



Emergency First Responder Quick Reference Guide

Form SMS 2.1

Rev 3

Date: 15 March 2022

1. The 4 P's!

1. **P**rotect yourself
2. **P**rotect others
3. **P**revent escalation of the situation
4. **P**reserve the Incident / Accident Scene

2. Emergency Contacts

- | | | |
|-------------------------------|----------------|-------------|
| • Police, Fire, Ambulance | | 111 |
| • Chief Executive / President | Frank Parker | 027 4736324 |
| • General Manager | Mike Curwood | 021 1752161 |
| • CFI / S&T Manager | Dave Brown | 021 784 019 |
| • Operations Manager | Mark Helliwell | 021 879204 |
| • Safety Manager | Phillip Stott | 021 750201 |
| • Deputy Safety Manager | Blair Sims | 021515239 |
| • Base Manager – Tauranga | Andrew Gormlie | 021 822205 |
| • Base Manager – Masterton | Stephen Davies | 021 928629 |
| | Howard | |
| • Base Manager – Omaka | Ryan Southam | 027 3187934 |

3. Medical Emergency

- Provide First Aid (Note: Defibrillator in Ardmore Visitor Centre entrance.)
- Dial 111 and ask for ambulance
- Inform management

4. Fire Emergency

- Follow the building evacuation plan, including:
- Activate nearest Fire Alarm and shout "Fire"
- Only attempt to extinguish fire if it is small and safe to do so.
- Dial 111 and ask for Fire & Emergency
- Evacuate, closing doors behind you. Inform management

5. Aircraft Incident / Accident

- Dial 111 and ask for Fire & Emergency, if required
- Inform management

6. Earthquake

- If inside, stay inside. DROP, COVER, HOLD
- Once shaking has stopped, evacuate the building