

WELLINGTON GIRLS' COLLEGE

Emergency Plan



When an emergency occurs: Dial (1) 111

Ask for Police, Fire or Ambulance

Give the following information:

1. The telephone number of this site: **04 472 5743**
 2. Your name:
 3. The site name: **Wellington Girls' College**
 4. Street address: **Pipitea Street**
 5. Town, suburb, city details: **Thorndon, Wellington**
 6. Distance to nearest intersection: **Situated on the intersection of Murphy Street and Pipitea Street**
- Explain what is happening and why help is required
 - Detail or estimate how many people are involved
 - The Emergency Service may "lock" your phone line, They can call Emergency Services and provide other advice. Stay on the line it possible.

Tell the Fire, Police or Ambulance where you will meet them: **Outside the main entrance in Pipitea Street.**

This is the usual meeting place unless circumstances render this unsuitable – eg the hall is fire.

Emergency Services Contacts:

| | |
|---|---|
| Police: Local Station: Wellington Central Telephone: 04 381 2000 Fax: 04 495 3076 | Fire: Command Post: 04 801 0812 Local Station: Thorndon Fire Station Telephone: 04 472 7531 Fax: 04 499 9352 |
| Emergency Management/Civil Defence: Telephone: 04 460 0650 Fax: 04 473 7982 | |

During an Emergency

- Ensure personal safety.
- Identify the following:
 - What has happened?
 - Is the site safe (do we have to move?)
 - Who needs immediate attention?
- Call the Emergency Services.
- Ensure that the Principal and Deputy Principal Staff is aware of the event.
- The Principal and Deputy Principal Staff assumes responsibility for the initial response.
- Carefully check for injury and damage to the premises.
- Administer First Aid and comfort until help arrives. **IN A MAJOR EVENT THIS MAY TAKE SOME TIME.**
- Keep a log of all events, times, decisions and messages. This vital information will be required for the de-brief.
- Carefully check the need to shut off electricity, gas, water. See Appendix 5 for location and photographs.
- Be prepared for a secondary event. e.g. earthquake aftershocks.
- Listen to the local Emergency Information Radio Stations.
- Save the telephone for urgent calls.
- Send a "Situation Report" to the nearest Police Station or Emergency Management HQ.
- Include details about injuries and damage to building and services. Clearly specify the type of help required and number of people involved.
- Evacuate only if it is impossible to remain on site. If evacuation is required, go to the prearranged offsite Evacuation Facility. Keep a note of the location of all evacuated personnel.
- Advise the Police / Emergency Management if evacuation is necessary. Leave a note.

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INTRODUCTION

The development of this plan is motivated by three prime factors:

1. The need to respond to the mandatory requirements of the Civil Defence Act 1983 as applicable to schools and those set down in the Health and Safety in Employment Act 1992.
2. To acknowledge the heightened awareness to the fact that Wellington and our College are vulnerable to natural disasters, example earthquake. and that it is a case of *WHEN* and not *IF* a disaster occurs.
3. To develop and expand the existing arrangements for disaster management within the College.

In the preparation of a Emergency Plan for this College it has been borne in mind that the response activated in any emergency will be dictated by the nature and severity of that emergency and therefore it must be kept flexible so that ready modification is achievable to meet the unique demands created by whatever disaster is presented.

The plan is therefore not a rigidly definitive statement on what must happen in response to an emergency or what will happen when an emergency arises, but intends to provide a knowledge base and a level of preparedness that will enable us to respond effectively to ensure that the needs of the College community are met to the best of our ability.

This plan has been resourced from the "Civil Defence Disaster Management Programme for Schools" the "Civil Defence Centre Manager Response Guidelines" (both produced by the Lower Hutt City Civil Defence Organisation) and from first hand experience of other College plans operating in the Greater Wellington Area.

