



TIMBERLANDS

**FOREST
EMERGENCY
PLAN
EM002**

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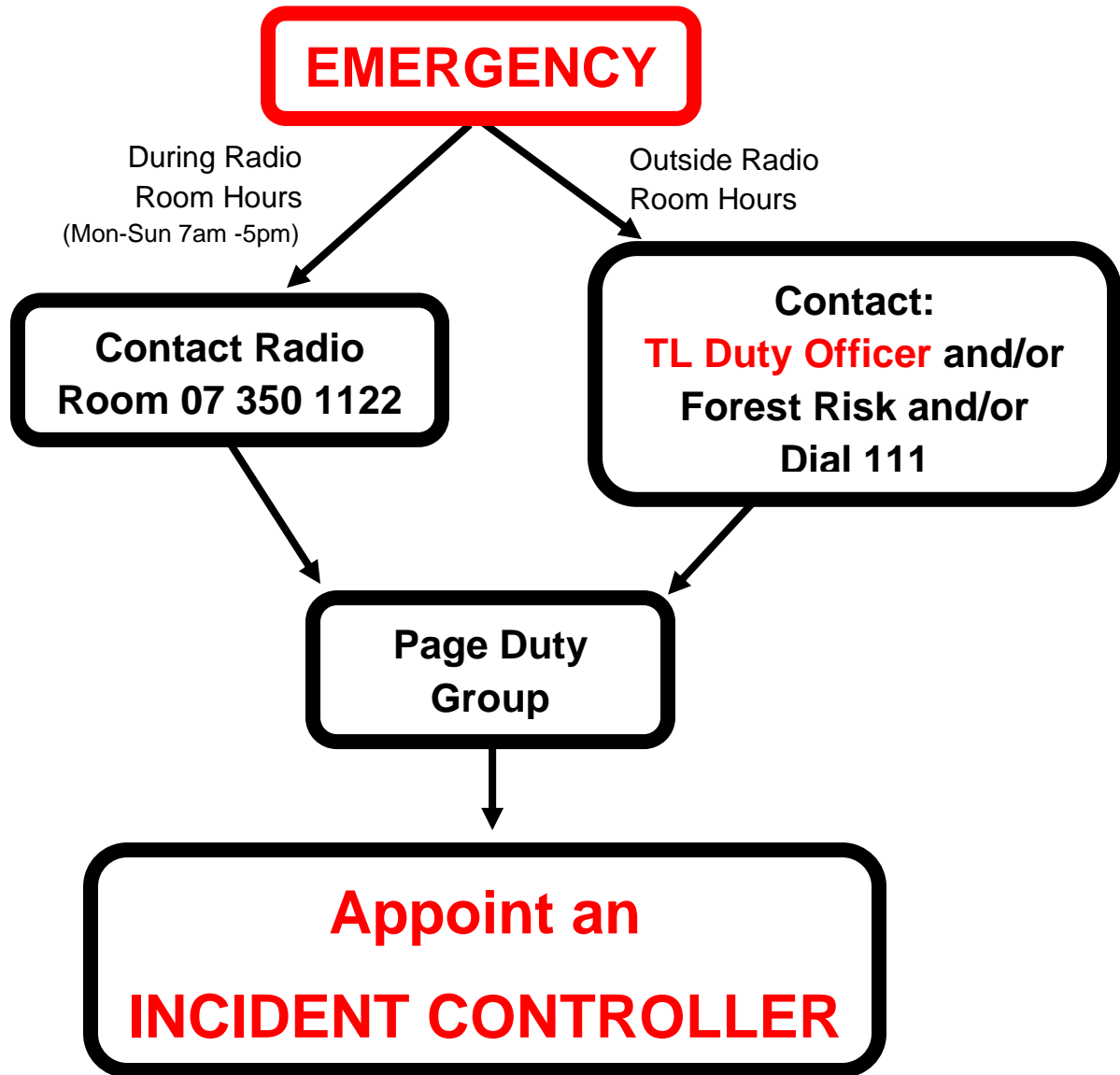
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DEFAULT EMERGENCY RESPONSE PROCEDURES

Unless otherwise directed elsewhere in this Plan (i.e. under the provisions for a specific emergency) all emergency situations should be initially responded to in accordance with the following procedure:



For immediate emergency actions please follow the procedures in either the:

- **Serious Incident Procedures EM011** (TL Staff) or
- **Emergency Procedures Card EM411** (Contractors Emergency Sticker)

INTRODUCTION

The Forest Emergency Plan aims to provide general guidance in the event of emergencies within the TL managed forest estate. This plan does not cover the TL Sala Street Office, KPP, MLY or Te Ngae Nursery, which are each covered by their respective emergency plans.

In most cases the TL Duty Officer will be the first person to manage the incident and acts as the Incident Controller until a trained and experienced Incident Controller is formally appointed. During work hours the Plan presumes the Radio Room either receives the initial report or is rapidly involved in the process. Action sheets for specific emergencies have been developed to act as a prompt and assist the Radio Operator.

