

TIS EMERGENCY POLICY SUMMARY

Alarm signal – continuous blasts on the school bell or a whistle.

- In the case of danger INSIDE the buildings e.g. fire, earthquake, etc. Leave the building with the roll and assemble in the Safe Area 1 (lower playground)
- Take note of missing students and report names to the Deputy or Principal
- In the case of danger from OUTSIDE e.g. riot, storm etc. Assemble or remain in the room
- Take note of missing students and report names to the Deputy or Principal
- Lock the door if necessary
- Close windows if tear gas is being used, cover face with wet cloth. Use only water to rinse out eyes and mouth

ALWAYS STAY WITH THE CLASS GROUP – Designated personnel will check for missing children or staff.

*All Staff members should ensure they are familiar with the details in the full emergency policy document.

Tabubil International School Emergency Policy and Procedures

Policy

The Tabubil International School recognises its responsibility to the staff and students to provide a safe and secure working environment. Where physical and social influences compromise the school's ability to do this, action will be taken to either prevent the school from opening or as far as possible, minimize the potential for harm through enforcing the appropriate Emergency Procedures depending on the nature of the situation.

OTML (Asset Protection Department) has extant Emergency Response and Evacuation Plans in place and should an incident occurs which affects the Tabubil Community as a whole, these plans will take precedence, however it is still incumbent on school staff to comply with school policy and procedures.

Procedures

1. EVACUATION PROCEDURE (A)

SCHOOL BUILDINGS to PLAYGROUNDS

1.1. WARNING SIGNAL

- Long continuous ringing of the school bell.
- Should the bell not be functioning, long blasts on a whistle.
- Should all signalling devices fail notification by Principal, Deputy or person who has discovered the emergency.

1.2. EVACUATION TO SAFE AREA 1

- Safe Area 1 for all personnel is in the lower playground area, near the fence and the tyres (see plan).

1.3. Principal

- Establish the nature of the emergency.
- Organize warning signal.
- Establish operations in Principal's office (or if dangerous in other central area).
- Take appropriate action.

- Brief Police/Fire/Army/OTML Emergency Services on their arrival.
- Move to designated Safe Area 1 on completion of set tasks and establish Student/Staff position.
- Ensure that all personnel are familiar with their duties and with the next person up the emergency procedure hierarchy.

1.4. Deputy Principal

- Evacuate classroom.
- After roll call hand over care of own class to designated member of staff.
- Nominate staff member to check toilets for extra children.
- Proceed to safe area and check staff and students.
- Await and record reports from teaching staff.
- Report missing student (s) to Principal.
- Assist authorities as required.

1.5. Teachers

On hearing the Evacuation Warning Siren (long continuous blasts):-

- Avoid panic
- Quieten children.
- Collect roll and pencil.
- If possible, close windows, turn off power, close classroom door.
- Check evacuation route for safety.
- Evacuate to designated Safe Area 1.
- Call roll.
- Notify Deputy of missing children.
NB: Do NOT check toilets, etc., this will be done by a designated staff member
- Remain to supervise students in Safe Area 1.
NB: Teachers may be asked to supervise another class or classes by the Deputy, or other staff who have additional duties in other areas.

1.6. School Secretary/Financial Officer

On hearing the Evacuation Warning Signal (long continuous blasts):-

- ❑ Close all office windows.
- ❑ Turn off all power.
- ❑ Take the following items to the designated Safe Area 1:-
 - Emergency Plan File
 - Keys
 - First Aid Kit
- ❑ Check ancillary staff.
- ❑ Report to Deputy.

1.7. Ancillary Staff (Teacher Assistants & Librarian)

On hearing the Evacuation Warning Signal (long continuous blasts):-

- ❑ Quieten any children in your control.
- ❑ If possible close windows, turn off power, close door.
- ❑ Check nominated evacuation route for safety.
- ❑ Evacuate to designated Safe Area 1.
- ❑ Report to Deputy.
- ❑ Remain in Safe Area 1 and carry out duties as directed by Deputy.

1.8. Ancillary Staff (Ground Staff)

On hearing the Evacuation warning Signal (long continuous blasts):-

- ❑ Evacuate to Safe Area 1.
- ❑ Report to secretary.
- ❑ Remain in Safe Area 1 unless directed to special duties by the Evacuation Warden, Senior Teacher or Principal.

1.9. Functions - Students

On hearing the evacuation warning signal (long continuous blasts):-

If in Classroom:

- ❑ Immediately stop all activities.
- ❑ BE QUIET and CALM and await instructions.