1. RATIONALE

The College is aware that natural disasters will occur in its immediate locality and catchment area and that traumatic emergencies on site are also possible. It needs to be recognised the Wellington Girls' College is vulnerable to:

1.1 The Threats

- a) **Earthquake.** It is in close proximity to the Wellington fault line. Multi-level construction in concrete and steel, suggests that rescue time from collapsed sections could be protracted because heavy cutting and lifting equipment may be required – on-site life support systems are a necessity.
- b) **Fire.** Like all colleges Wellington Girls' College is vulnerable. Although perhaps to a lesser extent compared with those of entirely timber construction, the threat remains.
- c) **Flooding.** Tsunamis are of lesser concern but need to be recognised. The type of earthquake to affect Wellington for example is not expected to produce significant wave motion.
- d) **Chemical spillage.** Localised possibly aggravated as the result of an earthquake. Laboratories and chemical store most likely sources.
- e) **Airborne chemical threat,** eg Chlorine emission from nearby swimming pool, rail goods yard mishap. Gas leak - on site or in the immediate area beyond the College.
- f) **Terrorist Threat.** Regional Civil Defence consider the close proximity of the American Embassy as a high level threat. Other embassies are also in the area. The New Zealand Intelligence Service occupy the site in Pipitea Street opposite the school . A 2008 incident involving an anthrax scare at the ACC head office in Molesworth Street highlighted this threat.

1.2 Grid of Possible Risks and Responses

These events may affect this site

| Event | Likelihood | Consequence | Response |
|------------------------|----------------|---|--|
| Environment | | | |
| Earthquake | Likely | Insignificant (no injury) - catastrophic | Full CD intervention may be necessary |
| Fire | Possible | Insignificant (no injury) major (evacuation) | Fire drill procedures and evacuation |
| Flood | Unlikely | Insignificant (no injury) – Minor (managed on site) | Fire Department called for pumping |
| Tsunami | Possible | Insignificant (no injury) – Catastrophic | Evacuation |
| Volcanic Ash | Unlikely | Insignificant (no injury) – Minor (managed on site) | No probable threat |
| Human | | | |
| Distressed Person | Almost certain | Insignificant (no injury) – Minor (managed on site) | Pastoral CD Team to attend |
| Intruder | Almost certain | Insignificant (no injury) – Major (evacuation) | Police to be called. |
| Missing Person | Likely | Insignificant (no injury) – Major (evacuation) | Search procedures carried out |
| Robbery | Possible | Insignificant (no injury) – Minor (managed on site) | Secure buildings on evacuation where possible |
| Terrorist | Possible | Insignificant (no injury) - catastrophic | Full CD intervention may be necessary |
| Technology | | | |
| Chemical Leak | Unlikely | Minor (managed on site) | Evacuation |
| Power Failure | Almost certain | Insignificant (no injury) – Minor (managed on site) | Emergency lighting in stair wells needed. Possible school closure. |
| Telephone Failure | Likely | Insignificant (no injury) – Minor (managed on site) | Communication CD centre nearby |
| Water/Sewerage Failure | Almost Certain | Insignificant (no injury) – Major (evacuation) | Evacuate in extreme circumstances |

2. GUIDELINES

- 2.1** The College staff will be the main initial resource in managing the disaster response.
- 2.2** An Emergency Management Team will be appointed to oversee the development of procedures and assist the Principal to carry out the responsibilities on an on-going basis.
- 2.3** These procedures will include:
- a) The identification of the conditions likely to be caused by a hazard/disaster.
 - b) Identification of the needs to be met by staff to ensure safe procedures follow.
 - c) The preparation of staff and training where necessary.
 - d) The allocation of specific responsibilities to key staff.
 - e) The identification of staff capabilities to be utilised in a time of crisis.
 - f) The identification of the resources required for a minimum response, within acceptable risk parameters to the above hazards and the development of procedures for handling those resources.
 - g) The operation of a regular programme of awareness and trials to ensure the correct responses are enacted by all members of the College community.
 - h) The development of a team of students to assist the staff to deal with the aftermath of a major emergency.
- 2.4** To determine appropriate reaction in the immediate and/or long-term disruption and establish procedures for dealing with students and staff who need to be retained at school.