The Plan initially provides general emergency response procedures followed by more detailed measures for the following potential emergencies:

- Safety / Accident Emergencies
 - Fatalities
 - Injuries or medical emergencies
 - Vehicle and aircraft accidents
- Severe Weather Events
 - Wind
 - Rain
 - Snow
- Other Natural Disasters
 - Significant earthquakes
 - Significant volcanism
 - Declared state of Civil Emergency
- Environmental Emergencies
 - Major environmental incidents
 - Large hazardous substance spills
- People
 - Occupations / protect action
 - Police emergencies
 - Search and rescue
 - TL Staff (including activation of Spot Me distress)

- Infrastructure
 - Radio communications failure
 - Powerline or gas line pipeline breakage
- Building Alarms
- Fires
 - Forest Fires
 - Forest building fires
- Bomb Threat

A plan on how to evacuate the forest is also provided.

This Plan deals primarily with managing the event. Recovery procedures for some circumstances are contained in other related documents such as the [Disaster Recovery Plan EM201](#) and the [Windthrow Plan EM101](#).

This Plan does not cover biosecurity events. These are covered by the Biosecurity Response Plan.

ROLES

Where a list of roles is provided these are generally in order of preference or first contact. Users of this plan should attempt to contact the first person on the list and move down the list until contact is made.

Duty Officer – Initial Emergency Response

In the first instance it is the Duty Officer's role to manage the emergency in accordance with this Plan or other referenced plan. However, management can be passed onto a more qualified or senior TL staff member depending on the nature of the event. The Plan provides some guidance when this should occur. Note in most emergency events the Duty Officer should pass the management on as soon as practical and resume their standby in case of another event. The handover of management should be a formal agreement that is communicated to all those involved. This is usually achieved by contacting the Forest Risk Manager or a Senior Manager who will appoint the Incident Controller.

Duty Group

Whenever an emergency pager alert is initiated it is sent to the Duty Group, which includes the Duty Officer pager. The purpose of the Duty Group is to provide:

- Backup in case the Duty Officer does not respond.
- Advance warning to key staff who may be involved in the emergency.
- An opportunity to offer assistance to the Duty Officer.

The Duty Group consists of the following people:

- TL Duty Officer
- Forest Risk Manager
- Fire and Protection Manager
- Health and Safety Systems Manager
- Environment, Health and Safety Advisors (2)
- Tree Crop Manager
- Nursery Manager
- First Response Officer

Radio Room

The Radio Room (or Operator) has two main functions:

1. Receiving emergency reports and then contacting the relevant persons, which is usually the Duty Officer.
2. Communication for the incident, which may include contacting emergency services.

The Radio Operator is not expected to make critical decisions and should defer this to the Duty Officer or Incident Controller, whomever is in control.

The Radio Operator is expected to complete relevant Action Sheet as the emergency event unfolds. The Action Sheet can be used as a prompt where the Radio Operator can ask the person managing the emergency (the Duty Officer or Incident Controller) for the information required to complete the relevant Action Sheet. The Action Sheet acts as a record of the event.

Forest Risk Role

Forest Risk Manager

Unless otherwise specified under a section in this plan it is the duty of the Forest Risk Manager to assess situation and if required appoint an Incident Controller. If an Incident Controller is not appointed, then the Forest Risk Manager should assist the Duty Officer or if required take over management of the emergency.

If the Forest Risk Manager is unavailable, then a TL Senior Manager or Incident Controller (in Emergency CIMS structure) will fulfill this function.

Fire and Security Manager

The Fire and Security Manager has specific roles identified in this plan (and other referenced plans). Also, the Fire and Security Manager may assume the role of the Forest Risk Manager if they are unavailable.

Environment, Health and Safety Systems Manager / Advisors (2)

While the Environment, Health and Safety Systems Manager and Advisors have specific roles under this Plan and referenced plans their main function is to attend significant emergencies as the TL's on-site representative.

Other Duty Group Members

The other Duty Group members are included to provide assurance that a senior or qualified person is contacted in the emergency. It is expected these staff will monitor communications and to contact the Radio Room to determine if the Duty Officer has not responded and take on the responsibility of the Duty Officer in their absence.

Incident Controller's Role

An Incident Controller is appointed to manage the incident and should be the best available staff member, considering the following hierarchy:

1. Staff members listed as Incident Controllers in the CIMS structures (Emergency or Fire or Disaster Recovery)
2. Senior Manager
3. Duty Group
4. From the Duty Officer list.
5. Manager / Team Leader
6. Forester

The key tasks of the Incident Controller are consistent with the CIMS models used for Fire (refer to **All CIMS Forms FR811**) including:

1. Establish command and control
2. Establish Incident Control Point if required (TL Office – Sala Street)
3. Assess priorities
4. Determine objectives
5. Develop Incident Management Plan
6. Develop incident management organisational structure
7. Manage the Incident Management Plan
8. Ensure incident communications are established
9. Ensure decisions and expenditure are insurance compliant
10. Report to Senior Managers and other relevant TL staff
11. Ensure relevant authorities have been notified – i.e. Police, WorkSafe NZ, FENZ, Territorial Authority
12. Ensure legal requirements such as freezing the scene are met
13. If required implement:
 - a. FENZ/Pumicelands Fire Plan
 - b. TL Health and Safety Plan
 - c. TL Windthrow Plan
 - d. TL Environmental Incident Procedures
 - e. TL Disaster Recovery Plan
 - f. Biosecurity Response Plan

Any TL staff member or contractor could be requested to assist.

