



## **Workplace Emergency Response Guide for equipment, food and training.**

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Under the Health and Safety in Employment Act 1992 and its amendments, there is a requirement to be able to look after your staff during an emergency, this includes Civil Defence emergencies. Some business such as lifeline utilities, government departments, emergency services and local authorities have further obligations under the Civil Defence Emergency Management Act 2002.

Many Occupational Health and Safety practitioners are now recommending that workplaces have a store of food for their staff for 72 hours. This guideline suggests some examples of equipment, training and food that could meet these requirements.

With the assistance of the USAR Training & Standards Working Group, a review of the inventory for a Civil Defence cabinet has been undertaken. This guideline provides current advice for businesses on the specifications for equipment, food and training. This guideline does not provide legislative guidance for fire safety or non-civil defence emergency first aid compliance.

These recommendations are not based on workplace size however it is envisaged that there would be one cabinet, at least, per work site. It would be preferable to have one per level of a multi level building or per 100 staff members. For a multi level work site with trained rescue personal it would be worth considering adding multi-story rescue equipment.

Advice should be taken on the location of cabinets to ensure they are likely to be protected by created void spaces following a structural collapse.

It is also noted that the equipment and training specifications are for generic risks and therefore the purchase of equipment and undertaking of training should be based on a site-specific hazard assessment and comprehensive business continuity planning.

For further information on emergency preparedness for businesses can be found at [www.civildefence.govt.nz](http://www.civildefence.govt.nz)

## Minimum Equipment

Quantity	Description
1	Full height CD cabinet (orange) with Civil Defence logo.
3	Woolen blankets
10	Foil blankets
2	Folding stretcher
2	20m of polypropylene rope (For general use – <b>not for supporting human life</b> )
4	Torches spare batteries and bulb
1	Dispenser alcohol based waterless hand cleaner
1	Packet of 100 large plastic bags (for sanitation purposes)
2	3.6x3.6m Tarpaulins (For temporary shelter)
1	Step ladder (Must fit in or locked to the cabinet)
2	Small portable radio and spare batteries (enough for three changes per radio)
3	5 liter water containers (filled with water)
3	Water purification tablets (packets)
1	20” wrecking bar
1	Multi purpose saw
1	Hacksaw c/w 10 spare blades
1	Sledge Hammer
1	Carpenters Hammer
1	Pliers #8
1	Axe
1 per 25 staff	CD disaster first aid kit
8pair	Riggers Gloves, full leather
1	Dust mask ( box of 50)
8	Safety goggles
8	Safety helmets (Standard industrial helmet with chin strap – Orange colour)
8	Whistles
Box	Disposable Ear Plugs
1	Box latex gloves
5 rolls	Fabric duct tape (For windows during storms)
5 (or more)	Plastic Buckets
	Copy of building floor plan showing the location of First Aid kits, exits, utility isolation, fire panel, occupancy locations etc.

## Additional Equipment (Recommended)

Where no quantity is specified, the item is to be supplied for each rescue team member.

Quantity	Description
1	CD Board stretcher with casualty securing straps
6	12m of 11m Kernmantle static rope (meeting AS or NFPA standards)
2	2m sewn 25mm tape slings
2	4m sewn 25mm tape slings
	5m of 8mm cord for personal safety line
4	Screw lock alloy or steel Karabiners (minimum of 30kN)
	Safety footwear
	Overalls (Red or orange in colour)
	Hi visibility vest
	Wet weather clothing/disposable plastic poncho
1	900mm Bolt Cutters
1	Roll of CD or restricted area barrier tape
selection	Nails (for basic repairs)
1	Gas Fog horn
2	Cans of orange spray paint
12	Green chemical light sticks
	USAR Field Operation Guide (available from <a href="http://www.usar.govt.nz">www.usar.govt.nz</a> )
	UIAA or USAR rated helmet. (These would replace the standard helmet in the cabinet – Orange in colour)

## Registration

Workplace Emergency Response Teams wishing to participate in the National Urban Search & Rescue (USAR) response programme should contact their local Civil Defence Emergency Management Group for further advice.

Workplace Emergency Response Teams who wish their teams details to be placed on the directory of rescue teams (both registered and un-registered) should supply their details to [info@usar.govt.nz](mailto:info@usar.govt.nz) for inclusion on the USAR website directory.

For further information on USAR, including the Best Practice Guideline: Response Team Registration visit [www.usar.govt.nz](http://www.usar.govt.nz)

## Food

These recommendations come from the Ministry of Civil Defence & Emergency Management web site: <http://www.civildefence.govt.nz>

Sample requirements for 25 people or ration packs as required.

DAY 1	DAY 2
Baked beans, 10 x 820g cans	Tuna in water, 10 x 425g cans
Cream corn, 10 x 440g cans	Potato salad, 10 x 310g cans
Raisins, 4 x 12 mini box packet	Raisins, 4 x 12 mini box packet
Muesli bars, 3 x 8 bar box	Muesli bars, 3 x 8 bar box
DAY 3	Additional Food
Spaghetti, 10 x 820g cans	Barley sugars, 6 packets
Green beans, 10 x 425g cans	Chocolate, 6 king size blocks
Raisins, 4 x 12 mini box packet	Paper plates, 125 x 25cm
Muesli bars, 3 x 8 bar box	Plastic forks, 100
	Can opener x 4
	Large garbage bags (for sanitation) 25
	Methylated spirits 1 x 1 litre
	Methylated spirits cooker
	Cooking pot (billy)

This is only an example and other foods could be substituted.

## Training Standards

### Qualifications

Where Workplace Emergency Response Teams are established, such teams should aim to complete the following qualifications as appropriate to site risk and resources:

- USAR Responder Certificate (CAT1-R) *and Orange Card*
- FRSITO Certificate in Technical Rope Rescue *where high-rise rescue is undertaken.*
- National Certificate in Workplace Fire & Emergency Response (Level 2)
- National Certificate in Urban Search & Rescue (Level 3)

### Guidelines

Where specialist rescue services are provided, response systems should be consistent to the following Urban Search & Rescue Best Practice Guidelines:

- Rope Rescue Tier Model
- Confined Space Rescue Tier Model

Both of these guidelines are available from [www.usar.govt.nz](http://www.usar.govt.nz)

### Techniques

Training techniques should be consistent to the following manuals issued by the Ministry of Civil Defence & Emergency Management:

- USAR General Rescue Techniques: Student Manual
- USAR Awareness: Student Manual

Both of these manuals are available from [www.usar.govt.nz](http://www.usar.govt.nz)

### Instructors

Instructors providing training in accordance with the above manuals should meet USAR Trainer Certification as prescribed in the USAR Best Practice Guideline: Trainer Certification.

### Further information

For further information on these qualifications, including industry training subsidies contact the Fire & Rescue Services Industry Training Organisation.

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