

Developing/Updating an Emergency Management Plan

Don't be complacent

Sometimes we've done something for so many years that complacency sets in and it is hard to step away and think how we could do things better. Chances are since you set up your emergency management plan things have changed:

1. **Most workers now have smartphones.**
2. **Less people use email.**
3. **More people work remotely.**
4. **Ubiquitous access to social media can result in mixed messages following a disaster or emergency.**

Review your emergency management plan

In light of these developments, consider what changes you should make to your emergency management plan. We recommend that you follow this process:

- **Identify the hazards** - natural disasters, fire, lockdowns, weather events, pandemics.
- **Identify the hazard controls** - work out the best way to manage these hazards to avoid people being confused, or worse, hurt or killed. These are the hazard controls.
- **Factor in today's communication tools** - think about how you can use text to support your hazard control.
- **Implement the hazard controls** - the implementation of the hazard controls is where it counts – finding a fit for purpose Emergency Alert System.

Remember to include your team in the process. An option for medium to large organisations is to establish a team to lead Emergency Planning from across the organisation. Include your Health & Safety leaders. The team can be responsible for practice scenarios, keeping the plan up to date and sharing information across the organisation. Make sure that they know how to use your emergency alert system and they can incorporate it into their emergency plans.

Resources

Here is a list of resources to help you plan for an emergency.

Workplace-specific resources

Get your work ready for an emergency (Civil Defence) - <https://getready.govt.nz/prepared/work/>

Shut Happens (Resilient Organisations) - <https://www.resorgs.org.nz/wp-content/uploads/2017/07/Resilient-Organisations-Shut-Happens-online-version.pdf>

Striving Through (Resilient Organisations) - <https://www.resorgs.org.nz/wp-content/uploads/2017/07/Resilient-Organisations-Striving-Through-online-version.pdf>

Planning for different hazards

These pages are not workplace-specific but do provide a basis from which to plan your emergency procedures.

Earthquakes - <https://getready.govt.nz/emergency/earthquakes/>

Floods - <https://getready.govt.nz/emergency/floods/>

Landslides - <https://getready.govt.nz/emergency/landslides/>

Storms - <https://getready.govt.nz/emergency/storms/>

Tsunami - <https://getready.govt.nz/emergency/tsunami/>

Volcano - <https://getready.govt.nz/emergency/volcanic-activity/>

Other hazards - <https://getready.govt.nz/emergency/other-hazards/>