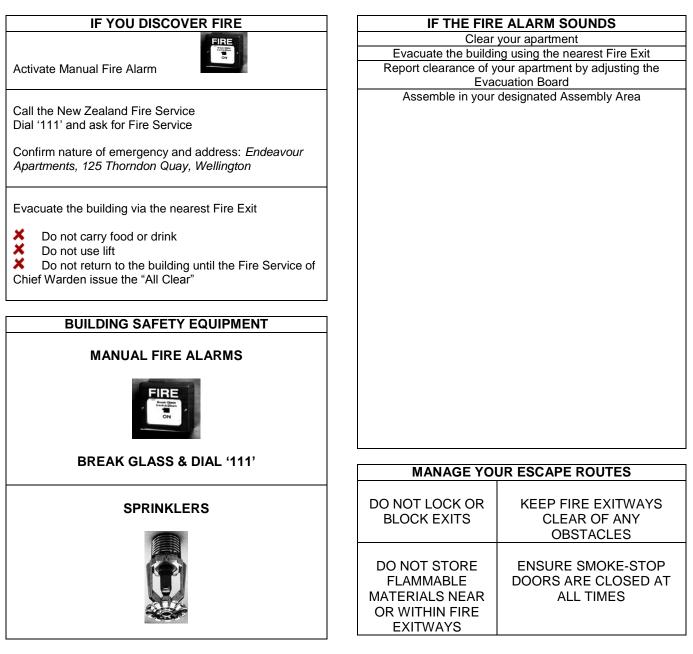
EMERGENCY PROCEDURES



EARTHQUAKE				
1.	Remain in the building – it is safer			
2.	Move away from windows and any equipment and furniture that may be dangerous if it falls over.			
3.	Take immediate shelter under solid furniture such as tables or desks.			
4.	Keep calm and assist those who panic			
5.	When safe to do so check if fire has broken out and extinguish.			
6.	Fire alarms may be activated during an earthquake. Await instructions from Wardens prior to vacating building.			
7.	If an evacuation order is given, follow the fire evacuation procedures.			
	BOMB THREAT & EXPLOSIVE DEVICES			
1.	When a Bomb Threat is received there is no alternative but to treat it as a potential danger.			
2.	Note details of telephone call and/or suspicious item. DO NOT TOUCH OR MOVE ITEM.			
3.	Immediately telephone the Police '111' and follow their instructions.			
4.	Each Tenant would be responsible for searching their Apartment/Tenancy. If a suspicious item is found do not touch			
	or tamper with it.			
5.	Evacuate the area & secure and prevent access to it.			
6.	Do not switch off lights.			
7.	Evacuation would be by "Word of Mouth" & not activation of the fire alarm.			

	The Chief warden is charged with coordinating the activities of all Tenants & Wardens ensuring that clearance reports are received in respect of all areas following evacuation. The Chief Warden will liaise in turn with the Senior Fire Officer or Civil Defence Officer coordinating emergency services. Wardens are to follow instructions from the Chief Warden and Fire Service personnel in attendance.
CHIEF WARDEN (FIRST RESIDENT TO THE EVACUATION BOARD)	The first person to reach the Evacuation Board must act as Chief Warden. Ensure a "111" call is/has been made - dial "111" and advise the Fire Service that the alarms are sounding at <i>Endeavour Apartments, 125</i> <i>Thorndon Quay, Wellington.</i> Await clearance reports from all Tenants & Wardens Appoint the first available Tenants/Wardens to monitor all entrances to the building preventing access until Fire Service personnel have given the "all clear". NOTE: You may have to obtain an outside line before you dial "111".

	All occupants will ensure that their apartment is completely evacuated by checking all rooms and enclosed areas (including toilets). Start checking your apartment from the furthest point working systematically toward the exit, or the point closest to the fire working toward the exit.
	Evacuation of persons with disabilities should only be made after the floors above have vacated the immediate area of the stairwell. An assistant or nominee must remain with the person and assist them to evacuate the building.
APARTMENT CLEARANCE &	When each occupant has determined that their area is evacuated and any persons with disabilities are accounted for, they will then leave via the nearest fire exit. On reaching the Evacuation Board, report clearance or otherwise by adjusting the board.
REPORTING PROCEDURES	If persons with disabilities are still evacuating the area, then the Warden is to place the persons with disabilities symbol in the appropriate position on the evacuation board. Once persons with disabilities have been evacuated their assistants must report this to the Chief Warden who will then adjust the Evacuation Board accordingly.
	Occupants are to ensure that: * Lights are left on. * All doors are closed following clearance.
	NOTE: The first Occupant to the evacuation board is to assume the role of Chief Warden. The Evacuation Board is located in the main entrance to the building.

ASSISTANCE	An assistance register identifying the likely location of persons with disabilities is
REGISTER FOR	held in the evacuation board and must be maintained on a regular basis. The
PERSONS WITH	register also identifies persons assigned to assist any persons with disabilities who
DISABILITIES	are regular users of the building and the form of assistance required in each case.

OCCUPANTS	Ι.	Clear your Apartment/Tenancy
REMEMBER – GET	П.	Report clearance of your Apartment by adjusting the Evacuation
THE SIMPLE THINGS		Board
RIGHT!	III.	···· · · · · · · · · · · · · · · · · ·
	IV.	Prevent access to the building during an emergency
	٧.	Assist the Chief Warden (i.e. you might be required to telephone Fire
		Service)

TRIAL	Trial Evacuations may be held at unexpected times under varying conditions to
EVACUATIONS	simulate the unusual situation that pertains in the case of a fire or other emergency.