The person in charge must keep a log of all actions and communications.

Consider

Contacting to notify or seek assistance from:

- Seek legal advice
- Forest Owners (KT)
- Land Owners / iwi, contacts can be found in:
 - **Manawhenua and Customary Rights ES291**
 - **Iwi Delegated Reps for Access Authority SC211**
- Insurers
- Fire and Emergency NZ (FENZ)
- Regulators
 - Worksafe NZ
 - Regional Council
 - District Council
- **Media Communication Protocols RK121**
- **Front Desk Communication Protocols RK123**

Severe Weather Group

The Severe Weather Group considers weather forecasts and determines if a Severe Weather CIMS should be established. The Group consists of:

- a. Forest Risk Manager
- b. Woodflow and Distribution Manager
- c. Production Manager
- d. Fire and Security Manager
- e. Treecrop Operations Manager
- f. Otherwise – Senior Manager

Everyone

Be prepared to be requested by monitoring your phone (calls or texts), e-mails or radio channels. In particular where there is a predicted storm or event.

Communication

Good communication is critical in all emergency situations. There are a number of communication methods available to the Incident Controller:

E-mail, Text and Pager Distribution Groups

TL have established a number of distribution groups that can send messages to e-mail addresses or text and pager numbers. These are generally for specific purposes and can activated by and e-mail or authorized user below. Please note these should only be used when required as there is a cost to send bulk texts.

Serious Accident e-mail seriousincidents@tll.co.nz

Sends a message by e-mail, text and pager to the Forest Risk Team and is to be used to alert the team to attend a serious accident (i.e. vehicle crash, notifiable injury or incident).

Permit Holder e-mail and text function

TL are able to extract e-mail addresses and text numbers from FIPs to send messages to all permit holder or permit holder categories (i.e. business or recreation). This function is generally used to warn forest users of emergency events, hazards and adverse weather.

Duty Group

The TL Duty Group consists of key staff who carry pagers. The Duty Group is a pager only contact. The Radio Room of emergency Comm Cens can initiate the duty group page.

Forest Radio Network (VHF)

The VHF radio network provides the best forest wide communication coverage, but is open for everyone to listen in. Radios must be used with discretion to avoid inaccurate accounts of the incident becoming widespread before accurate assessments can be made.

The relevant KT channel (130, 131, 132, 133, 134 and 137) or the Dispatch channel (121, 122, 123, 124, 125 and 126 should be used) for emergency warnings and instructions. Refer to the Radio Callsign Manual RN102 for channels and radio use protocols.

Smart Track / Spot Me

Smart Track is installed in all TL forestry utility and fire appliances. Smart Track can be used to find vehicles when they are within mobile phone coverage or the last position of the vehicle before it leaves coverage. The HR Manager, Fleet Manager and Forest Risk Administrator have access to Smart Track.

Smart Track can also be used to find the nearest staff member to an incident.

Some TL staff and each TL operational team have been issued with Spot Me emergency locator beacons. Providing the device has been turned on they can be used to find staff even if they have not been activated in an emergency. Spot Me works off satellites and while coverage can be hampered by terrain and tree cover it generally provides better coverage than Smart Track. Refer to the [Spot Me Device User Instructions EM051](#).

Other forest users (i.e. contractors) may have similar systems that can be used to find people in an emergency.

Media and Other Communication

All communication and actions must go through the Incident Controller unless otherwise delegated by the Incident Controller in accordance with the [Media Communication Protocols RK121](#) and the [Front Desk Communications Protocols RK123](#)


Emergency Meeting Points (EMPs)

TL have established a network of Emergency Meeting Points (EMPs) throughout the forest estate. The main purpose of the EMPs is provide a known and locatable point where emergency services can be met. Emergency services (ambulance, rescue helicopter, police and FENZ) have been provided with EMP maps. EMP points are generally located at a forest gate, a key intersection or known feature. A sign (example below) has been erected at each EMP and maps created and distributed. The maps can be found in:

- [Kaingaroa Access and Emergency Meeting Point Map EM015](#)
- [Whakarewarewa Access and Emergency Meeting Point Map EM016](#)
- [Rotoehu Access and Emergency Meeting Point Map EM017](#)
- [Tarawera Access and Emergency Meeting Point Map EM018](#)
- [Mamaku-Horohoro Access and Emergency Meeting Point Map EM019](#)
- The [Radio Callsign Manual RN102](#)

- On the TL website through the Access and Closure page:
http://www.tll.co.nz/access_closures

The maps and signs provide both NZTM and Lat Long coordinates and a road name description. Also highlighted on the maps are the open gates (green circle) and repeaters and channel numbers are marked with a blue triangle.

