



Deputy Person in charge to be added in the Emergency Response Plans (Flip Chart)

Background:

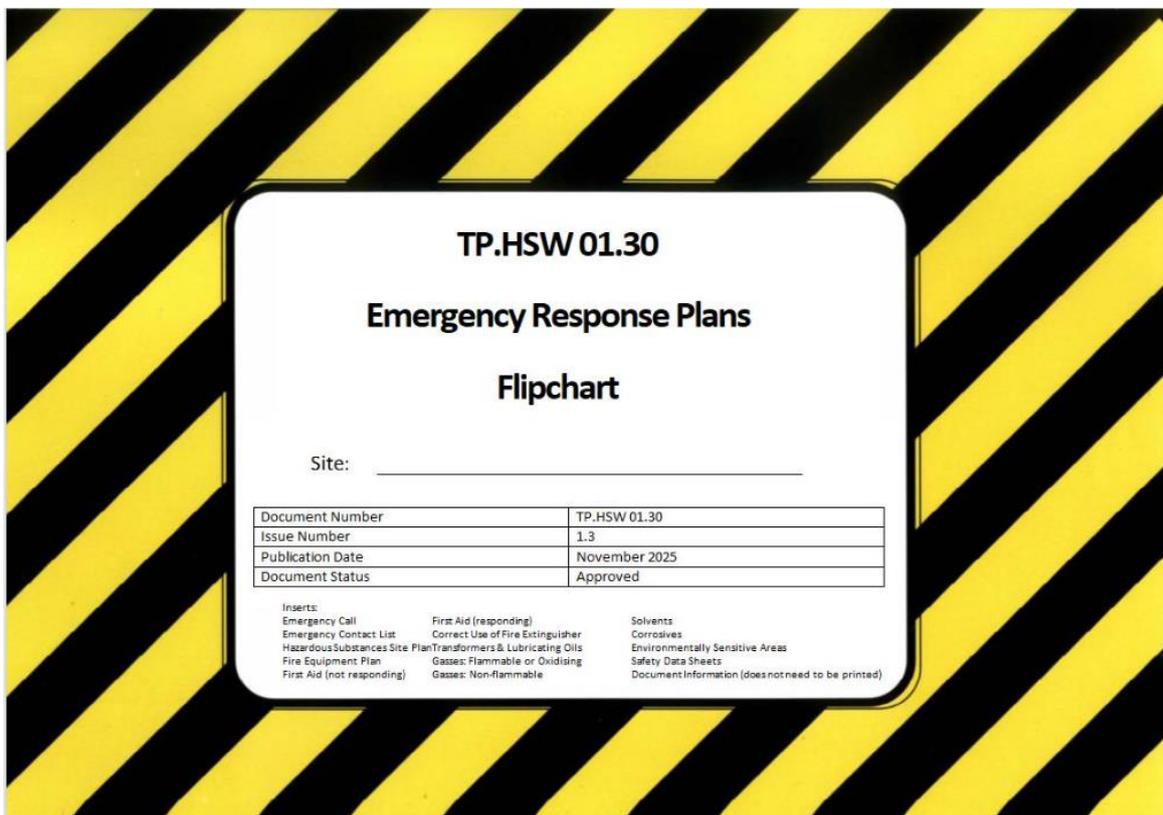
During a hazardous substances audit conducted by a third-party consultant, it was determined that there is a need to identify a Deputy Person in charge to ensure that there is a second in command in the absence of the Person in charge during emergencies. The Deputy Person in charge can be nominated by the Service Provider for each of the substation sites.

This is required for all sites and especially for sites that have Location Compliance Certificates (LCC) or Stationary Container Certificates (SCC).

What is changing:

We have updated the Emergency Response Plans – Flip Chart (TP.HSW 01.30, Issue Number 1.3) to include the name and contact details of the Deputy Person in charge in sleeve one.

Regional Service Contract (RSC) Service Providers are advised to ensure that the name of their Deputy Person in charge is indicated in the flip chart. We expect our RSC Service Providers to complete this action on their next inspections as per Service Maintenance Procedures (SMP) 06.40.001 Hazardous Substance Level 1 Inspection or SMP 02.41.007 Station Inspections (Level 1).



Picture 1 – The Emergency Response Plans Flipchart (TP.HSW 01.30, Issue No. 1.3)



Emergency Contact List

Location Name: _____ Phone Number: _____

Street Address: _____ Rapid Number: _____

GPS Location: _____

Service	Contact Number
Any Site Emergency	National Grid Operating Centre (NGOC) - Auckland: 09 274 8736 National Coordination Centre (NCC) - Wellington: 04 563 5087 National Grid Operating Centre (NGOC) - Christchurch: 03 349 7043
Emergency Services (Fire/Ambulance/Police)	Phone Number: 111
Person in charge of this location (if applicable) <i>This person has overall responsibility for site safety and HSNO compliance</i>	Name: Mobile Phone Number:
Deputy Person in charge of this location (if applicable) <i>This person is the second in command in the absence of the Person in charge.</i>	Name: Mobile Phone Number:
Site Specific Issues	Regional Service Managers (RSMs): RSC1 and RSC2 (North-North Island) – Archana Devi: 09 589 2300, 021 482 254 RSC3 and RSC4 (South-North Island) – Brendan Olsen: 06 357 0919, 021 424 712 RSC5 and RSC6 (South Island) – Blair Upton: 03 365 6948, 021 390 614
All general queries	Phone: 0800 THE GRID (0800 843 4743)
National Poison Centre (Emergency Only)	Phone: 0800 764 766
Chemical Hotline (specialist chemical advice)	Phone: 0800 243 622
Regional Council Pollution Hotline	Phone:
WorkSafe NZ	Phone: 0800 030 040
Immediate Neighbour Address:	Neighbour or Landowner Liaison Phone:
Immediate Neighbour Address:	Neighbour or Landowner Liaison Phone:
Immediate Neighbour Address:	Neighbour or Landowner Liaison Phone:

Sleeve One – Emergency Contact List
Updated: November 2025

Picture 2 – Section added to the sleeve one of the flip chart, highlighted in green where the Deputy Person in charge need to be added.

Name	Bede Shortall Steve Butler Lakshmi Seshadhari Edward Cipriano
Position	SPM-RSA3 SPM-HVDC & PE SPM-RSA1 H&S Practitioner
Mobile	021 976 450 021 224 0736 021 897 253 021 795 971
Email	Bede.Shortall@transpower.co.nz Stephen.Butler@transpower.co.nz Lakshmi.Seshadri@transpower.co.nz Edward.Cipriano@transpower.co.nz