

IF YOU DISCOVER A FIRE!

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

**AITKEN STREET APARTMENT
5 AITKEN STREET, WELLINGTON**

IF YOU HEAR THE FIRE ALARM!

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

ASSEMBLE ACROSS THE ROAD OUTSIDE DEFENCE BUILDING
REMAIN AT THE ASSEMBLY AREA UNTIL THE "ALL CLEAR" IS GIVEN

- ☒ 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

APARTMENT OCCUPANTS

IF YOU DISCOVER A FIRE!

- ☒ IF SMOKE ALARM ACTIVATES IN YOUR APARTMENT, INVESTIGATE SOURCE OF ACTIVATION
- ☒ IF A "FIRE" IS FOUND, ACTIVATE THE NEAREST FIRE ALARM CALLPOINT
- ☒ TELEPHONE THE NEW ZEALAND FIRE SERVICE - **DIAL 111**
- ☒ GIVE DETAILS OF ADDRESS AND LOCATION OF FIRE

AITKEN STREET APARTMENT 5 AITKEN STREET, WELLINGTON

IF NO FIRE EXISTS (e.g. you burnt the toast!)

- CLEAR YOUR APARTMENT OF SMOKE - OPEN WINDOWS - DO NOT OPEN THE APARTMENT ENTRY DOOR
- TO QUIET THE SMOKE DETECTOR - PRESS THE RESET SWITCH ON THE ALARM

IF YOU HEAR THE FIRE ALARM SOUND

- ☒ 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)**
- ☒ 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
 - 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 ACROSS THE ROAD OUTSIDE DEFENCE BUILDING

REMAIN AT THE ASSEMBLY AREA UNTIL THE "ALL CLEAR" IS GIVEN

- ☒ FOLLOW ALL INSTRUCTIONS FROM BUILDING WARDEN, WARDENS AND EMERGENCY SERVICES PERSONNEL