



## Contact Lists

### MP0487 Critical Incident and Emergency Planning

(November 2018)

#### Incident or Emergency Management Team (IEMT)

IEMT Title	Polytechnic Position	Name	Cell Phone	Level 1	Level 2	Level 3 limited
Incident Controller	Deputy Chief Executive: People, Performance and Development	Jo Brady	027 222 7935		✓	✓
Property and Operational Manager	Capital Works and Facilities Manager	Tracey Howell	021 285 4216	✓	✓	✓
Communications and Planning Manager	Director External Relations, Marketing and Communications	Mike Waddell	021 735 645		✓	✓
Health and Safety Manager	Safety and Wellbeing Manager	Andy Westgate	021 735 439	✓	✓	✓
Recovery Manager	Director Business Services	Louisa Homersham	021 941 476		✓	✓
Learner Services	Director Learner Services	Brayden Murray	021 147 8928		✓	✓
Administrative Coordinator	Executive Administrator	Andrea Hessian	027 444 0345		✓	✓

#### Additional trained personnel who can deputise in any of these roles if required.

IEMT Title	Polytechnic Position	Name	Cell Phone	Level 1	Level 2	Level 3 limited
Incident Controller	Deputy Chief Executive: Chief Operating Officer	Philip Cullen	021 735 618		✓	✓
Incident Controller - Learner focus	Deputy Chief Executive Learner Experience	Chris Morland	021 735 521		✓	✓
Property and Operational Manager	Team Leader Custodial and Trades	Chris Patchett	021 735 652	✓	✓	✓
Communications and Planning Manager	Internal Communications Officer	Kathryn van Beek	021 884 430		✓	✓
Health and Safety Manager	Director People and Culture	Ross Funnell	021 735 275	✓	✓	✓
Deputy Recovery Manager	Senior Financial Analyst	Heather Cadogan	021 735 605		✓	✓
Administrative Coordinator	Executive Administrator	Jeanette Corson	021 735 319		✓	✓
	Chief Information Officer	Steven Turnbull	021 711 392			
	Customer Support Manager	Colin Armstrong	021 711 386			
		Academic Staff Rep				
Chaplain	Chaplain	Steve Downey	021 735 286			
Learner focus	Student Success Team Leader	Patricia Quensell	021 735 100			
Learner focus - International	International Learner Support	Sheena Roy	027 497 2452			
Learner focus - International	International Learner Support	Yvonne Fogarty	021 735 258			
Learner focus	Domestic Learner Support	Celia Hepburn	021 735 363			
Learner focus - International	Study Abroad / Exchange	Elizabeth White	021 705 976			
Learner focus - International	International Short Courses	Aaron Blaker				

**Strategic Emergency Management Group (SEMG) - Executive Leadership Team**

Name	Polytechnic Position	Cell Phone	Level 1	Level 2	Level 3 (limited)
Phil Ker	Chief Executive	021 448 259	✓	✓	✓
Chris Morland	Deputy Chief Executive: Learner Experience	021 735 521		✓	✓
Janine Kapa-Blair	Deputy Chief Executive: Maori Development / Kaitohutohu	021 479 495		✓	✓
Philip Cullen	Deputy Chief Executive: Chief Operating Officer	021 735 618		✓	✓
Jo Brady	Deputy Chief Executive: People Performance and Development	027 222 7935		✓	✓
Oonagh McGirr	Deputy Chief Executive: Learning and Teaching Services	021 735 910		✓	✓

**Formal Leaders - Heads of School/College**

(should be notified of all incidents in their area)

Name	Polytechnic Position	Cell Phone	Level 1	Level 2	Level 3 (limited)
Caroline Terpstra	Head of College Art and Design (includes school of Business) Head of Food Design Institute	021 735 489	✓	✓	✓
Clive Humphries	Acting Head of School – Art	03 479 3671	✓	✓	✓
Aaron Blaker	English Language Centre	03 479 3358	✓	✓	✓
Richard Nyhof	Head of College, Engineering, Construction and Living Sciences (includes Information Technology)	021 735 304	✓	✓	✓
Sally Baddock	Head of School, Midwifery	021 705 782	✓	✓	✓
Ian Crabtree	Head of School, Nursing	021 735 032	✓	✓	✓
Megan Gibbons	Head of College, Te Oha Ora Sports Institute Occupational Therapy	021 780 238	✓	✓	✓
Chris Williamson	Head of College, Community Development and Personal Wellbeing	021 246 5664	✓	✓	✓
Alex Huffadine	Campus Academic Manager, Central Otago	027 275 2216	✓	✓	✓
Barbara Emmitt	Campus Operations Manager, Central Otago	03 445 9932	✓	✓	✓
Gagan Sachdeva	Executive Director, AIC	021 162 6765	✓	✓	✓
Signal ICT Grad School	Kylie Jackson	027 561 4120	✓	✓	✓
Wintec	Kathryn Van Kampen (?)				