These provisions to include:

- a) The provision of basic human needs.
- b) Establishment of clear communication lines with parents and family.
- c) Enabling staff to see to their own family responsibilities after discharging responsibilities at the College.

3. THE SITE

3.1 College Size

The College has a current roll of about 1200 students with approximately 120 teaching and support staff. In the event of a major emergency there will be some 1320 people to be accounted for.

3.2 Staff

In the event of an emergency, of prime importance will be the staff's ability to respond effectively. Their expertise in being able to deal with large groups of teenagers is a very positive factor - a negative however could be that not many would have faced a situation in which many of their charges may panic or be in a state of shock. The concern of staff for their own families and their desire to leave the site to find them is also a factor.

3.3 Layout

A site plan of the College Grounds is contained in Appendix 1.

It comprises of three multi-level blocks of concrete and steel construction inter-linked. One 2 level building of wood construction stands alone on the site's eastern boundary. Three double prefabricated classroom unit extend on its western boundary right through to the grassed playing field fronting on to Hobson Street. Only one of these is currently used for teaching. There are the Gymnasia, one constructed of concrete block and the other of brick, and another classroom area, assembly hall and cafeteria abutting the ground level of the main multi-level unit known as the Tower Block. The library and the art classrooms is of the most recent constructions and stands alone. This building may well serve as a viable Civil Defence Command Post/Site Control, E.M.U. (in the art complex below) and the kiln building as a morgue.

a) Assembly Areas

The back field is the current assembly area. It is sufficiently far away to prevent any danger from falling debris in the case of earthquake or exploding windows etc in the case of fire.



b) Evacuation Routes

There is adequate egress to the streets from most parts of the site and these are utilised in the first part of our evacuation. However to reach their current assembly points a significant number of the evacuees using the street egress follow a route which leads them back into the complex both between and under potentially dangerous buildings; an entry point exists directly onto the grassed playing field from either Moturoa or Hobson Street for the use of fire and ambulance vehicles.

4. THE RESPONSE

4.1 Command and Co-ordination

Emergency Management Team

- a) **Membership:** Designated leader Deputy Principal Staff – the Principal becomes the ultimate authority (other than Fire and Police personnel) in the event of an emergency. For emergency team structure, team leaders job descriptions and current personnel.

The Principal
Civil Defence Leader (in this case the Deputy Principal Staff)
Administration Team Leader
First Aid Team Leader
Security Team Leader
Rescue Team Leader
Repairs Team Leader
Welfare Team Leader

- b) **Functions:**
The Deputy Principal Staff will have the following responsibilities:

Initiation

- i) Initiating the writing of a Civil Defence Emergency Plan.
- ii) Initiating the appointment of a Civil Defence Team Leaders as required.
- iii) Annual appointment of wardens
- iv) The appointment of other personnel the CD Management Team, and Emergency Teams.

Implementation

- i) Arrange training for key personnel as/if needed
- ii) Implement staff and student training

Evaluation

- i) Analysis of the response performance
- ii) Identification of weaknesses and their correction

- c) **Planning and Training Structures**

The Deputy Principal staff has the responsibility for implementing both planning and training. This is to involve staff, students and the training of the student body in adequate safety measures.

- d) **Staff Training**

Where appropriate, provision will need to be made to ensure that key personnel receive training in specific functions. This will primarily mean that:

- i) There is a trained nurse/competent First Aider with a current First Aid Certificate who can oversee the running of a temporary First Aid station.
- ii) The leader of the Light Rescue Team is trained as/if necessary.
- iii) The Light Rescue Team is trained as/if necessary.

- e) **Light Rescue Team**
Every 2-3 years the Light Rescue Team will be trained by an accredited provider of such training but continued as part of the College curriculum to ensure continuity of readiness.
- f) **College Training**
This will occur in through regular procedure drills.

The procedural drills will involve the entire College. These will be drawn up by the Deputy Principal in charge of Civil Defence and will be activated at least once a term.