- Follow instructions QUICKLY.
- Go with the class to Safe Area 1.
- If in the Playground, DO NOT RETURN TO THE CLASSROOM.
- Remain QUIETLY and STILL in safe Area 1.
- If in Other Areas/Rooms wait for instructions from an adult and respond quietly and quickly.
- If no adult is present DO NOT RETURN TO CLASSROOM, go straight to Safe Area 1, and find or wait for your class.
- Remain Quiet and Still in Safe Area 1.

REMEMBER if help is needed, DO NOT PANIC.

2. EVACUATION PROCEDURES (B)

PLAYGROUND to BUILDINGS

Past civil disturbances in Tabubil suggest that involvement of the school would be at an incidental level rather than as a deliberate action of rioters or police.

The main aim is to reduce the likelihood of any civil disturbance injuring school personnel.

Where there is an external threat indicated by the Tabubil town siren, the school will adopt Evacuation Procedure (B) in accordance with OTML emergency policy and procedures.

a. Warning signal

- i) Short rings on the school bell.
- ii) Should the bell not be functioning, short blasts on a whistle.
- iii) Should all signalling devices fail notification by Principal, Deputy or person who has discovered the emergency.

b. Safe areas

1. Evacuation area
2. Classrooms
3. Administration block

2.1 Principal

On hearing warning signal (Short blasts):-

- Establish nature of the emergency.
- Organise warning signal - inform staff.
- Inform the Police/OTML Security.
- Locate yourself in Principal's office (or if dangerous in other central area) to gather intelligence regarding the situation from incoming calls.
- Prevent all non-official calls from the school.
- Ensure personnel take appropriate action as per emergency procedures.

- ❑ Have all the gates locked and the designated guard stationed at the car park gate.
- ❑ In the event of the disturbance coming close to the school - instruct all the teachers to keep children inside locked classrooms. (Safe Area 2).
- ❑ In the event of tear gas or other projectiles, initiate evacuation to Safe Area 3 (Administration Block) if warning time allows.
- ❑ In the event of the disturbance continuing to 2:05 p.m. DO NOT LET ANY STUDENT GO HOME WITHOUT PARENT OR NOMINATED ADULT.
- ❑ If necessary, and possible, arrange for the transportation of students home in school bus.
- ❑ In the event of the disturbance directly affecting the school - attempt to negotiate the safety of students and personnel at all costs.

2.2 Deputy Principal

On hearing warning signal (short blasts):-

- ❑ Remain in or go immediately to, own classroom.
- ❑ After roll call hand over care of own class to designated member of staff.
- ❑ Proceed to all classrooms to check students and staff.
- ❑ Record reports from staff.
- ❑ Report missing students to Principal.
- ❑ If necessary, assist with the evacuation of personnel to the Administration Block.
- ❑ Assist emergency authorities as required.

2.3 Teachers

On hearing the warning signal (short blasts):-

- ❑ Remain in, or go immediately to your classroom.
- ❑ Quieten the students.
- ❑ Call roll.
- ❑ If necessary, or instructed, close windows, turn off power, lock classroom doors.
- ❑ Notify Deputy of missing children.

NB: Do not leave classroom to check toilets, etc. This will be done by an appointed person.

Further Evacuation to Administration Block

If necessary, further evacuation to the Administration block will take place. Await instructions and/or assistance from the Principal or Deputy.

If time, ensure classroom is locked.

NB: During the disaster up-date information will be relayed to all personnel by the Principal/Deputy as quickly as possible.

In the event of Parents or a Nominated Adult collecting students during a civil disturbance, check that the person collecting students is a relative, or the nominated adult. If not, refer to the office.

In the event of the Civil Disturbance continuing to 2:05 p.m., do not let any student go home without a parent or nominated adult.

Remain with the students within the classroom until the Principal/Deputy instructs otherwise.

In the event of a Civil Disturbance teachers will remain on duty until released by the Principal.

2.4 School Secretary/Financial Officer

On hearing the warning signal (short blasts):-

- Remain in Reception/Staff room area.
- Close all windows.
- Turn off power.
- Check staff toilets, store rooms for personnel.
- Lock doors - keep keys.
- Ensure availability of **Emergency Plan File**.
- Check ancillary staff.
- Co-ordinate/organize information (check sheets).
- Operate the telephone as required.
- Remain on duty until released by Principal

2.5 Ancillary Staff - Teacher Assistants

On hearing the warning signal (short blasts):-

- ❑ Quieten any children in your control.
- ❑ Remain in, or go immediately to classroom along with any students in your care.
- ❑ Assist the class teacher to follow the outlined procedure.
- ❑ Remain on duty until released by Principal.

