEDICAL CENTRES

Selwyn House Medical Centre

Ad 5.0 ★★★★★ (2) · General...

1/46 Wellington Street

09-534 7253

WEBSITE

DIRECTIONS

Caring Clinic Doctors

Ad 4.8 ★★★★★ (17) · Family...

Floor 8/175 Queen Street

09-222 2577

WEBSITE

DIRECTIONS

Albany Family Medical Centre

3.5 ★★★★★ (13) · Doctor

368 Albany Hwy

09-415 8959

Open · Closes 6PM

WEBSITE

DIRECTIONS

Northcare Accident and Medical

3.6 ★★★★★ (17) · Medical Ce...

5 Home Pl

09-479 7770

Open · Closes 6:30PM

WEBSITE

DIRECTIONS

Apollo Medical Centre

2.7 ★★★★★ (57) · General Pr...

119 Apollo Dr

09-477 3700

Open · Closes 8PM

WEBSITE

DIRECTIONS

North Shore Medical Centre

3.4 ★★★★★ (5) · Medical Cen...

326 Sunset Rd

09-479 2083

Open now

WEBSITE

DIRECTIONS

Glenfield Medical Centre

4.1 ★★★★★ (10) · Medical Ce...

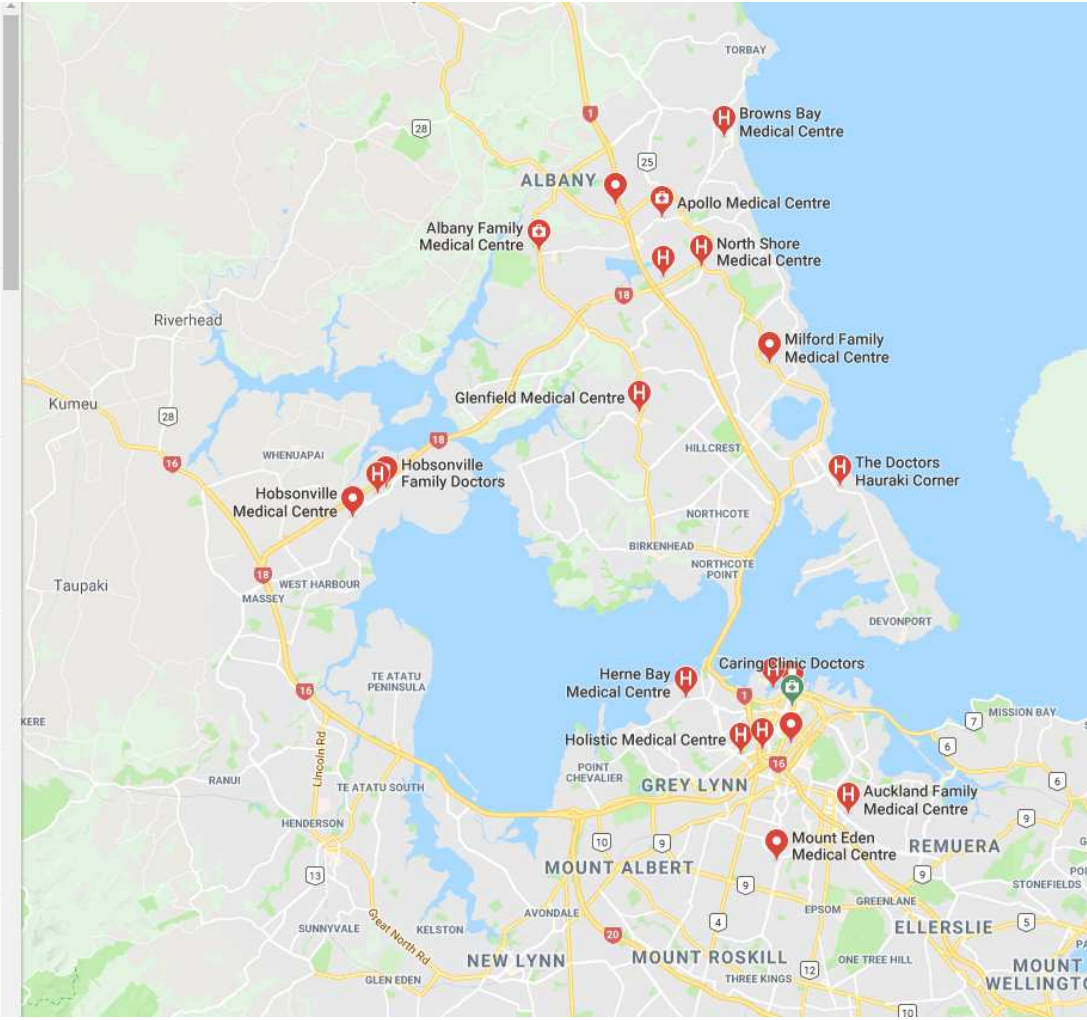
452 Glenfield Road

09-444 5911

Open · Closes 6PM

WEBSITE

DIRECTIONS



## SEVERE WEATHER AND NATURAL DISASTERS

### ***Tornado:***

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### ***Earthquake:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

### ***Flood:***

#### ***If indoors:***

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

#### ***If outdoors:***

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

### ***Hurricane:***

- The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

### **Once a hurricane watch has been issued in the region we are working.**

- Emergency Co-Ordinator to monitor Civil Defence and other warning systems for status updates.
- Should a warning be issued and Civil Defence recommend staying indoors then all employees (including mobile staff) to be sent home, if safe to do so. If Not, remain indoors and consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

## CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the location longer to ensure safe shutdown of PC'S or to recover Server PC.

Work Area	Name	Description of Assignment
Location of server		Safely shutdown PC's (including Server PC) and recover Server PC to be utilised at alternate location if necessary

- Where safety is an issue, server should be relocated to safe location.

## TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility: Office/Workshop

Name	Title	Responsibility	Date
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First Aid

Check all person are safe and evacuated/ call emergency services if required.

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All electricians have first Aid training (refreshed every 2yrs)