- i) They will involve all staff – including all support staff.
 - ii) Specific fire and earthquake drills need to be executed together with those to be followed in the case of bomb threat and chemical pollution.
- g) **Emergency Command Structure**
 - i) In the event of an emergency the Emergency Management Team will be responsible for advising the Principal/Deputy Principal staff on actions to be taken and the best means of carrying them out. Specific tasks will then be delegated to appropriate personnel to carry out.
 - ii) During the emergency the Emergency Management Team will be responsible for advising the Principal/Deputy Principal staff on actions to be taken and the best means of carrying them out. Specific tasks will then be delegated to appropriate personnel to carry out.

Emergency Management Teams

- Civil Defence Team Leader/Deputy Principal Staff
- Administration Team Leader
- First Aid Team Leader
- Security Team Leader
- Rescue Team Leader
- Repairs Team Leader
- Welfare Team Leader

5. ROLES AND AUTHORITY OF EMERGENCY TEAMS

The following teams will operate during an emergency:

- | | |
|----------------------|------------------------|
| a) Light Rescue Team | d) Welfare Team |
| b) First Aid Team | e) Security Team |
| c) Repairs Team | f) Administration Team |

5.1 Light Rescue Team

Report to Rescue Manager

Primary roles:

- a) Preserve life by rapid extraction of trapped persons.
- b) To render first aid in-situ to rescued persons

Secondary roles:

- a) Assist in the recovery of the dead under police supervision.
- b) Assist with the temporary support of demolition of damaged structures that may endanger life.
- c) To assist in overcoming hazards from damaged water, gas and electrical services.

5.2 First Aid Team

Report to First Aid Manager

Responsibilities:

- a) Establishing an aid station/EMU (Emergency Medical Unit)
- b) The treatment on injuries not able to be deal with in-situ
- c) Establishment of a temporary morgue if needed

5.3 Repairs Team

Report to Repairs Manger

Responsibilities:

- a) Identifying an area/building to be used as an EMU
- b) Temporarily repairing, demolishing damaged structures that may further endanger life.
- c) Ensuring the availability of water and toilet facilities.
- d) Identifying suitable temporary shelter if a long stay is necessary.

5.4 Welfare Team

Report to Welfare Manager

Responsibilities:

- a) Utilising available food supplies.
- b) Controlling the distribution of food and water.
- c) Grief/shock counselling staff/students.
- d) Arranging evacuation if instructed.
- e) Registration of victims to allow for family reunification.
- f) Provide rest area for rescuers and supervisory staff.

5.5 Security Team

Report to Security Manager

Responsibilities:

- a) Security of command area.
- b) Security of rescue area.
- c) Security of morgue.

5.6 Administration Team

Responsible to Administration Manager

Responsibilities:

- a) Provide administration back-up for CD Manager
- b) Reception operations
- c) Ensure free flow of information to CD Manager

AUTHORITY

Team leaders will as part of the Emergency Management Team and will have the power to direct staff and students to carry out assigned tasks.

The Civil Defence Manager, in consultation with Team Leaders, will be responsible for identifying team membership. A direction to assist in one of the teams will take priority over any duty a staff member may have. The Manager will be responsible for providing alternative personnel to carry out those duties if necessary.

6. THE RESPONSE

6.1 Emergency Declaration Authority

The activation of the warning system is the responsibility of the Principal, other senior staff or the Civil Defence Manager, not withstanding anyone first on the scene of, for example, fire.

The Declaration of a State of Emergency within the College will be the prerogative of the Principal or Deputy in consultation with the Civil Defence Manager. Such a declaration will be issued when it appears that a genuine threat to life or property exists, and will occur whether or not a Civil Declaration is made by the local Emergency Management office.

NB: There may be a time-lag between the event and the declaration of a State of Civil Emergency by the local Civil Defence organisation. In any event the College will implement its own state of emergency.

