


## EMERGENCY PROCEDURES

<b>IF YOU DISCOVER FIRE</b>
<p>Activate Manual Fire Alarm </p>
<p>Call the New Zealand Fire Service Dial '111' and ask for Fire Service</p> <p>Confirm nature of emergency and address: <i>Endeavour Apartments, 125 Thorndon Quay, Wellington</i></p>
<p>Evacuate the building via the nearest Fire Exit</p> <p> <span style="color: red;">✘</span> Do not carry food or drink  <span style="color: red;">✘</span> Do not use lift  <span style="color: red;">✘</span> Do not return to the building until the Fire Service of Chief Warden issue the "All Clear"                 </p>

<b>IF THE FIRE ALARM SOUNDS</b>
Clear your apartment
Evacuate the building using the nearest Fire Exit
Report clearance of your apartment by adjusting the Evacuation Board
Assemble in your designated Assembly Area

<b>BUILDING SAFETY EQUIPMENT</b>
<p><b>MANUAL FIRE ALARMS</b></p>  <p><b>BREAK GLASS &amp; DIAL '111'</b></p>
<p><b>SPRINKLERS</b></p> 

<b>MANAGE YOUR ESCAPE ROUTES</b>	
DO NOT LOCK OR BLOCK EXITS	KEEP FIRE EXITWAYS CLEAR OF ANY OBSTACLES
DO NOT STORE FLAMMABLE MATERIALS NEAR OR WITHIN FIRE EXITWAYS	ENSURE SMOKE-STOP DOORS ARE CLOSED AT ALL TIMES

<b>EARTHQUAKE</b>
<ol style="list-style-type: none"> <li>1. Remain in the building – it is safer</li> <li>2. Move away from windows and any equipment and furniture that may be dangerous if it falls over.</li> <li>3. Take immediate shelter under solid furniture such as tables or desks.</li> <li>4. Keep calm and assist those who panic</li> <li>5. When safe to do so check if fire has broken out and extinguish.</li> <li>6. Fire alarms may be activated during an earthquake. Await instructions from Wardens prior to vacating building.</li> <li>7. If an evacuation order is given, follow the fire evacuation procedures.</li> </ol>
<b>BOMB THREAT &amp; EXPLOSIVE DEVICES</b>
<ol style="list-style-type: none"> <li>1. When a Bomb Threat is received there is no alternative but to treat it as a potential danger.</li> <li>2. Note details of telephone call and/or suspicious item. <b>DO NOT TOUCH OR MOVE ITEM.</b></li> <li>3. Immediately telephone the Police '111' and follow their instructions.</li> <li>4. Each Tenant would be responsible for searching their Apartment/Tenancy. If a suspicious item is found do not touch or tamper with it.</li> <li>5. Evacuate the area &amp; secure and prevent access to it.</li> <li>6. Do not switch off lights.</li> <li>7. Evacuation would be by "Word of Mouth" &amp; not activation of the fire alarm.</li> </ol>

<p><b>CHIEF WARDEN (FIRST RESIDENT TO THE EVACUATION BOARD)</b></p>	<p>The Chief warden is charged with coordinating the activities of all Tenants &amp; 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.</p> <p><b>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 Endeavour Apartments, 125 Thorndon Quay, Wellington. Await clearance reports from all Tenants &amp; 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”.</b></p> <p><b>NOTE: You may have to obtain an outside line before you dial “111”.</b></p>
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<p><b>APARTMENT CLEARANCE &amp; REPORTING PROCEDURES</b></p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Occupants are to ensure that:</p> <ul style="list-style-type: none"> <li>* Lights are left on.</li> <li>* All doors are closed following clearance.</li> </ul> <p><b>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.</b></p>
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<p><b>ASSISTANCE REGISTER FOR PERSONS WITH DISABILITIES</b></p>	<p>An assistance register identifying the likely location of persons with disabilities is held in the evacuation board and must be maintained on a regular basis. The register also identifies persons assigned to assist any persons with disabilities who are regular users of the building and the form of assistance required in each case.</p>
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<p><b>OCCUPANTS REMEMBER – GET THE SIMPLE THINGS RIGHT!</b></p>	<ol style="list-style-type: none"> <li>I. Clear your Apartment/Tenancy</li> <li>II. Report clearance of your Apartment by adjusting the Evacuation Board</li> <li>III. Assemble in the correct Assembly Areas following evacuation</li> <li>IV. Prevent access to the building during an emergency</li> <li>V. Assist the Chief Warden (i.e. you might be required to telephone Fire Service)</li> </ol>
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<p><b>TRIAL EVACUATIONS</b></p>	<p>Trial Evacuations may be held at unexpected times under varying conditions to simulate the unusual situation that pertains in the case of a fire or other emergency.</p>
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