2.6 Ancillary Staff – Librarian

On hearing the warning signal (short blasts) you are to:-

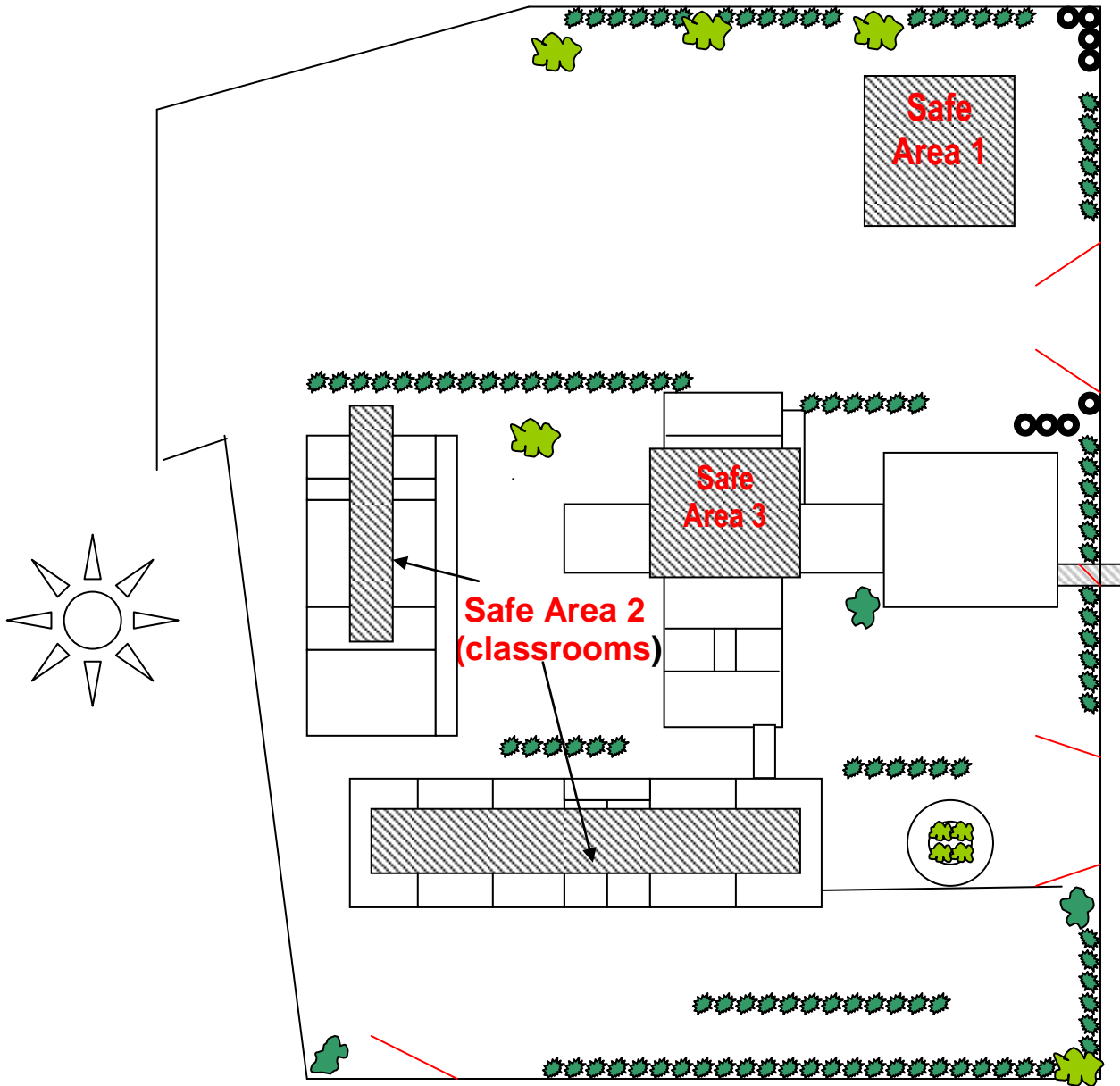
- ❑ Quieten any children in the library.
- ❑ Turn off power.
- ❑ Close library door.
- ❑ Proceed with students to the staff room area.
- ❑ Hand over the care of the students to the Deputy or class teacher.
- ❑ Assist the school secretary as required.
- ❑ Remain on duty until released by Principal.