6.2 Warning Systems

a) **General: Emergency Warning**

Continuous ring of the bell for a prolonged period. If the emergency is confined to a small area not likely to involve the entire structure or occupants the warning may be given verbally by senior staff to the occupants of the immediately affected area.

c) **Earthquake: Emergency Warning**

Self evidence. The tremor itself will be the warning to begin emergency procedures. Evacuation **is not to begin** until the evacuation order is given by senior staff, or member of the Light Rescue Team.

d) **Bomb Threat, Chemical Emergency**

Three short rings at regular intervals. Stay in place and wait until verbal instructions are delivered. If ordered to evacuate activate emergency procedures and evacuate as instructed.

7. SPECIFIC EMERGENCY PLANS

7.1 Rationale

- a) To ensure a coordinated management of "The Emergency".

- b) To ensure evacuation of all personnel safely and quickly from the school buildings in case of an emergency.
- c) To ensure all personnel gather in their allocated assembly areas and that their needs are met with the least possible delay.

7.2 Policies

- a) Evacuation procedures will be reviewed annually.
- b) Notices to all rooms outlining evacuation procedures will be posted annually and maps locating the sites of water, first aid supplies and food.
- c) Three evacuation drills, spread throughout the year, will be conducted in line with Fire Department Regulations.
- d) Wardens will be appointed annually to check and confirm that the **allocated** area is clear of all personnel.
- e) Civil Defence Managers and CD Teams are to be appointed annually to ensure a statement of continuing readiness.

7.3 Assembly Points

Back field

7.4 Earthquake

- a) As soon as practical the Emergency Management Team will meet at site control. If possible the Civil Defence Manager, Principal, Rescue Manager and Administration Manager should leave immediately for site control at the first indication of earthquake. The remaining team members, including the Light Rescue Team follow as soon after as circumstances allow.
- b) The Light Rescue Team Manager will then commence a preliminary reconnaissance to establish status and priorities. On return the Light Rescue Team will be briefed and assigned areas of the College to search. Their objective will be **without endangering themselves or others** to:
 - i) collecting information on building conditions – blocked corridors, collapsed stairs, location of trapped or injured persons
 - ii) secure water, gas and electrical services
 - iii) report back to CD and Rescue Managers – await development
 - iv) once this information is available evacuation plans amended as necessary will be planned and executed if so decided.
- c) The order to evacuate will be delivered **verbally** by the Principal and/or Civil Defence Manager.

Light Rescue Team will be responsible at this stage to:

- i) assist as and if necessary with the evacuation eg support and assistance over/around damaged areas
- ii) extraction of trapped or injured persons
- iii) securing water, gas and electricity still requiring attention

- d) Once evacuation is complete College to wait in assembly areas. Roll check – collation by senior staff – deficiencies reported to Civil Defence Manager.
- e) The Management Team will have:
 - i) established the need for and location of Emergency Medical Unit
 - ii) initiated repair work to secure unsafe structures
 - iii) determined the likelihood of a long term stay and activated accordingly.

7.5 Fire

- a) On the alarm the College evacuation will begin. Emergency Management Team to site control.
- b) Light Resuce Team to establish extent and exact location of fire for prompt direction of Fire Service.
- c) Secure areas of the College
 - i) buildings locked
 - ii) electricity, water and gas secured
- d) Emergency Management Team to await a status report from the Fire Service as to the extent of damage and then decide if dismissal is appropriate.
- d) If the emergency if slight and quickly dealt with the **all clear** can be given.

7.6 Bomb

- a) **All bomb threats are treated as real until established as otherwise.**
- b) Activtate alarm – notify Policy.
NB: Depending on ‘bomb’ location an amended evacuation route for the building area involved will need to be decided upon and this information passed on to those involved.
- c) Emergency Management Team will meet at site control.
- d) Deputy Principal Staff to liaise with Policy as to the threat status then recommend dismissal or return to normal routines.

7.7 Airborne Chemical Pollution

- a) **External Source**
 - i) On discovery/notification activate alarm, as for bomb.
 - ii) Civil Defence Team and Light Resuce Team to site control.
 - iii) Deputy Principal Staff to deploy personnel to verbally activate emergency provdures or evacuation amended routes if necessary
 - iv) Activate EMU Team
 - v) Deputy Principal Staff to liaise with authorities as to subsequent actions.
- b) **Internal Source (localised eg Laboratory)**
 - i) On discovery/notification activate alarm as for bomb.