YOU ARE AT EMP MARKER 

T1

EMERGENCY MEETING POINT
TARAWERA FOREST

Your location is the road intersection of
Ohakiri / McKee

Latitude	Longitude	Easting	Northing
38° 12.970' S	176° 40.804' E	1922202	5763795

Easting and Northings are in NZ Transverse Mercator (NZTM); Latitude/ Longitude are in Degrees and decimal minutes (D°M.mn)

Emergency Procedures

1. Radio to: Radio Headquarters/ Dispatch
"Emergency, Emergency, Emergency"
Radio Headquarters this is (Crew Sign) on Channel (X)". Repeat every 10 seconds until heard
Use the relevant KT Regional channel: 130,131,132,133,134 & 137 or Dispatch (Ch:121,122,123,124,125 &126)
2. Give your location i.e – Forest, Road, Compartment, GPS Coordinates and EMP Point
3. Give details – Accident - How serious, No. of people, Type of injuries, Ambulance or Helicopter required (do not mention names), Fire- Size, what is burning, weather
4. Maintain Radio Contact at all times

After Hours or without a radio then:
Get to a phone by the quickest means possible to call 111

DON'T PANIC - HELP US HELP YOU!

SAFETY / ACCIDENT EMERGENCIES

INCLUDES:

- FATALITIES
- INJURIES OR MEDICAL EMERGENCIES (i.e. where an ambulance is required or the victim is taken to hospital)
- VEHICLE OR AIRCRAFT ACCIDENTS

ALL SAFETY / ACCIDENT EMERGENCIES

Radio Operator Duties

1. When the Radio Room is notified of any safety or accident emergency within the forest the Radio Operator must ask if an ambulance is required to attend or if the person is being transported to a Doctor or Hospital for Medical Treatment. **Do not use the injured person's name over the radio.**
2. If the patient is being transported, the Hospital or Doctor must be notified to expect the patient.
3. If an ambulance is requested, do so by phoning 111 and secure communications with the incident site.
4. To request a helicopter the Radio Operator will need to provide evidence to the 111 dispatcher that the incident is either too remote for ambulance access or the injuries are of a nature that warrants a helicopter.
5. Emergency services can be directed to an EMP to meet someone who can guide them to the accident.
6. The following people are to be notified immediately by radio call or pager:
 - a. The TL Manager responsible for the operation or the nearest TL Manager to the incident and instructed to proceed to the location and take charge of the incident.
 - b. A member of the Forest Risk team who will, where practical, attend the incident or organise an appropriate person to attend. This should be through calling their mobile phone or activating the Serious Accident e-mail (seriousincidents@tll.co.nz).
 - c. The Duty Group
7. Radio Operator to complete the **Accident Emergency Form EM312**
8. **A DEFIBRILLATOR is available at the KPP**

Incident Controller Duties

1. Ensure the incident procedures outlined in the **TL Health & Safety Manual HS002** are followed. This includes liaison with the Forest Risk team member who attends the incident.

Fatalities

1. Notify the Police and ensure Worksafe NZ is notified (Contractor to undertake)
2. Notify a TL Senior Manager, and other relevant TL staff.
3. Notify iwi/landowner, who may be able to assist. Preferably this should be undertaken by the Land Manager or Forest Risk Manager.
4. Notify KT - this should be undertaken by the CEO, or in their absence a Senior Manager.
5. Follow the Guidelines for Making Contact with and Supporting Next-of-kin in the Death of an Employee or Contract Worker Killed on the Job, located in the **Employment Issues Policy and Strategy ES415**

Vehicle or Aircraft Accident

1. Notify the police of all injury accidents involving a vehicle.
2. If the vehicle is on fire or is leaking fuel or any hazardous substance, FENZ are to be called by dialing 111. Implement the emergency procedure for vegetation fires or hazardous substance as appropriate.
3. If a TL vehicle is involved the driver of the vehicle must complete a SCRIM report.
4. Where military vehicles or aircraft are involved access to the site may be denied to the Forest Owner. This includes ground and aerial access for Fire Fighting Crews.
5. For aircraft the Police are to be requested to provide security of the site until advised otherwise by an Air Accident Investigator.

SEVERE WEATHER EVENTS

Severe weather is likely to be one or a combination of wind, rain or snowfall all of which can result in a number of significant hazards within the forest or on public roads. Weather events can also restrict access and disrupt communication (repeaters or mobile coverage). Often such events will result in full or partial forest closures or disruption to some forest operations. TL use Metservice Severe Weather Warnings as a trigger to initiating a preemptive incident response.