2.7 Ancillary Staff (Groundsman)

On hearing the warning signal (short blasts):-

- ❑ Go immediately to the office and report to Secretary.
- ❑ Ensure that all gates are locked.
- ❑ Designated guard will man the main gate (if safe to do so).
- ❑ Designated personnel patrol outside the building (if safe to do so).
- ❑ If the external situation is dangerous remain in the office area and wait instructions from the principal.
- ❑ Remain on duty until released by Principal.

Evacuation (A and B) Safe Area Plan (1, 2 and 3)



TIS Safety Risk Management

Threat	Likelihood	Consequences	Risk Level	Warning Time	Management plan
Civil Disturbance	3	3	3	2-3 minutes	School Emergency Procedures in place; fire hoses operational around school; radio/telephone communication with security support; regular drills conducted
Tear Gas	3	3	3	Variable	Wetting cloths; Emergency Procedures in place; tape for windows in classrooms/office; regular drills conducted
Toxic Emissions	1	4	2	Variable	Wetting cloths; Emergency Procedures in place; tape for windows in classrooms/office
Bomb Threat	1	4	2	Variable	School Emergency Procedures in place; radio/telephone communication with security support
Explosion	1	3	2	None	School Emergency Procedures in place; radio/telephone communication with security support
Storm/ Cyclone	3	3	3	30 minutes	School Emergency Procedures in place; radio/telephone communication with security support; emergency contacts in place
Flash Flooding (Excursions)	3	4	3	5 minutes	Excursion policy in place; appropriate planning to minimise potential danger
Flooding/ School	3	3	3	2-3 days	School Emergency Procedures in place; radio/telephone communication with security support; emergency contacts in place; potential to close school if required
Siege/ Hostage	1	4	2	None	School Emergency Procedures in place; radio/telephone communication with security support; emergency contacts in place
Fire	3	5	4	None	Fire Extinguishers in each room; regular drills conducted; radio/telephone communication with security support
Earthquake	3	4	3	None	School Emergency Procedures in place; radio/telephone communication with security support; emergency contacts in place

L = Likelihood(5= Almost certain, 4= Likely, 3= Possible, 2= Unlikely, 1= Rare)

C = Consequence.....(5= Severe, 4= Major, 3= Moderate, 2 = Minor, 1= Negligible)

R = Risk Level..... (4= Extreme, 3= High, 2= Medium, 1= Low)

Emergency Evacuation Procedures

1. THREAT: STORM/CYCLONE, ETC.

If dangerous weather conditions arise with little warning, students will be kept at school and all possible measures taken for their safety.

1.1 WARNING SIGNALS

- Short rings on the school bell.
- Should the bell not be functioning, short blasts on a whistle.
- Should all signalling devices fail, notification by Principal, DP or Senior Teacher.

1.2 SAFE AREAS

1. Evacuation area
2. Classrooms
3. Administration block

1.3 ACTION PLAN

Principal

- At first warning contact OTML Security # 548 3333 and Police.
- If time, arrange for the dispersal of students to homes - in school bus or by OTML transport. **Students are not to walk.**
- If students are collected by authorised adult names must be noted on Student Dispersal Sheets.
- Ensure all personnel remain indoors.
- Secure all doors, board or tape windows if necessary, store all loose articles inside.
- Do not allow personnel to venture outside unless the area is free from debris and fallen power lines.
- Notify the IEA office 3214720 or mobile 6887358 (Schools Director) or 6834590 (Executive Director)

All TIS Personnel

- To remain inside building unless instructed otherwise.

2 THREAT: BOMB THREAT

2.1 ACTION PLAN

Principal, Deputy or person who has received the initial information to proceed as follows:-

- Keep calm.
- Record the information on the questionnaire (see **2.2**).
- Attempt to obtain all answers in sequence.
- Ask all the questions as this may enable you to complete other information after the call is completed.
- Initiate appropriate evacuation procedure.
- Ensure senior TIS staff are aware of the situation.
- Ensure OTML Security, and Police have been informed.
- Inform IEA 3214720 or mobile 6887358 (Schools Director) or 6834590 (Executive Director)

2.2 QUESTIONNAIRE - BOMB THREAT SITUATION

TIME / DATE RECEIVED: _____

EXACT WORDS OF CALLER:

When message is complete ask caller to repeat important details.

