

# Personal Workplace Emergency Plan

My personal plan if an emergency occurs  
during working hours



# My details

**Name**

---

**Address**

---

---

**Phone**

---

**Alternative contact**

---

**I last updated my plan on**

---

**Notes**

---

---

---

# Personal and family information

In an emergency, you will want to contact your family/household.

It is important to have key contact information listed somewhere accessible – remember you may not always have access to this information electronically.

Complete a Household Emergency Plan (a template is available at [www.getthru.govt.nz](http://www.getthru.govt.nz)) and copy your key contacts from it into the tables below.

## My key contacts

	Person 1	Person 2	Person 3
<b>Name</b>			
<b>Work landline</b>			
<b>Work mobile</b>			
<b>Home landline</b>			
<b>Personal mobile</b>			

# Dependants' plan

The person responsible for picking up the children is:

<b>Contact name</b>	
<b>Landline number</b>	
<b>Mobile number</b>	

<b>Child/dependant</b>	<b>Location (eg, school, rest home)</b>	<b>Contact number</b>

## Civil defence centre

<b>Nearest civil defence centre to work</b>	<b>Nearest civil defence centre to home</b>

(Check on your local civil defence website)

# My Get Home plan

## Travelling home

I normally travel home by

Normal method	Secondary method

If I have to walk home, the route I will take is:

Primary route	Alternative route
Estimated travel time:	Estimated travel time:

## Meeting places

If I can't get home or contact my family, I will meet them at:

Primary meeting place	Alternative meeting place
Estimated travel time:	Estimated travel time:

Tell your family/household your Get Home plan.

# Work Get Home group

The safest way to get home in an emergency is in groups. Identify at least three people who live in your area and make a plan to get home together. These can be people who work with you or other friends/family who work nearby.

	Person 1	Person 2	Person 3
<b>Name</b>			
<b>Work landline</b>			
<b>Mobile number</b>			
<b>Work location</b>			
<b>Usual method of transport</b>			
<b>Home location</b>			

To get home together, we will contact each other by/will meet at:

Primary plan	Alternative plan

# My work contact information

A telephone tree can be used to communicate essential information in an emergency. Your work may also have a Staff Information line.

Copy this information from your team's telephone tree:

## Manager's contact details

<b>Name</b>	
<b>Work landline</b>	
<b>Work mobile</b>	
<b>Home landline</b>	
<b>Personal mobile</b>	

## Who will contact me?

<b>Name</b>	
<b>Work landline</b>	
<b>Work mobile</b>	
<b>Home landline</b>	
<b>Personal mobile</b>	

# My team's contact details

Include the contact details of all your team and note which team members (if any) you have responsibility for contacting as part of a telephone tree.

	Person 1	Person 2	Person 3
Name			
Work landline			
Work mobile			
Home landline			
Personal mobile			
Who I need to contact (✓)			

	Person 4	Person 5	Person 6
Name			
Work landline			
Work mobile			
Home landline			
Personal mobile			
Who I need to contact (✓)			

If you have not been contacted, call your manager.



# My workplace Get Home kit

A Get Home kit is a bag of essential supplies you keep at work that will help you get home. Build on the list below and check the contents regularly to make your Get Home kit suitable to your personal needs. Store it under your desk so that you can access it quickly if you need to leave in a hurry.

## My workplace Get Home kit contains:

Item	Date last checked/replaced
Small first aid kit	
Rain poncho	
Dust masks	
Gloves (work and cotton)	
Note pad and pencil	
Headlight	
Foil blanket	
Whistle	
Water	
Food, eg muesli bars, chocolate	
Suitable footwear to walk home in	
Supply of any regular medication	
Sun hat	
Warm jacket	
Top-up card for personal (prepay) mobile phone	
Small battery-powered radio	
Spare batteries	

# My Get Home checklist

## In a fire, evacuate immediately.

In cases of controlled evacuation (ie, a short-notice, but not immediate, evacuation), closure of a building, or decision to travel home after an emergency event:

## Preparing for leaving the building

<b>I have considered...</b>	✓
Whether the immediate area outside the building is safe and what hazards I may encounter on the way home	
Possible event development (eg, tsunami following an earthquake, floodwaters rising)	
How I will get home, based on the circumstances of the event	
What the current conditions are, for example <ul style="list-style-type: none"><li>• weather</li><li>• time of day – will I be home before dark?</li><li>• volume of people using the same route – is it better to wait?</li></ul>	
What advice Civil Defence is broadcasting (on the radio, Facebook, Twitter)	

## When leaving the building

<b>I have...</b>	✓
Got my Get Home kit and essential personal belongings	
Told someone I am leaving, where I am going, how I am travelling and who I am travelling with (you can use the sheet on the last page of this book)	
Made contact with my family/household, if possible (it is better to text rather than phone – keep phone lines clear for emergency services)	

## Remember

- Surroundings may have been changed by the emergency event.
  - Be careful of hazards such as debris, unstable ground, loose masonry, broken glass, floodwater, etc.
  - Hazards may be above you – be alert for hazards from above as well as around you.
- In an earthquake, expect aftershocks.

# Communicating my Get Home plan

Complete this form at the time of an emergency event.

Talk to your floor warden/response team today about where to leave your completed form.

<b>Name</b>	<b>Contact number</b> (if you have a mobile phone with you)

<b>Plan</b>	<b>Detail</b>
<b>The time I am leaving the building is</b>	
<b>The method of travel I am taking is</b>	
<b>I am travelling with</b>	
<b>The route I plan to take is</b>	
<b>If this route isn't possible, my alternative plan is</b>	