- ii) Civil Defence Team and Light Resuce Team to site control.
- iii) Deputy Principal Staff to assess severity, activate necessary procedures as in iii) above.
- iv) Alert EMU Team.
- v) Activate appropriate authority.

7.8 Dismissal

This could be a difficult decision to make, because there could be a time delay between the event and the delcaration of a regional civil emergency. Caution will need to be exercised.

It is suggested that students will only be released from the College on the Principal's decision if:

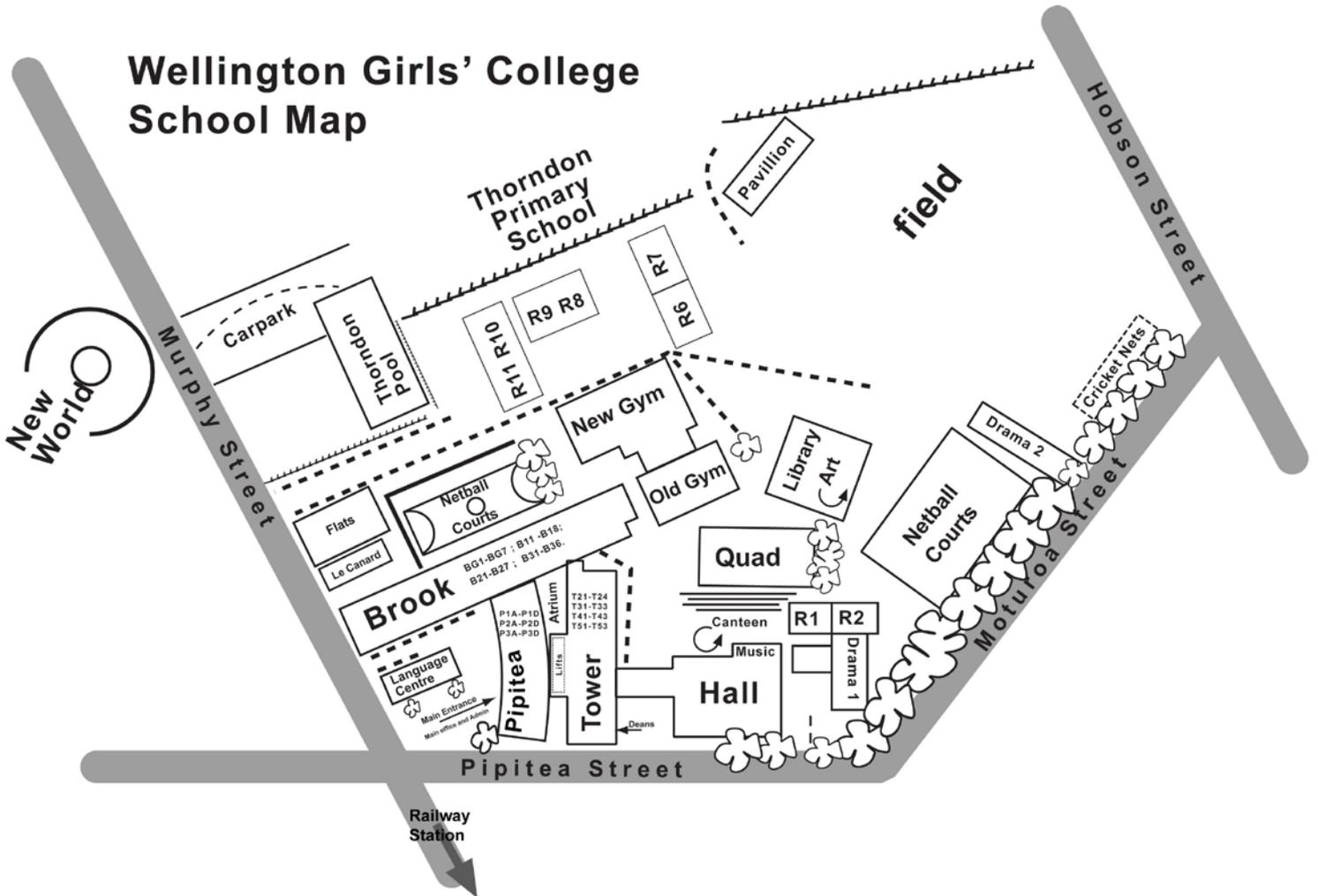
- a) Parent or guardian collects them.
- b) The student can be escorted home into the care of parents or caregivers.
- c) The state of emergency is lifted by the authorities.
- e) Authority is handed over to the Civil Defence authorities and the site is evacuated to the stadium.