- Ask what time is the bomb set to explode: _____
- Ask where it is located: _____

- Ask what it looks like: _____

- Ask why he/she is doing this: _____

- Ask what his/her name is: _____
- Record time Terminated: _____

Don't hang up, leave line open if possible and alert Telikom/OTML Security/Police on another line.

To be completed after call finished and security advised.

Description of voice (Tick box that refers).

- | | | | | | |
|-------------|--------------------------|---------|--------------------------|---------|--------------------------|
| Male | <input type="checkbox"/> | Female | <input type="checkbox"/> | | |
| Middle Aged | <input type="checkbox"/> | Young | <input type="checkbox"/> | | |
| Calm | <input type="checkbox"/> | Nervous | <input type="checkbox"/> | | |
| Accent | <input type="checkbox"/> | Rough | <input type="checkbox"/> | Refined | <input type="checkbox"/> |

Speech impediment?

Describe:

Unusual
phrases:

Did you recognise the voice, if so why?

NB: Try to keep the caller on the phone line as long as possible while alerting others. Do not tell persons who do not need to know as this may cause panic.

3 THREAT: EARTHQUAKE (SEVERE)

3.1 WARNING SIGNAL

Because of the immediate nature of the earthquake there will probably be no warning signal.

3.2 SAFE AREA

This will depend on the location of personnel at the onset of earthquake. The ultimate aim would be to move everyone to Safe Area 1.

3.3 ACTION PLAN

All personnel will follow the appropriate procedure.

Indoors:

- Get everyone under desks and tables or doorframe.
- Ensure nobody leaves the building.
- When the tremor has subsided follow the Evacuation procedure to Safe Area 1 in the playground.
- Ensure the building is safe before allowing personnel to re-enter.
- Principal/Senior staff to notify IEA 3214720 or mobile 6887358 (Schools Director) or 6834590 (Executive Director)

Outdoors:

- Move all personnel away from building, trees and power lines.
- When tremor has subsided all personnel will proceed to Safe Area 1 in the playground.
- Principal must ensure the building is safe before allowing personnel to re-enter.
- Principal/Senior staff to notify IEA 3214720.

4 THREAT: FIRE

4.1 ACTION PLAN

Check the source of the fire, proceed to evacuate partially or totally. Follow established procedure to:-

- Call the Fire Brigade, OTML, Security on # 548 3333
- Use 1st attack fire equipment such as fire extinguishers. (if familiar with their operation)

- ❑ Try to extinguish fire, but only if it can be done in safety. DO NOT ENDANGER LIFE.
- ❑ Await instruction of the officer-in-charge Fire Brigade/Security
- ❑ Keep all personnel away from the fire, unless they are on the fire fighting team.
- ❑ Notify the IEA 3214720 or mobile 6887358 (Schools Director) or 6834590 (Executive Director).

NB: Fire extinguishers should be regularly checked by the OTML Fire Department.

5. THREAT: TOXIC EMISSIONS (Gas, Fuel or Chemicals)

5.1 ACTION PLAN

Principal:

- ❑ When alerted check the source of the disaster.
- ❑ Evacuate all personnel away from the disaster area (not down wind).
- ❑ Call OTML Security and Safety Departments and Police.
- ❑ Await instructions from person in charge.
- ❑ Notify the IEA 3214720 or mobile 6887358 (Schools Director) or 6834590 (Executive Director).

6. THREAT: SIEGE/HOSTAGE

6.1 ACTION PLAN

Principal

- ❑ Confirm available facts by personal observations or by second information source.
- ❑ Contact OTML Security and Police.
- ❑ Initiate appropriate evacuation procedure for partial or total evacuation.
- ❑ Assemble all personnel with direct knowledge of events:-
 - Interior layout of buildings/topography.
 - Hostage (s) or
 - Assailant (s)
- ❑ Co-operate and assist security personnel as necessary.