**Formal Leaders – Service Areas**

(should be notified of all incidents in their area)

Name	Polytechnic Position	Cell Phone	Level 1	Level 2	Level 3 (limited)
Ross Funnell	Director People and Culture	021 735 275	✓	✓	✓
Matt Carter	Director Business Relations	021 735 457	✓	✓	✓
Mike Waddell	Director External Relations, Marketing and Communications	021 735 645	✓	✓	✓
Kathryn van Beek	Internal Communications Officer	021 884 430	✓	✓	✓
Louisa Homersham	Director Business Services	021 941 476	✓	✓	✓
David McMaster	Director Learning and Teaching Development	021 735 506	✓	✓	✓
Lesley Smith	Associate Director Quality Services	021 735 494	✓	✓	✓
Leoni Schmidt	Director Research and Postgraduate Studies	021 245 2895	✓	✓	✓
Andy Kilsby	Secondary Tertiary Manager	027 572 7382	✓	✓	✓
Tracey Howell	Capital Works and Facilities Manager	021 285 4216	✓	✓	✓
Steven Turnbull	Chief Information Officer	021 711 392	✓	✓	✓
Chris Patchett	Team Leader Custodial and Trades	021 735 652	✓	✓	✓
Colin Armstrong	Customer Support Manager	021 711 386	✓	✓	✓
Brent Hopkins	Team Leader: Contact Centre	03 471 6246	✓	✓	✓
Katie Wise	Team Leader: Communications	021 0291 0454	✓	✓	✓
Marc Doesburg	Director: Internationalisation	021 732 084	✓	✓	✓
Steve Downey	Chaplain	021 735 286	✓	✓	✓
Brayden Murray	Director Learner Services	021 147 8928	✓	✓	✓
Lesley Scoullar	OPSA	0276 117 795	✓	✓	✓
OP Learner Health	Helen Munro / Nicki McNoe	03 479 6082	✓	✓	✓

**Notes:**

- The Chaplain and OPSA representation are activated by the Incident Controller
- It is the responsibility of each Head of School/College or Formal Leader to create and make readily available, a phone tree of those that they will notify within their designated areas.

**External Contacts**

Business Name	Name	Cell Phone	Landline
Campus Service Emergency Number	On call staff member		03 474 7290
NZ Police, NZ Fire Service, St John (Emergency Number)			111
NZ Police (Non – Emergency)			03 473 0730
Campus Cop	John Woodhouse	021 190 5950	03 479 4883
Campus Watch (University)		0800 479 5000	03 479 5000
Proctor - University	Dave Scott	021 414 248	03 479 4888
Environmental and Pollution Hotline – 24 hrs		03 366 4663	0800 76 55 88
National Poisons Centre			0800 764 766
Dunedin City Council			03 477 4000
Emergency Dept. – Public Hospital Dunedin			03 479 2900
Dunstan Hospital			03 440 4300
Medical Officer of Health			
City Gas – Gas Supplies		0800 668 257	03 488 4884
BOC			0800 111 333
Delta		0800 433 582	03 474 0322
Aotea Electrical			03 455 1039
Barry Dell Plumbing		027 432 8834	03 455 4100
Armourguard			03 477 8692
First Security	Tristan Nixon	0275 857 600	03 466 3082
Spotless Services			03 477 1224
Security Specialists Electronic Doors		03 479 2150	03 477 0250
Dunedin Security - Locksmiths			03 477 2900
Vodafone	Ajay Kumar Parmar	021 224 5969	
WINZ	Nikki Murray	029 200 8012	03 955 6553
Worksafe NZ – Notifiable events			0800 030 040
Worksafe NZ (Local Branch)	James Gourley	027 333 4337	03 955 4052
StudyLink			0800 889 900
Victim Support			0800 842 846
ICT – Japanese Interpreter	Tomomi Hayde	027 7744000	
Chinese Translator	Yuan Pei	021 245 7204	
German Translator	Marc Doesburg	021 732 084	
Ministry of Foreign Affairs	enquiries@mfat.govt.nz		04 439 8000
NZQA Code staff	code.enquiries@nzqa.govt.nz		0800 697 296
Embassy / consulate			
International Learner Insurance provider			0800 864 227
Immigration NZ	Unicare: claims@crombie.co.nz		0508 558 855
Funeral Director	Hope and Sons		03 455 5074
Ministry of Health	https://www.health.govt.nz/		
Lawyer	Anderson Lloyd, lawyers@andersonlloyd.co.nz		03 477 3973

*blue highlights are learner focus contacts*

**Notes: In Case of Emergency**

- Cellphones or emergency phones, Dial 111.
- Say which emergency service you want: Fire / Ambulance / Police.
- Give exact location – Block name and street address.
- If possible, have someone outside to meet and direct the Ambulance, Fire Service or Police.

**Otago Polytechnic Emergency 24 Hour Number Ph. 03 474 7290**

Note: if your situation is not an emergency, seek advice and notify a senior member of staff as per contact lists above.