7.9 The All Clear

- a) **College Only Emergencies:** At the end of any emergency the **all clear** will be given **verbally** or via the use of a hooter together with instruction to resume normal routines, dismiss or other.
- b) **Regional Civil Emergency:** The College will await notification from the Area Civil Defence Command Headquarters and issue the **all clear** In accordance with any instructions given.

Appendix One Map of the school

Wellington Girls' College
School Map



Appendix Two Civil Defence Teams – Roles and Responsibilities

The Administration Team

Responsibilities:

- Provide administration back-up for CD Manager.
- Reception operation.
- Ensure free flow of information to CD Manager.
- Maintain an incident board to display site situation operations underway/completed.
- Keep track of and record rescue personnel, operational site and deployment time.
- Keep track of non-rescue personnel (volunteers, bystanders etc).
- Keep track of site control staff.

The Light Rescue Team

Primary Roles:

- Preserve life by rapid extraction of trapped persons.
- To render first aid in situ to rescued persons.

Secondary roles:

- Assist in the recovery of the dead under policy supervision.
- Assist with the temporary support or demolition of damaged structures that may endanger life.
- To assist in overcoming hazards from damaged water, gas and electrical services.

The First Aid Team – all must have current first aid certificates

Responsibilities:

- Establishing an aid station/EMU (Emergency Medical Unit)
- The treatment of injuries not able to be dealt with in situ
- Establishment of temporary morgue if needed.

The Security Team

Responsibilities

- Security of command area
- Security of rescue area
- Security of morgue

The Welfare Team

Responsibilities

- Utilising available food supplies
- Controlling the distribution of food and water
- Grief/shock counselling staff/students
- Registration of victims to allow for family reunification
- Provide rest area for rescuers and supervisory staff

The Repairs Team

Responsibilities:

- Identifying an area/building to be used as a EMU (Emergency Medical Unit)
- Temporary repairing, demolishing damaged structures that may further endanger life.
- Ensuring the availability of water and toilet facilities.
- Identifying suitable temporary shelter if a long stay is necessary.

Appendix Four – Medical contacts

Medical Services

Medical Centre

| | |
|-------------|-----------------------------------|
| Name | The Terrace Medical Centre |
| Telephone | 04 472 5723 |
| After Hours | 04 472 5723 |
| Contact | Dr Julian Foster |

Pharmacy

| | |
|-------------|--------------------------|
| Name | Thorndon Pharmacy |
| Telephone | 04 499 9920 |
| After Hours | 04 499 9920 |
| Contact | Arthur Chan |

Support Services

| | |
|-------------|---------------------------|
| Name | St Johns Ambulance |
| Telephone | 04 499 9909 |
| After Hours | 0800 373 3263 |
| Contact | The Manager |

Appendix 3 - Service Providers

Electrical

Name: **Genesis Energy**
Telephone: **0800 600900**

Gas

Name: **Nova Gas**
Telephone: **080068242**

Glazier

Name: **Ultra Glass**
Telephone: **04 4990966**

Maintenance/Builder

Name: **GG Taylor**
Telephone: **025 482731**

Plumber

Name: **K Dunlop**
Telephone: **027 4427253**

Security Company

Name: **Chubb**
Telephone: **04 5703770**
Contact: -

Telecommunications

Name: **Telecom**
Telephone: **04 3856949**
Contact: **Telecom – Contact**

Appendix 6 – Diagram of Emergency Management Team