QUESTIONNAIRE
SIEGE HOSTAGE SITUATION

1. Time reported: _____

By whom: _____

2. Exact location of hostage incident: _____

3. Number of hostages: _____

4. Names of hostages: _____

5. If names unknown:-

Height	Sex	Age	Colouring
--------	-----	-----	-----------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Number of assailants: _____

7. Notable characteristics of assailants (s)

8. Number of weapons: _____

9. Description of weapons: _____

10. Mood of assailant (s) e.g. cool, irrational, nervous

11. Any other information: _____

12. Name: _____

13. Did you recognize the voice: _____

14. Background noise: Yes/No: Music, Whistles, Horns, Aircraft, Running Motors, Others:
If so describe: _____

15. Additional Information
Who did the caller ask for: _____
Did he/she seem familiar with the building:

Signature: _____ Date: _____

7. THREAT: TEAR GAS

7.1 WARNING SIGNALS

- i) Short rings on the school bell.
- ii) Should the bell not be functioning, short blasts on a whistle.
- iii) Should all signalling devices fail, notification by Principal, Deputy or person who has received the information.

7.2 SAFE AREA

Inside buildings.

7.3 ACTION PLAN

All personnel will follow evacuation procedure B.

7.3.1 In the event of tear gas the following information may be useful for all the school personnel.

- a) Tear gas is an irritant liquid in mist form
- b) The canisters get very hot
- c) The effects of tear gas are burning sensation on the skin, extreme burning sensation on mucous membranes of eyes, nose and throat.

7.3.2 The cure is to wash off the tear gas.

FOLLOW THIS PROCEDURE:-

- a) Don't panic.
- b) Close all windows.
- c) Ensure that you personally are protected (A debilitated teacher cannot assist students). A wet cloth or paper over the nose and mouth will lessen the effects of tear gas.
- d) Wash student in the classroom. Provide protection for mouth and nose (wet paper or cloths).
- e) When the gas subsides, badly affected students will be taken by an appointed person to be hosed down.

UTILIZATION OF T.I.S. AS A TEMPORARY WELFARE CENTRE

PRINCIPAL'S RESPONSIBILITY

THE PROBABLE SEQUENCE OF EVENTS WILL BE AS FOLLOWS:

1. Declaration of 'State of Disaster'.
2. Nomination of Assembly Point within the town. A School is likely to be utilized if it is easily accessible to the disaster area. Therefore the school may be required to become the base of operations in the area and the focal point for the provision of immediate services. The Principal will be responsible for the overall administration of the school as an assembly point, but not for the delivery of services.
3. The Principal will liaise with OTML Security and the designated Government Welfare Controller and endeavour to retain overall responsibility for the use of the school buildings. Provision for the following services may be required and should be sited according to the predetermined plan (see plan).
 - Shelter
 - First Aid
 - Registration - Everyone to be registered and given an identity card. (Those taken to hospital will be registered by health workers at the hospital).
 - Answering enquiries about missing persons and messages to relatives.
 - Information as to the extent and effects of the disaster and action being taken.
 - Emergency supplies and food, toiletries, etc. as necessary.
 - Food and drink
 - Clothing
 - Hygiene and sanitation
 - Cash for immediate purposes
 - Counselling for the distraught and psychiatric referrals
 - Child care where parents are missing
 - Aged care
 - Accommodation - arrange allocation to longer term accommodation

- ❑ Volunteers - record offers of volunteer help and direct to areas of need
- ❑ Courier service within and between schools.

4. Transfer to longer term accommodation:

- ❑ With relatives and friends.
- ❑ Billets
- ❑ Residential centres, hostels and camps.

NB: Families to be kept together where possible.

5. Services to be provided at longer term accommodation centres:

- ❑ Information on the disaster and available services.
- ❑ Food and drink
- ❑ Beds and bedding
- ❑ Clothing
- ❑ Counselling, support, and planning for the future
- ❑ Financial assistance
- ❑ Child care
- ❑ Aged care
- ❑ Organisation of self-help groups
- ❑ Recreation.

To facilitate efficient management of the above services the Principal should arrange for the erection of signs directing people to specific service areas.

The following points should be borne in mind:-

- ❑ Adequate room should be provided for each service area so that crowding and congestion does not occur.
- ❑ The location of each service area must be found easily when referring persons from one place to the next and to ensure the speedy and ordered movement of people.
- ❑ First Aid stations and registration stalls should be the first place which disaster victims would go to after arrival at the school.
- ❑ Privacy and washing facilities must be available to first aid stalls.
- ❑ Adequate privacy is available for counselling.
- ❑ The principal should liaise with the police regarding the restriction of onlookers and sightseers.

EMERGENCY RELEASE

NAME: _____

YEAR: _____ (STUDENT)

IN AN EMERGENCY SITUATION SHOULD WE PERSONALLY BE UNABLE TO GET TO THE SCHOOL TO COLLECT OUR CHILD, WE GIVE PERMISSION FOR THE ABOVE NAMED STUDENT TO BE RELEASED FROM TABUBIL INTERNATIONAL SCHOOL INTO THE CARE OF ONE OF THE FOLLOWING PEOPLE:

	NAME	ADDRESS
1.		
2.		
3.		
4.		

