

# **PART 1 – STAFF WELFARE**

## **CONTENTS**

- 1.1 Get Ready**
- 1.2 How to get ready**
- 1.3 Emergency Survival Items**
- 1.4 Storing Water**
- 1.5 First Aid**
- 1.6 Getaway Kit**
- 1.7 Household Emergency Plan**
- 1.8 Radio Stations to Listen to**
- 1.9 Caring for sick or vulnerable people**
- 1.10 Caring for pets and livestock**
- 1.11 If you are in your car**
- 1.12 Checklist**

## Part 1 - Staff Welfare: Get Ready Get Through

### 1.1 Get Ready

In New Zealand, the risks posed by natural and man-made hazards are a fact of life. The information contained in this section will show you how to look after yourself, your family, your home and your community. This Information is taken from the Ministry of Civil Defence and Emergency Management website 'Get Ready, Get Thru' [www.getthru.govt.nz](http://www.getthru.govt.nz)

Staff on duty at the time of a disaster will naturally be concerned about the welfare of their friends, families and loved ones. It is strongly recommended that all MDHB employees have a family emergency plan mapped out before any such event occurs.

After a disaster:

- Everyone will be affected by a disaster, including the rescuers that we rely on. Immediately after an event, emergency services and civil defence staff will have to respond to the most critical demands. This means they may not get to everyone who needs help as quickly as needed.
- **Be prepared to cope on your own for up to three days or more.**
- It could be several days before services are restored. Even then, access may be limited.
- Damaged infrastructure, such as roads, bridges and rail lines, will take longer to restore.
- This is when you will be most vulnerable. Get ready now to protect yourself, your loved ones and your community.

### 1.2 How to get ready

You will need to have:

- **Emergency Survival Items**
- A **Getaway Kit** if you need to be evacuated.
- A **Household Emergency Plan**

### 1.3 Emergency Survival Items

In most emergencies, you should be able to stay at home or at your workplace. In this situation, you may have to rely on your Emergency Survival Items.

**The Emergency Items should include:**

- Torch with spare batteries
- Radio with spare batteries (check all batteries every 3 months)
- A change of clothes for all family members (wind and waterproof clothing, sun hats, and strong outdoor shoes)
- First aid kit and essential medicines
- Blankets or sleeping bags
- Pet supplies
- Toilet paper and large rubbish bags for your emergency toilet
- Face and dust masks

**Food and water for at least three days**

- Non-perishable food (canned or dried food)
- Bottled water (at least 3 litres per person, per day for drinking)
- Plan how to get water for washing and cooking (check your hot water cylinder, pond, toilet cistern if it is free of chemicals)
- A primus or gas barbeque to cook on
- A can opener
- Check and replace food and water every twelve months.

**Supplies for babies and small children**

- Food, formula and drink
- Change of clothing and nappies
- Toys or favourite activity

Assemble everything you need for your Emergency Survival Items and place it somewhere that is easy to get to in an emergency. Make sure everyone in your house knows where your Emergency Survival Items is kept. If you prefer to keep some of your Emergency Survival Items in the house for everyday use, make sure you know where to find them quickly when an emergency occurs.

## **1.4 Storing Water**

Follow these guidelines to make sure you and your family has enough clean water after a disaster:

- Put aside at least three litres of clean drinking water per person, per day (at least 9 litres per person for the three days)

- Make sure your hot water cylinder and header tank are braced with metal straps to prevent them from falling over. [www.eq-iq.org.nz](http://www.eq-iq.org.nz)
- You will also need water for:
  - washing and cooking food for every meal
  - washing dishes and utensils after every meal
  - washing yourself (one litre per day for each person)

### Drinking water

To store enough drinking water for three days, prepare six large, plastic soft drink bottles of water per person, including children. Add some extra for pets.

Wash bottles thoroughly in hot water.

Fill each bottle with tap water until it overflows. Add five drops of household bleach, eg, Janola, per litre of water and put in storage. (Half a teaspoon (2.5ml) per 10 litres of water.) Do not drink for at least 30 minutes after disinfecting.

Make sure there are no air gaps and place the lids on tightly.

Label each bottle with dates showing when the bottles were filled and when they need to be refilled.

Check the bottles every 12 months (eg, at the beginning or end of daylight saving). If the water is not clear, throw it out and refill clean bottles with clean water and bleach.

Store bottles in two separate places, somewhere dark away from direct sunlight where there is not likely to be flooding.