Radio Operator

The Radio Room will check for Metservice Severe Weather Warnings when the Radio Room is opened up in the morning and again at 12pm each day. Where the Metservice has issued severe warnings for the Bay of Plenty and/or the Taupo areas forest wide warnings will be issued as follows:

1. Broadcast **every hour** by the Radio Room on KT channels and by the RFH Despatch on despatch channels until the warning is lifted.
2. By e-mail and e-text to all TL recipients, issued by the Radio Room.
3. The message shall repeat the Metservice message.
4. Complete the **Standard Emergency Action Sheet EM311** if an event occurs.

Severe Weather Group

Upon receipt of the Metservice Severe Weather Warning or if a Cyclone is being predicted (this will be on most weather warnings) a minimum of two members of the Severe Weather Group will make contact to decide either:

1. Establish an Incident Management Team (IMT) in accordance with the **Severe Weather CIMS EM003** and **All CIMS Forms FR811**, or
2. Monitor the weather forecast and/or event by:
 - a. Nominating a person (preferably from the Severe Weather Group) to monitor the weather with the option to establish an IMT, and/or
 - b. Send out warnings via the Radio Room and Permit Holder e-mail and text function. On receipt permit holders are to make their own decisions on actions such as ceasing work and exiting the forest.
3. Do nothing – record this decision.

Severe Weather CIMS

4. The IMT or Severe Weather Group appoints an Incident Controller in accordance with the **Severe Weather CIMS EM003** and utilising the following resources:
 - a. **All CIMS Forms FR811**
 - b. **CIMS Incident Management Organiser FR911**
 - c. **Office Incident Control Point FR592** and **ICP Layout FR591**
5. The IMT develops and Incident Action Plan (IAP) using **All CIMS Forms FR811**

6. In particular the IMT should consider:
 - a. More detailed and local forecasts.
 - b. New (multiple) hazards from the event such as windthrown trees, washouts, infrastructure (powerlines) damage and ice
 - c. Forest closure in accordance with the Forest Closure and Evacuation Procedures.
 - d. Communication options and outages.
 - e. Access limitations from washouts, windthrow snow fall, ice, new hazards.
 - i. When conditions are safe, trees can be cleared from roads initiate the provisions in **Road Hazard and Tree Removal Process EM115**.
 - f. People who may be stranded by the event.
 - g. Prioritising key access routes, including:
 - i. Re-establishing distribution and other forest operations as soon as safe and practical.
 - h. The **Windthrow Plan EM101** which provides guidance for management and recovery from significant windthrow events.
 - i. The Pumicelands Fire Resources Directory.
 - j. UAV and other aerial surveys.
 - k. Conducting a de-brief.

Non-CIMS restart

If an IMT has not been established and distribution or other operations were ceased due to adverse weather the following processes are followed:

1. When conditions are safe and trees can be cleared from roads, initiate the provisions in the **Road Hazard and Tree Removal Process EM115** and/or
2. The **Procedure for Restarting Uplift in non-CIMS Situations EM150**

Everyone

1. Monitor, in particular where there is a predicted storm, the relevant KT channel for emergency warnings and instructions and/or e-mail and texts for permit holder alerts.
2. Upon receipt of a warning all persons within the forest should consider their own responses in accordance with the risks posed by the forecast weather, including ceasing operations and leaving the forest.
3. Any person wanting to enter the forest should evaluate the risks posed by the forecast weather and consider delaying entry until the warnings have been lifted.

NATURAL DISASTERS

INCLUDES:

- **SIGNIFICANT EARTHQUAKES**
- **SIGNIFICANT VOLCANISM**
- **DECLARED STATE OF CIVIL EMERGENCY**

Radio Operator

1. Contact the Duty Officer.
2. Broadcasts on all channels information such as evacuation procedures, hazards and other key information by radio.
3. Broadcast on all channels a request for reports on damage.
4. The Radio Operator is to complete the **Natural Disaster Action Sheet EM314**.

Duty Officer

1. Consider the scale and nature of the event and if significant:
 - a. Appoint a TL Incident Controller.
 - b. Contact Civil Defence

Incident Controller

1. Implement the measures detailed for each event type as follows.
2. If required and safe to do so the TL Incident Controller should contact the TL First Response Officer or the Health, Safety and Environment Advisors to attend the site.
3. Follow Incident Management procedures outlined in Severe Weather Events.

Earthquake

1. Earthquake dangers include the possibility of being injured by a falling tree or a building collapse. If any earthquake occurs people within the forest should move to an open area to avoid risk.

People in buildings are advised to:

- (a) Remain inside, as it is usually safer.
 - (b) Move away from windows that may break and anything that may fall.
 - (c) Take shelter under solid furniture or in a doorway.
 - (d) Be aware of possible aftershocks.
2. Be aware of the possibility of fire in both vegetation and buildings, caused by fallen power lines or structural damage.
 3. If a significant earthquake causes damage to any TL property, or to the property in the general area adjacent to any of the forests, the Incident Controller should:

MAHIA TE MAHI WHAKARURUTANGA O TE NGAHERE (Strive for Safety in the Forest)

- (a) If outside hours activate the Radio Room and complete a check of all communications and power supply systems. If any failures have occurred the procedure for an emergency for that service is to be implemented.
- (b) Initiate the appropriate emergency procedure for the damage reported.
- (c) Arrange for the inspection of all buildings, towers or other structures, water reservoirs, roads and bridges that could have been affected but have not already been the subject of damage reports.