Signed: _____

Date: _____

(Parent/Legal Guardian)

TIS EMERGENCY PLAN

FIRST AID TREATMENT LIST

DATE: _____

PAGE NO: _____

NO	NAME	TYPE OF INJURY	TREATMENT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

TIS – EMERGENCY PLAN

CASUALTY

INDIVIDUAL DATA (to go with casualty)

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

PARENTS:

Father: _____ Work PH _____

Mother: _____ Work PH _____

MEDICAL FACTS KNOWN:

TYPE OF INJURY: _____

CAUSE OF INJURY:

TREATMENT SO FAR:

ADDITIONAL INFORMATION:

TIS EMERGENCY PLAN

CASUALTY LIST

DATE: _____

PAGE: _____

NO	NAME	TYPE OF INJURY AND TREATMENT AT T.I.S.	TIME REMOVED FROM T.I.S.	ACCOMPANIED BY	TO
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

CHECK LISTS FOR EMERGENCY

PRE-IMPACT:

- Roles
- Equipment and Resources
- Training
- Briefing
- Safe Areas and Evacuation
- Emergency Contact Numbers
- Action Cards
- Liaison
- Transport
- Communications
- Prevention
- Excursions
- Review

TIS IMPACT- PLAN

- Roles
- Activation
- Equipment & Resources - available/essential and ready
- Briefing
- Transport
- Communications
- Registration

TIS POST-IMPACT - PLAN

- Roles
- Stand Down
- Equipment and Resources
- De-briefing
- Review

TIS EMERGENCY PLAN DESIGNATED PERSONNEL

PRINCIPAL -

DP -

WARDEN -

FIRST AID -

SECRETARY -

TEACHERS

- Preschool
- Prep
- Year One
- Year Two

- Year Three
- Year Four
- Year Five
- Year Six
- Year Seven
- Deputy

FIRE FIGHTING TEAM

-
-
-
-

FIRST AID TEAM

-

- First Aid Co-ordinator

NATIONAL DISASTER CENTRE

EMERGENCY & Help Services

Life-Threatening Emergency Calls

POLICE	000	NATIONAL
AMBULANCE	000	CAPITAL DISTRICT
FIRE BRIGADE	000	ONLY

EMERGENCY CALLS

Fire, Police & Ambulance

See inside Front Cover for Details – call OTML services:

Fire Rescue 548 8498 or 3333
Operational Support 5488411
Security Operations 5488469
OTML POM Office 3213522
Hevilift (Mt Hagen) 5451240

