

# EMERGENCY PROCEDURES

## IF APARTMENT SMOKE DETECTOR ACTIVATES

1. Investigate - if smoke or fire is discovered then activate nearest manual fire alarm call point.
2. If activation is accidental the detector should be silenced by using the hush button - do not clear smoke from the apartment into the corridor as activation of smoke detection in corridors will activate the building fire alarm.

## IF YOU DISCOVER FIRE

1. Activate the nearest manual fire alarm call point.
2. Call the New Zealand Fire Service - dial 111 (you may require an outside line first). Confirm nature of emergency, location and building address: 24-34 Taranaki Street, Wellington.

## WHEN THE FIRE ALARM SOUNDS

1. Clear your apartment and ensure anyone needing help is assisted (see procedure for persons requiring assistance below).
2. Evacuate the building via the nearest exit.
3. Report clearance to the Chief Warden stationed at the evacuation board located in the main entrance foyer.
4. Assemble in the nearest designated assembly area.

## DO NOT CARRY FOOD OR DRINK.

**DO NOT RE-ENTER THE BUILDING** until the Chief Warden and/or the Fire Service advise that it is safe. The silencing of the fire alarm is not an indication that it is safe to re-enter the building. During an evacuation, if the fire alarm stops sounding, continue to evacuate the building.

## CHIEF WARDEN (THE FIRST ADULT OCCUPANT TO THE EVACUATION BOARD, LOCATED INSIDE THE MAIN ENTRANCE FOYER)

1. Ensure a 111 call has been made - appoint the next available tenant to make the call if not made already.
2. Put on the Chief Warden's vest held in the evacuation board.
3. Remain next to the evacuation board (located in the main entrance foyer).
4. Receive reports from all tenants, ensuring the evacuation board is adjusted accordingly.
5. Liaise with the Fire Service or any emergency personnel in attendance.

## PERSONS REQUIRING ASSISTANCE TO EVACUATE

- An assistant is to remain with you and help you evacuate the building once egress routes have cleared, if possible. If it is not possible for you to evacuate then remain close to the stair exit (if safe to do so) with your assistant.
- Appoint someone to advise the person acting as Chief Warden that you are still evacuating or remaining in the building. If no one is available to assist or report to the Chief Warden then make a 111 call to the Fire Service and advise of your whereabouts.
- The Chief Warden is to display the disabled symbol on the evacuation board.
- Upon their arrival the Fire Service are to be advised that a person requiring assistance and their assistant are still in the building.
- Once the person and their assistant have evacuated the building, the assistant is to report to the Chief Warden who will then adjust the evacuation board accordingly.

## MANAGEMENT OF MEANS OF ESCAPE

- Exit doors are not to be locked, barred or blocked.
- Fire-stop and smoke-control doors are to be closed at all times.
- Fire exits are to be kept clear of obstacles at all times.
- Flammable materials are not to be stored near or within fire exit ways.

## ASSEMBLY AREAS

