



# ST PAULS APARTMENTS

43 Mulgrave Street, Thorndon, Wellington

## IF YOU DISCOVER A FIRE!

- ☒ ACTIVATE THE FIRE ALARM SWITCH, BREAK GLASS, SWITCH ON
- ☒ CALL THE FIRE SERVICE, OBTAIN AN OUTSIDE LINE - **DIAL 111**
- ☒ GIVE DETAILS OF ADDRESS AND FIRE LOCATION

**ST. PAULS APARTMENTS  
43 MULGRAVE STREET  
THORNDON, WELLINGTON**

## IF YOU HEAR THE BUILDING FIRE ALARM

- ☒ LEAVE THE BUILDING BY YOUR NEAREST FIRE EXIT AND GO TO THE ASSEMBLY AREA

**ASSEMBLE OUTSIDE OLD ST. PAULS CHURCH, or  
ASSEMBLE ACROSS THE ROAD FROM PIPITEA STREET ENTRANCE**

- ☒ FOLLOW ANY INSTRUCTIONS FROM WARDENS OR EMERGENCY PERSONNEL
- ☒ ONLY ATTEMPT TO FIGHT THE FIRE IF THERE IS NO PERSONAL DANGER AND YOU HAVE A SAFE EXIT AVAILABLE
- ☒ **DO NOT ➤ USE LIFTS**
- ☒ **DO NOT ➤ RUN**
- ☒ **DO NOT ➤ ALLOW PEOPLE TO RETURN TO COLLECT BELONGINGS, ETC**
- ☒ **DO NOT ➤ RETURN UNTIL THE “ALL CLEAR” IS GIVEN**



# ST PAULS APARTMENTS

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## APARTMENT OCCUPANTS

### IF YOU DISCOVER A FIRE!

- ☒ IF SMOKE ALARM ACTIVATES IN YOUR APARTMENT, INVESTIGATE SOURCE OF ACTIVATION
- ☒ IF "FIRE", ACTIVATE THE NEAREST FIRE ALARM CALLPOINT
- ☒ TELEPHONE THE NZ FIRE SERVICE, (*obtain an outside line*) - **DIAL 111**
- ☒ GIVE DETAILS OF ADDRESS AND LOCATION OF FIRE

### ST. PAULS APARTMENTS 43 MULGRAVE STREET, WELLINGTON

- **IF NO FIRE EXISTS (e.g. you burnt the toast!) – CLEAR YOUR APARTMENT OF SMOKE BY OPENING YOUR WINDOWS - DO NOT OPEN THE APARTMENT ENTRY DOOR – THIS WILL ACTIVATE THE BUILDING FIRE ALARM CAUSING FULL BUILDING EVACUATION.**
- **APARTMENT SMOKE DETECTORS RESET – IF NO FIRE – PRESS RESET SWITCH ON YOUR SMOKE ALARM.**

## IF YOU HEAR THE BUILDING ALARM

- ☒ EVACUATE ALL OCCUPANTS FROM YOUR APARTMENT VIA NEAREST FIRE EXIT
  - **DO NOT: RUN OR RETURN TO COLLECT PERSONAL BELONGINGS**
  - **DO NOT: USE LIFTS – (USE THE STAIRS TO EVACUATE)**
- ☒ TAKE YOUR APARTMENT EVACUATION TALLY TAGS
- ☒ ASSIST ANY DISABLED PERSONS TO A PRE-DETERMINED SAFE PLACE (STAIRWELL LANDING AREA, THEN OUTSIDE ON FOOTPATH IN CABLE STREET)
- ☒ CHECK YOUR NEIGHBOUR - KNOCK ON THEIR DOOR, ASSIST IF REQUIRED – IF NO RESPONSE, ADVISE BUILDING WARDEN IN GROUND FLOOR FOYER.
- ☒ REPORT TO THE GROUND FLOOR FOYER WITH YOUR APARTMENT TALLY TAGS
  - **INDICATE APARTMENT CLEARANCE WITH YOUR TALLY TAG PLACED ON YOUR LETTER BOX PANEL**
  - **ADVISE BUILDING WARDEN OF DETAILS IF ANY PERSON REMAINING IN THE BUILDING (DISABLED PERSON SYMBOL DISPLAYED – ON YOUR LETTER BOX - INDICATES "TROUBLE")**
- ☒ ALL OCCUPANTS PROCEED TO ASSEMBLY AREA

### ASSEMBLE OUTSIDE OLD ST. PAULS CHURCH, or ASSEMBLE ACCROSS THE ROAD FROM PIPITEA STREET ENTANANCE

- ☒ REMAIN AT THE ASSEMBLY AREA UNTIL THE "ALL CLEAR" IS GIVEN
- ☒ FOLLOW ALL INSTRUCTIONS FROM BUILDING WARDEN, WARDENS AND EMERGENCY SERVICES PERSONNEL