

# 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

**GALLERIA ON TORY APARTMENTS**  
**77 - 81 TORY ST., WELLINGTON**

# IF YOU HEAR THE FIRE ALARM!

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

**ASSEMBLE WELL AWAY FROM THE TORY STREET ENTRANCE**  
**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

## **GALLERIA ON TORY APARTMENTS 77 - 81 TORY ST., 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 ADVISE FIRE CONTROLLER COLLEGE STREET THAT THERE IS A DISABLED PERSON IN THE BUILDING – AND WERE.)
- ☑ CHECK YOUR NEIGHBOUR - KNOCK ON THEIR DOOR, ASSIST IF REQUIRED – IF NO RESPONSE, ADVISE BUILDING WARDEN IN GROUND FLOOR FOYER.
- ☑ ALL OCCUPANTS PROCEED TO ASSEMBLY AREA

## **ASSEMBLE WELL AWAY FROM THE TORY STREET ENTRANCE**

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

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