

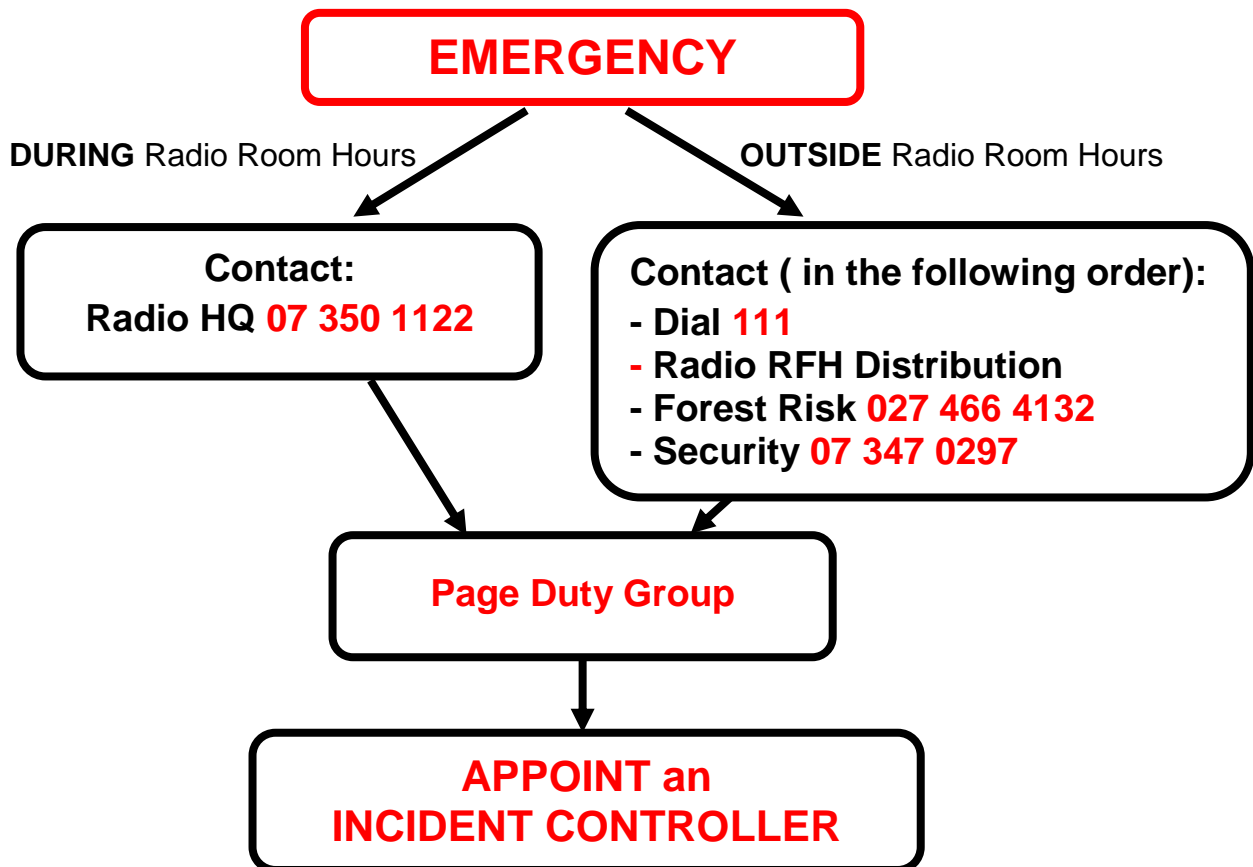


## EMERGENCY PROCEDURES EM011 - Serious Incident Procedures

### TL EMERGENCY PROCEDURES

#### In an Emergency:

1. Remain **CALM**
2. Ensure the **SAFETY** of yourself and others
3. Eliminate **DANGERS** where possible
4. Render **ASSISTANCE** (i.e. first aid)
5. **PHONE** for assistance (see diagram below)



- For injuries, observe the basic rule of First Aid at all times. Unless it is essential for safety, **DO NOT move the injured person** until you are sure what is wrong and what to do.
- When calling 111 or Radio HQ the operator will assist by asking questions. Please **remain calm and provide clear answers.**



# EMERGENCY RADIO CALL PROCEDURES

1. **CALL UP ON RADIO** and relay the following information:

***“Emergency, Emergency, Emergency,  
Radio Headquarters this is (call sign or crew sign), on Channel (X\*)”***  
**REPEAT every 10 seconds until answered**

*\*Use relevant KT Regional Channel*

KT Ch	Repeater	General Area	Dist Ch
21	Putuaki	Tarawera	1
130	Pukehina	Rotoehu	121
131	Rainbow Mountain	Kaingaroa North-East	123
132	Tapiri	Kaingaroa West, Whirinaki	125
133	Moerangi	Whakarewarewa	122
134	Galatea	Kaingaroa North-West	124
137	Wairango	Kaingaroa South	126

*After hours (for Radio Room) try Distribution Channel*

2. Advise your **LOCATION**:

I.e.: Forest; Road; Compartment; GPS Coordinates

3. Advise **TYPE** and **DETAILS OF INCIDENT**

Accident:

- How serious
- Number of people
- Type of injuries
- DO NOT MENTION NAMES
- If ambulance or helicopter required

Fire:

- Size of fire
- What is burning
- Weather conditions

4. **MEET THE AMBULANCE** on the nearest main road.

5. **MAINTAIN RADIO CONTACT** at all times.

6. The Radio Operator will assist you with details required.