Alternatively, fill plastic ice cream containers with water, cover, label and keep in the freezer. These can help keep food cool if the power is off and can also be used for drinking.

Keep a supply of ice cubes and fruit juices.

### Cooking, dishes, washing yourself

You can use water for cooking, dishes, and washing yourself from these house supplies:

- hot water cylinder and header tank
- toilet cistern. This water is only safe to use if no chemical toilet cleanser is present.

**Other Handy Tips:**

- Wash your hands well. If water is in very short supply keep some in a bowl with disinfectant added, but change frequently.
- Check your stored water by holding it up to the light. If it has anything floating in it or is not clear, strain and boil for three minutes or add five drops of household bleach (eg, Janola) per litre of water and stand for 30 minutes before drinking. (1/2 teaspoon to 10 litres.)
- Collect rain water by either placing a clean container outside to catch rain or by disconnecting the down pipe from the roof and filling a container. Boil water for three minutes before drinking or disinfect with household bleach (1/2 teaspoon to 10 litres). Reserve one clean utensil to use as a dipper.
- Use spa and swimming pool water, if available, for keeping yourself clean and washing clothes.
- Use a bucket or bowl for washing. Throw the used water over the land or put into a hole and covered with soil. DO NOT put it down the toilet or drains.
- Switch off power to the hot water cylinder if the water supply fails.
- DO NOT collect drinking water from the roof if it is contaminated with ash, smoke deposits or other debris.
- DO NOT drink water from the town supply unless you have been advised that it is fit for drinking.
- DO NOT assume domestic water filters are effective. They can become contaminated.
- DO NOT drink water from a private well if it has been flooded.
- DO NOT waste water on cleaning clothes.

**1.5 First Aid**

If someone you care for is injured in a disaster, your knowledge of First Aid may be the difference between life and death. Many organisations provide First Aid training courses. It is recommended that you take a First Aid course, followed by regular refresher sessions.

### **First Aid Kit recommended contents**

You can buy First Aid Kits ready made. If you are making your own, these items are recommended by OSH as the minimum required for families.

- Triangular bandages (2)
- Roller bandages- 50mm (1 roll) and 75 mm (1 roll)
- Sterile gauze- 7.5 x 7.5 (2)
- Adhesive wound dressing- 6 cm wide x 1 metre long (1 strip)
- Plaster strip dressings (1 packet)
- Adhesive tape- 25mm hypoallergenic (1 roll)
- Sterile non-adhesive pads- small (2) and large (3)
- Sterile eye pad
- Eye wash container
- Eye wash solution- Saline Steritube 30ml (1)
- Antiseptic solution- Chlorhexidine Steritube 30ml (4)
- Safety pins (1 card)
- Scissors (1 pair)
- Splinter forceps (1 pair)
- Disposable gloves (2 pairs)
- Accident register and pencil
- First Aid Manual
- Card listing local emergency numbers

### **1.6 Getaway kit**

In some emergencies, such as a flood or volcanic eruption, you will need to evacuate and take your Getaway Kit with you. Don't forget, you will also need to consider how you will care for your pets during an evacuation. Everyone in the house should have a Getaway Kit. This kit should include essential items from your Emergency Survival Kit.

#### **Family documents**

- Birth and marriage certificates
- Drivers licenses and passports
- Financial information (insurance policies, mortgage information, etc)
- Family photos

#### **Personal items**

- Towels, soap, toothbrush, toothpaste, toilet paper and sanitary items
- Hearing aids, glasses, mobility aids for elderly or vulnerable members of your house

### **1.7 Household emergency plan**

There are many types of disasters that could damage roads and disrupt your ability to travel. Get your family or household together and agree on a plan. In your plan, you will need to work out:

- Where to shelter in an earthquake, flood or storm
- How and where you will meet up during and after a disaster
- The best place to store Emergency Survival Items. Make sure everyone knows where these items are, and who is responsible for checking essential items.
- Where each person's Getaway Kit will be so they can take it with them
- How to turn off the water, gas and electricity in your home or business
- How to contact your local civil defence organisation for assistance during an emergency

### **Get your home ready**

Here are other measures that household members can take to reduce the impact of a disaster and recover quicker.