DIRECTORY ASSISTANCE

National.....013
International.....0178

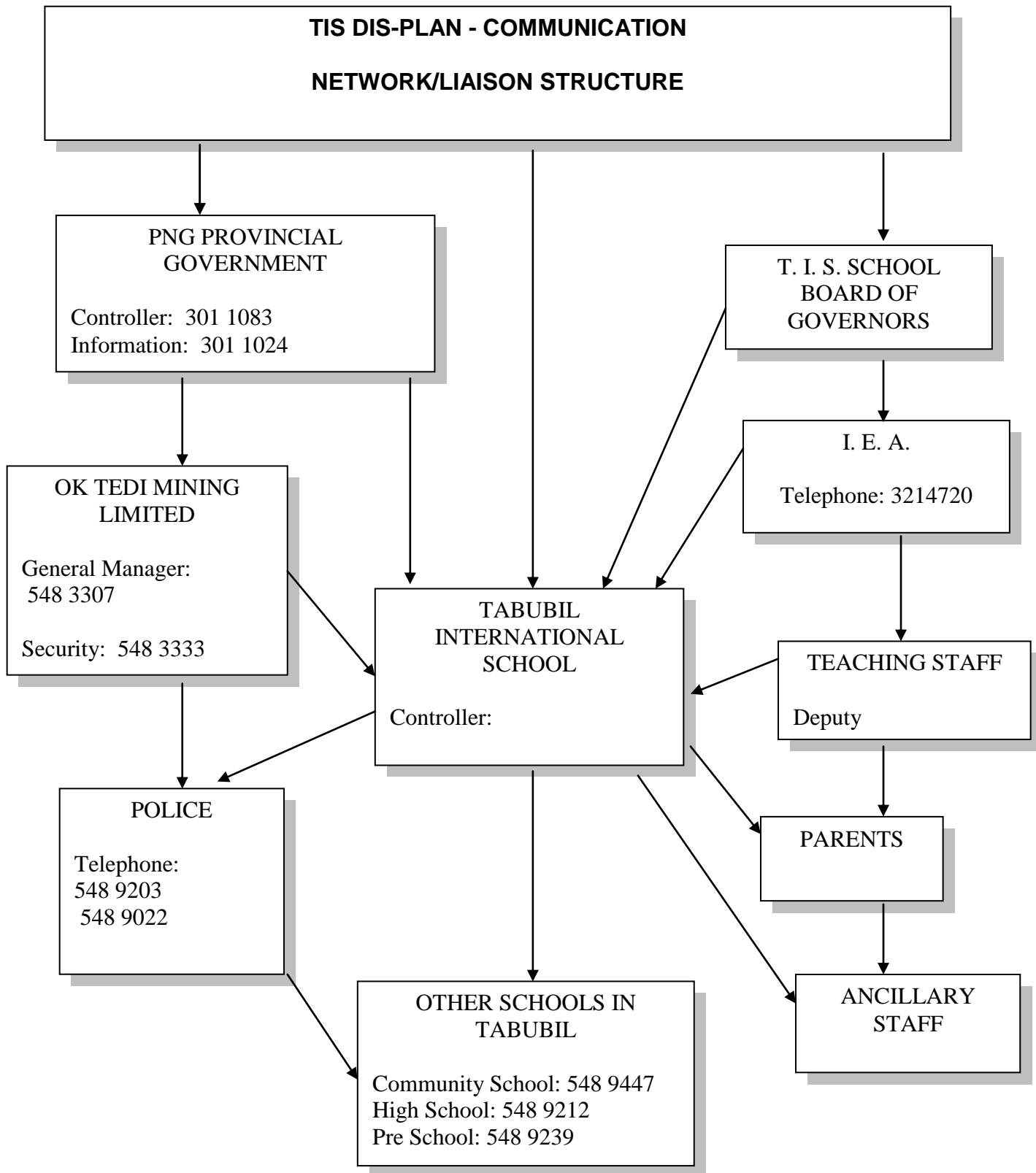
NATIONAL EMERGENCIES

Civil Aviation Search & Rescue.....325 6885
Defence Force Operations.....324 2402, 325 7668

Marine Search & Rescue.....321 4994
Facsimile: 321 4968
P O Box 1489 Port Moresby

OTHER EMERGENCIES

Dental Emergency - See Dentist entries in Yellow Pages
Doctor - See Medical Practitioners Entries in Yellow Pages



The National Disaster Area is located at:-

Operations Centre

Ground Floor, Somare Foundation Building
Waigani
P. O. Box 4970
BOROKO NCD

EMERGENCIES (24 HOURS).....301 1111

Director General301 1113

Deputy Director301 1114

OPERATIONS.....301 1111

Staff Officer.....301 1053

ADMINISTRATION

Administration Officer.....301 1115

The PNG Government has also published other emergency numbers inside the front cover of the PNG telephone directory.

PAPUA NEW GUINEA PROVINCIAL GOVERNMENT

The headquarters of the Provincial Government in the Western Province are located in Daru and can be contacted through:-

Western Province Provincial Secretary,
P. O. Box 24
Daru
Papua New Guinea

Telephone: 645 9162
645 9170 (information)

Numbers which may be needed locally in Tabubil are:-

Tabubil Police: 548 9203 / 548 9022

INTERNATIONAL EDUCATION AGENCY (PNG)

PNG is divided into nineteen provinces and the International Education Agency operates schools in fourteen of them.

International Education Agency
P. O. Box 6974
BOROKO NCD
Papua New Guinea

Telephone: 3214720
Facsimile: 3214668

OK TEDI MINING LIMITED

OTML is the major employer in Tabubil, and as such would play an important role in responding to any disaster within the town or its vicinity.

Managing Director	548 3307
Executive Manager, Logistics & Services	548 3259
Executive Manager, Human Resources	548 3288
Executive Manager, Public Affairs	548 3168

Ok Tedi Mining Limited has a Security Division.

Manager Asset Protection Terence Walsh	548 3088
24/7 Emergency (Safety/Security/Fire)	548 3333
Duty Officer-Base 1	548 3350
OTML Switchboard	548 3311