Volcanic Action

1. Civil Defence should be contacted for accurate information.
2. Likely to be from Tongariro, National Park, Ruapehu and Ngaruahoe.
3. All known areas where volcanic action occurs, within forests such as hot water pools and steam discharges, are marked on compartment maps.
4. Any new area located is to be reported to the Forest Risk Manager for recording on compartment maps.
5. If the location or type of activity of the newly discovered area could endanger people either working or visiting the forests, the dangerous area must be isolated by a temporary barrier and warning signs erected. Access to the area is to be stopped until the new hazard is assessed.
6. If major volcanic activity over a widespread area occurs, the area affected will be immediately evacuated. Further access will not be allowed until all hazards created by the activity are identified and the appropriate solution method implemented.
7. If the volcanic action causes other emergencies such as power failure, or vegetation fires, the emergency procedure for that category must be implemented.
8. Information / Experiences from Mt Ruapehu 1995/ 96 eruptions.
 - SH1 Closed
 - Contamination of water supplies and pasture
 - Corrosion of vehicles and machinery
 - Airports closed – refusal of pilots to fly in ash area of forest.
 - Air space closed – refusal of pilots to fly ash area of forest.
 - Disruption to power supply and communications, irritation to forest workers eyes and respiratory systems.
 - Status reports available for Civil Defence Rotorua and Taupo.
 - Waipa closed down.
 - Some forest crews went home.
 - Wairango Lookout could be operated for updates on ash clouds.

Civil Defence Emergencies

1. Any requests for assistance by Civil Defence must be referred to the Forest Risk Manager or Fire & Security Manager or in their absence a Senior Manager.

2. When an incident within or adjacent to the forest has escalated to the stage where it is uncontained and there are major threats to the community, the local Emergency Services Committee (Police, FENZ, Local Government) may declare a State of Civil Emergency.
3. In a Civil Emergency, TL staff and resources will be accountable to the Civil Defence Controller.

Resources advised to Civil Defence are:

- (a) A disciplined organisational structure.
- (b) A comprehensive communications system that will operate without mains power.
- (c) Skilled supervisory and operational personnel.
- (d) Ready access to radio equipped machinery (such as tractors, trucks, transporters, graders, loaders, helicopters, UAVs and fixed wing aircraft).

ENVIRONMENTAL EMERGENCIES

INCLUDES:

- MAJOR ENVIRONMENTAL INCIDENTS
- LARGE HAZARDOUS SUBSTANCE SPILLS

Whoever Discovers the Incident

1. All spillages, leaks or fires involving suspected hazardous substances are to be treated as dangerous until proven otherwise.
2. Ensure the site is safe and/or secure.
3. Providing it is safe any person who discovers an environmental emergency should take practical actions to limit any further damage or discharge. For example:
 1. Close off valves, extinguish any ignition source and shut down processes where this can be completed safely.
 2. Isolate spillage by using spill kits, earth, sawdust or bark to prevent liquid flowing into any waterways or being mixed with another chemical substance.
 3. If a machine operator is in a closed cab and can safely prevent a discharge by careful earth works, then this should be done.
4. Contact the Radio Room.

Radio Operator

1. Contact the Duty Officer.
2. Radio Operator to complete the **Environmental Emergency Form EM313**.

Duty Officer

1. If required appoint an Incident Manager.
2. Notify the Forest Risk Manager or Health, Safety and Environmental Advisors
3. Follow the **Environmental Incident Procedures ES341** and enter the incident into SCRIM.
4. Take the action required to bring the incident under control and to reduce any damage.
5. If the site is located close to a waterbody advise the Regional Council as soon as practical.
6. For a hazardous substance spill, and if required, call in appropriate hazardous substance management expertise for decontamination/disposal advice and equipment. The cleanup phases must be done in co-ordination with other affected parties (if relevant) and responsible agencies, including the Regional Council.
7. At the conclusion of an emergency that involves hazardous substances, any person involved must be decontaminated as required, and a record kept of their involvement and any medical treatment given.

8. All hazardous material must be disposed of safely using approved methods and places of disposal.
9. Where required or considered prudent, notify the relevant authority.

NOTE: A hazardous substance is defined as any flammable, toxic, explosive, infectious, radioactive, or other substance that may impair human, animal or plant health.

PEOPLE

INCLUDES:

- OCCUPATION / PROTEST ACTIONS
- POLICE EMERGENCIES
- SEARCH AND RESCUE

Where the Radio Room is the first to be contacted for any of the emergencies in this section they should contact the Duty Officer and complete the **Standard Emergency Action Sheet EM211**.

The Duty Officer should ensure the following processes are initiated.

