

# 10

REFERENCE CARD

Find out, at a glance, where you can get more support or help from Day One.

## CONTACT INFORMATION

### **INFORMATION & COMMUNICATION TECHNOLOGY (ICT)**

#### **Who do I call if my phone, pager, computer, radio, or printer is not working?**

Contact the ICT Helpdesk on 0800 374 843, from now onwards.

- For all computer, password, or Motorola ICG Radio queries - press 1
- For SMS, SMART and MPAD queries - press 2
- For operational comms questions, including HAZMAT commands - press 3.

After 1 July, you can also email [ictsupport@fireandemergency.nz](mailto:ictsupport@fireandemergency.nz)

### **TRANSITION SUPPORT**

#### **Who do I contact if I have any questions about the transition?**

The Transition Helpdesk on 0800 232 015 or [support@fireandemergency.nz](mailto:support@fireandemergency.nz)

### **HR SUPPORT**

#### **Who do I contact if I have questions about my pay? Or my leave?**

Your leader, your business services people, or the Transition Helpdesk on 0800 232 015 or [support@fireandemergency.nz](mailto:support@fireandemergency.nz)

### **SAFETY, HEALTH & WELLBEING**

#### **How do I report a workplace injury, near miss, new hazard, or psychological concern?**

In the same way you do now. For example, through your officer, manager, PRFO, CFO, or fire controller – whichever is applicable.

You can also:

- Report the event directly in the Accident & Event Reporting & Investigation Kiosk (AERIK), or
- Contact the Transition Helpdesk on 0800 232 015 or [support@fireandemergency.nz](mailto:support@fireandemergency.nz)

#### **Where can I get practical advice and guidance?**

In the same way you do now. Or by contacting Transition Helpdesk on 0800 232 015 or [support@fireandemergency.nz](mailto:support@fireandemergency.nz)

### **PUBLIC OR MEDIA ENQUIRIES**

#### **Where can the public find information about our new organisation?**

The new Fire and Emergency New Zealand website ([fireandemergency.nz](http://fireandemergency.nz)) and our Facebook pages.

#### **What do I do if the media contacts me about Day One?**

If you need any help answering a media enquiry, please contact the Communications Team in NHQ on 027 591 8837.

More information, including a Day One media 'backgrounder' and the media policy are on [fenzproject.co.nz](http://fenzproject.co.nz) (go to Day One tab) and in the 'How to I ...?' section of the intranet.

### **COMMUNICATIONS**

#### **How do I keep up to date?**

An outline of the apps, publications, and social media we use to communicate with our people and communities is in the 'How to I ...?' section of the intranet.