



# Caring for Our People

Manaakitia ā tātou tāngata

May 2018

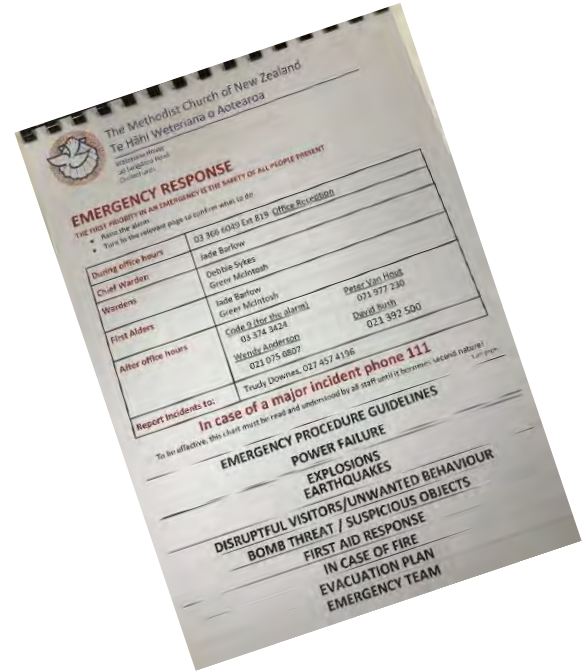
*Malo e lelei! Talofa lava! Bula! Greetings! Tēnā koutou, tēnā koutou, tēnā tātou katoa!*

## Got your emergency response plan?

Available now on our website...

The Methodist Church of New Zealand Te Hāhi Weteriana o Aotearoa health and safety documents have started rolling onto our website. The first core set of info is the Emergency Response Plan templates. Check it out!

[http://www.methodist.org.nz/caring\\_for\\_our\\_people](http://www.methodist.org.nz/caring_for_our_people)



## Emergency Response Plans...

### What are they?

A “who does what” when an emergency occurs

### What are they not?

A health and safety manual!

### Who should have one?

Every building, including every commercial tenant.

### Who should create it?

The Parish/Rohe council, or your management/H&S team.

### Who should know about it?

Every person who visits or uses the building!

### Where should it live?

Where people can easily see it and access it.

### When is it used?

- In emergencies
- In regular emergency drills
- In pre- Sunday service announcements (highlight different sections each week)
- Monthly! Use one section as an article in your newsletters
- In coaching your door stewards or other likely building wardens
- In pre-coordinating emergency procedures with tenants

### Why do we have to create more paper?!

- We have to keep our people safe
- We have to ensure we all know what to do in an emergency
- We have to do better than just conversations which won't get our messages to everyone

### Is it easy?

- Yes. The template makes it easy, it provides an excellent starting point

### Is it really easy?

- Aw come on! Of course you will have to do some work! The plans have to work for your building and there is no one-size-fits-all plan.
- If you get stuck, I will help you out. You are not alone!

**Kua takoto te manuka** The leaves of the manuka tree have been laid down (the challenge has been made)

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e-messenger