OCCUPATION (PROTEST ACTION)

A land occupation is defined as the notified or non-notified illegal and unpermitted access by persons to TL managed lands, whereby such persons intend to temporarily or permanently occupy any part of the land.

Staff should not attempt to enter into discussions or disputes with such persons.

The following structure is to be established in the event of a land occupation within the TL managed estates.

Incident Controller:	Technical Manager, Land Manager, Forest Risk Manager or Senior Manager
Operations Manager:	Land Manager or Forest Risk Manager (includes occupier, landowner and iwi liaison)
Legal Advisor:	Group Legal Council
Forest Protection & Security:	Fire and Security Manager or Forest Risk Manager
Forest Operations:	Harvesting and Marketing Manager and/or Genetics and Treecrop Manager

POLICE EMERGENCY

These include:

- Armed Offenders
- Drug Operations
- Pursuits
- Searches (see Search and Rescue Section)
- Other Operations

TL employees may be asked to assist. If they are asked they should cooperate fully and notify either the Forest Risk Manager or Fire and Security Manager. The Forest Risk Manager or Fire & Security Manager, may in-turn notify the following to provide assistance.

- The Duty Officer
- Senior Managers
- Forest Operations Managers
- Forest Security

Depending on the nature of the emergency the Forest Risk Manager appoint a TL Incident Controller. For example, if a forest evacuation is required.

SEARCH AND RESCUE

The Police are responsible for search and rescue but may require TL assistance.

Refer also to the [Working Alone Policy HS011](#).

Radio Operator

1. When anyone is reported lost or missing within the forest the Duty Officer should be contacted.
2. Complete the [Standard Emergency Action Sheet EM311](#)

Duty Officer

1. The Duty Officer (with assistance if required) will then attempt to contact the missing person by:
 - a. Paging them if they carry a pager
 - b. An all channels radio call.
 - c. Calling their contact numbers.
 - d. Calling their work associates (i.e. contractor, co-workers).
 - e. Calling their home contacts.
 - f. If possible determine their last location using Smart Track and/or Spot Me and send the First Response Officer or another nearby available person to check.
 - g. Consider sending a helicopter to undertake the search before dark.
2. If the Duty Officer cannot find the person, they should then contact the Police who will manage the search.
3. The Duty Officer will then make themselves and other TL resources available to assist the Police.

Spot Me Device Activation

If a TL Spot Me device is activated, please first follow the instructions in [Spot Me Device User Instructions EM051](#) and then the instructions in this Plan.

INFRASTRUCTURE

RADIO COMMUNICATIONS FAILURE

1. When a radio channel fails, the Radio Operator must make a general call on all other channels notifying all users of a failure.
2. Notify the Radio Communication Networks Manager and Forest Risk Manager or Fire & Security Manager and ask if any further action is to be taken or notification made.
3. If necessary instigate the **Radio Room Disaster Recovery Procedures RN301**
4. When the channel is restored, a general call will be made on all other channels notifying all users that the faulty channel is now operating.
5. Complete the **Communications Failure Action Sheet EM315**

POWERLINE OR GAS PIPELINE BREAKAGE

Any person who notices any power line down or damaged gas line must:

1. Secure the site to ensure no one is in danger.
2. Note the precise nature and location of the emergency, including injuries or property damage.
3. Report the incident to the Radio Room.
4. Remain on site and in contact with the Radio Operator to receive any further instructions.

Powerline

1. All wires must be treated as live until proven safe by a power authority staff member.

Gas Pipeline

1. If a gas or liquid escape is evident, check to ensure that any source of ignition - flames, machinery, vehicles or sparks are shut down.
2. Advise any bystanders of the danger and clear the area for a distance of at least 100 metres and move up wind.
3. DO NOT start any vehicles or electrical equipment.
4. DO NOT attempt to extinguish ignited gas fires.
5. Look for pipeline location that has:
 - (a) Painted fence posts and warning signs at fence and road crossings
 - (b) Large white triangular signs at major river crossings.
 - (c) Marker tape may be in the trenchline above the pipe.

Radio Operator

1. The Radio Operator must activate the vegetation fire turnout for the location as detailed for the existing fire danger level in the Fire Plan.

2. Notify the Duty Officer.
3. Complete the **Infrastructure Breakage Action Sheet EM316**.

Duty Officer

1. Report the incident to the appropriate authority / infrastructure owner/manager.
2. Notify the manager responsible for operations at the incident and ask if further actions or notifications are to be carried out.
3. With the Forest Risk Manager's or other Senior Manager's input, appoint an Incident Controller if the breakage was caused by TL (i.e. a TL contractor).

BUILDING ALARMS

SMOKE AND INTRUDER ALARMS

Forest buildings which are alarmed include:

- Fire Stations
 - Waiotapu
 - Waimihia
 - Murupara
 - Rotoehu
- Fire Lookouts/Radio Sites
 - Rainbow
 - Wairango
 - Rotoehu
 - Taupiri

Activation of alarms is notified by telepager to the TL Fire and Security Manager, Security Contractor, the Radio Communication Networks Manager and the relevant Protection Contractor.