- Check with your local council and Civil Defence Emergency Management Group about the warning system in your local community and make sure you know what actions you must take when you hear this warning
- Learn First Aid and Fire Safety Techniques. Visit [www.fire.org.nz](http://www.fire.org.nz), [www.redcross.org.nz](http://www.redcross.org.nz) or [www.stjohn.org.nz](http://www.stjohn.org.nz)
- Make sure your home is quake-safe. Visit [www.eqc.govt.nz](http://www.eqc.govt.nz)
- Ensure your insurance cover is adequate and up to date
- Consider becoming a volunteer in your community
- Avoid purchasing property that is at a high risk of damage from hazards. Your council can provide hazard information, or you can seek advice from qualified experts

### **1.8 Radio stations to listen to**

The following Radio Networks will carry civil defence information and advice in an emergency:

- National Radio
- Newstalk ZB
- Classic Hits
- More FM
- Radio Live

Know how to tune into one of these stations in your area and record the station bandwidth in your Emergency Plan.

### **1.9 Caring for sick or vulnerable people**

If you or a member of your household or community has a disability, make arrangements now with a family member, friend or neighbour to help in an emergency.

#### **Hearing impairment**

People with hearing impairment may not hear warning systems or radio broadcasts. Make arrangements to be sure that someone will notify a hearing impaired person in the event of an emergency.

#### **Sight impairment**

People with sight impairment could experience difficulties if they have to evacuate or go to an unfamiliar Civil Defence Centre. Arrange a? buddy system? so they will have someone to help them cope.

#### **Asthma and respiratory problems**

An asthma sufferer or someone with a respiratory disorder may be affected by volcanic ash, dust or the stress of an emergency. If you are caring for someone with these conditions, make sure you have plenty of medicines and dust masks in your Emergency Survival and Getaway Kits.

#### **Special food needs**

If you are caring for someone with special food needs, make sure you include food for them in your Emergency Survival Kit.

#### **Mobility impairment**

You will need to include mobility aids in your Emergency Survival Kit if you or someone you are caring for has difficulty with mobility. This will help the person cope if they have to evacuate to a different area.

### **1.10 Caring for pets or livestock**

Remember, your pets will be affected by a disaster, too. Follow these steps to make sure they get through as well:

- Include your pets in your disaster planning
- Attach a permanent disc to your pet's collar that clearly states your phone number, name and address, if there is room
- If possible, take your pet's vaccination records with you if you have to evacuate. This will help your pet be re-housed if necessary

- Include a carry box, towel or blanket in your Emergency Survival Kit. Put your name and phone number on the box
- Keep an emergency supply of pet food
- Check with your local council about their arrangements for assisting with domestic animal issues
- If you are unable to take your animals with you, you should release penned animals, if possible

### **1.11 If you are in your car**

If you are in your car or driving when a disaster strikes, you will need to know what to do. Follow these simple steps:

- If you drive to work, understand that you may be stranded in your vehicle for some time. A flood, snow storm or major traffic accident could make it impossible to proceed
- Store a pair of walking shoes, waterproof jacket, essential medicines, snack food, water and a torch in your car
- In an earthquake, pull over to the side of the road and stop
- Do not drive in floodwaters
- For up to date roading information visit the AA website [www.aa.co.nz](http://www.aa.co.nz).

### **1.12 Checklist**

Make sure you photocopy the checklist it will help you get everything ready, so you get through. This information will also help you prepare:

- Make sure you store enough water.
- Make sure you have emergency survival items at work and at home.
- Know what you need to take with you if you have to evacuate.
- Know the risks in your area, such as fault lines or flood plains. Your local council will have detailed information.
- Develop a Household Emergency Plan. It only takes a few minutes to agree on where you will meet after an emergency.
- Know what your Workplace Emergency Plan is. Also make sure you have a business continuity plan if you own your own business.
- When buying a new home, make sure you know what hazards could affect the area. Go to your council and request a LIM (Land Information Memorandum) or PIM (Property Information Memorandum).

- Make sure that your insurance cover is up to date and will give you adequate cover in an emergency.
- Know how to respond in an emergency. You can find this information on the Get Ready Get Through website [www.getthru.govt.nz](http://www.getthru.govt.nz) under the heading How to Get Ready. You can also check the Civil Defence Survival Guide in your Yellow Pages.
- Ask your local Civil Defence Emergency Management Group if there is a civil defence warning siren in your area.
- Recognise the civil defence alert sound or that will be used by civil defence prior to emergency broadcasts on the radio and TV.
- Find out how to help others. Get to know your neighbours and community to see who may need some assistance.