The TL Security Contractor is responsible for the immediate investigation of any reported alarms.

Faults are to be reported to Nutech Security Ltd.

Contact Person	Phone Number
Fire Service	111
Nutech Security Ltd (Craig)	07 578 8233 or 021 936 009
TL Security Contractor	027 807 0669 Text pager – 026 200 0759
Radio Communication Networks Manager (Bill Goodall)	0274 875 225

FIRES

FOREST FIRES

1. Contact the Radio Room or dial 111.
2. In all cases refer to the FENZ: **Pumicelands Rural Fire Plan**

FOREST BUILDINGS

1. FENZ is responsible for extinguishing fires in buildings within the forests.
2. Any person who notices or is informed of a fire must notify FENZ by dialing 111.
3. The same turnout as for a vegetation fire for the same location and level of fire danger is to be made for all fires. This is to guard against the possibility of the fire spreading to vegetation and also to provide water for Fire Service appliances. The normal procedure detailed in the **Pumicelands Rural Fire Plan** must be used.
4. The first responsibility is to save life; every effort should be made to ensure all people have evacuated any building involved in fire.
5. If leaving a burning building, close all windows and doors to contain the fire. Do not attempt to remove any contents, as less damage will occur if doors are left closed.
6. Every fire must be declared to be extinguished. If FENZ has not done this, the Duty Officer/Forest Risk Manager/Fire & Security Manager must arrange for this to be completed by a competent and experienced person.
7. If the property involved in a fire is under TL ownership or management, the Forest Risk Manager or Fire & Security Manager is to be advised. After the fire, the Duty Officer/Forest Risk Manager/ Fire & Security Manager must complete and forward a material/property/vehicle damage report to the Senior Managers.
8. Radio Operator complete the **Fire in Building Action Sheet EM317**
9. This plan does not cover KPP which is covered by its own procedures.

BOMB THREAT

If you receive a telephone threat / warning:

Remain calm

Be courteous

Note exactly what is said

**Get the attention of a workmate
(They can tell Management/Police)**

**Listen – think what the caller looks like
(age, sex, race, clothing, mannerisms)**

Procedures

1. **Dial 111** and ask for the Police.
2. The Police will control the incident and TL staff are required to cooperate.
3. Contact the Forest Risk Manager or other Senior Manager who may appoint an Incident Controller.
4. Complete the **Bomb Threat Action Sheet EM318**.

EVACUATION PROCEDURES

CLOSURE AND EVACUATION OF FORESTS

1. The evacuation of all or part of a forest may only be authorised by the Forest Risk Manager, a Senior Manager or an appointed Incident Controller.
2. If not already under this Plan, an Incident Controller and IMT should be established.
3. The Incident Controller (or Senior Manager) will:
 1. Notify people of the closure and evacuation by:
 - a) Instructing the Radio Operator to make a priority call on all channels to notify all people in the forest to leave and not return until notified that it is safe to do so. All those receiving the message will be asked to respond, and a record kept of those notified.
 - b) Notifying permit holders using the Permit Holder e-mail and text notification.
 - c) Activating all staff and contractor telepaggers and the responses recorded.
 - d) Informing local radio stations to broadcast messages to advise the general public that the forest is closed and anybody already in the forest to leave.
 - e) Prepare and send out media releases advising of the closure.
 2. Mobilise staff and contractors to shut all gates and patrol public access points to ensure egress (Use Fire Plan sectors/staff/contractors for local knowledge).
 3. Other Action Points:
 - Ensure the issue of access permits is stopped (including from the TL Security Contractor)
 - Close Long Mile Road gate and all other gates.
 - Use TL Security Contractor for all road closures, e.g. Access off Tarawera Road, 8 Mile Road and SH5 (Whakarewarewa)
 4. Where safe, check high use areas:
 - Waiotapu School Camp
 - Green Lake Picnic Area
 - Kerosene Creek
 - Hunters
 - Fishing Rivers
 - Special Events
 - Concessionaries
 5. Ensure availability of:

MAHIA TE MAHI WHAKARURUTANGA O TE NGAHERE (Strive for Safety in the Forest)

- Road clearing machinery, transporters, aerial surveillance, UAVs, fixed wing or helicopter.
 - Additional fire assistance
6. Consider
- Powerline shutdowns
 - Inform DOC Murupara
 - Police – Murupara, Taupo and Rotorua.
 - FENZ
 - Notifying iwi/landowner, who may be able to assist
4. When safe to do so, the TL Security Contractor must mobilise security patrols to ensure that the forest has been evacuated and measures taken to prevent people from entering. Forest staff may be used to establish roadblocks at entry points. If considered necessary, an aerial patrol will be used to ensure all people have been evacuated.
5. Request assistance from the Police in enforcing evacuation particularly in Whakarewarewa Forest.
6. At the end of the emergency, reopening of the forest will be communicated to all concerned using the same procedure.
7. Radio Operator to complete the **Forest Evacuation Action Sheet EM319**.