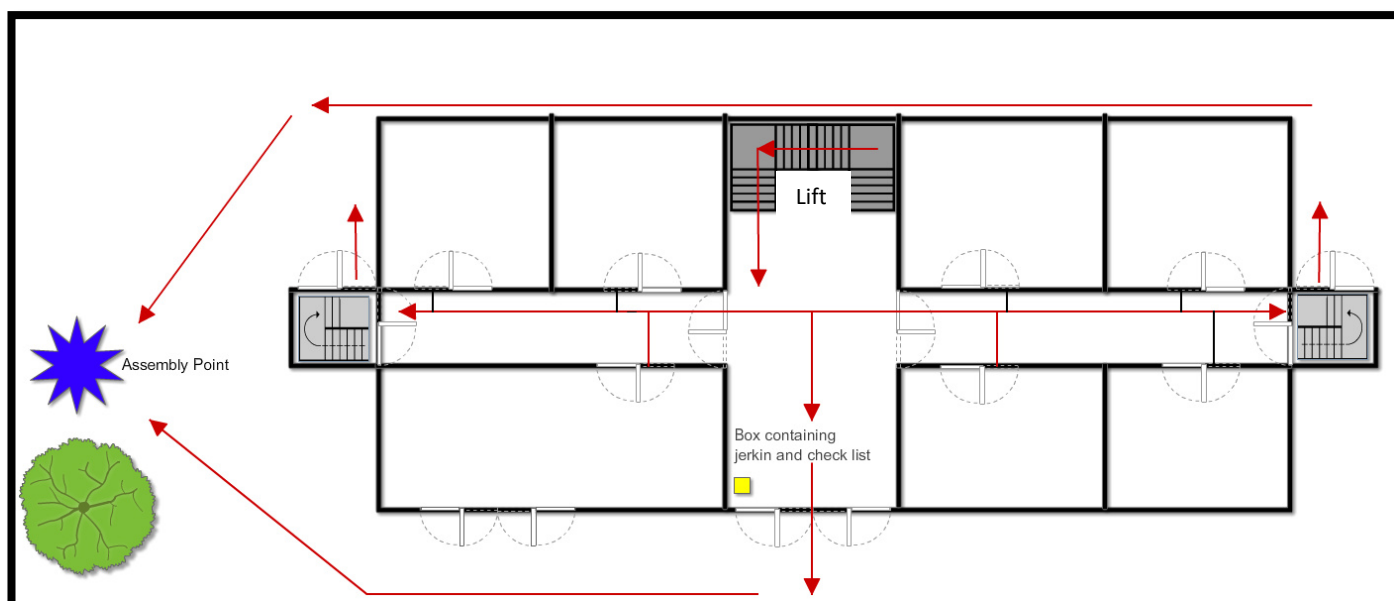


FIRE EVACUATION PROCEDURE: STANDARD APARTMENTS



The building owner/manager will make sure that all occupants are familiarised with the evacuation process upon initial occupancy and with 6 monthly training in the form of a letter drop. All common areas will have the Evacuation Procedures and Fire Action Notices posted on the walls, and all apartments will have them on the back of their front door. All exit routes are to be sign posted with directional arrows and kept clear of obstructions.

The building is a 4 storey apartment block.

On Discovering a Fire:

- Warn other occupants in immediate area.
- Activate the alarm (manual call point break glass and push down button).
- Call Fire and Emergency New Zealand 111 from a safe place – consider using a neighbouring property or mobile phone.
- Evacuate the building to the assembly area using the nearest escape route, closing doors as you go. The designated assembly area is **beside the big tree at the side of the building**.
- Assist any persons with impairments out of the building where possible
- Must report to the Building Warden at the assembly area.

On Hearing the Alarm/being warned of fire:

- Activate alarm if not already sounding (nearest manual call point).
- Each occupant is responsible for checking that all persons in their area (apartment) are evacuated to assembly area.
- Proceed to assembly points closing doors as they leave.
- Knock on neighbouring doors and shout to alert occupants.
- Use the nearest safe escape route, make sure to assist others that may need help.
- Report apartment evacuation status to the Building Warden (the first evacuating adult resident to the assembly area will assume the role).

- Carry out any instructions given by building warden (for example make 111 call).



Do not use lifts



Do not take bags, food or drinks



Do not re-enter until “All Clear” is given by Building Warden/Fire and Emergency New Zealand

Building Warden Duties:

Note: The Building Owner will be the first evacuating adult resident to the assembly area that will assume the role.

The evacuation checklist and hi visibility jerkin is kept in a box inside next to the main entrance.

- Uplift the Evacuation Checklist and jerkin.
- Go to the assembly area and assume Building Warden duties.
- Wait at the assembly point to receive status of evacuation from other residences.
- Make sure 111 call has been placed (this can be delegated to another building occupant). State building name, number, street, nearby intersection and nature of emergency:
 - **Standard Apartments, 62 Invisible Street, Hataitai, Wellington**
- **INFORM FIRE AND EMERGENCY IF ANY APARTMENT HAS NOT REPORTED TO YOU.**
- Only give the “All Clear” once Fire and Emergency New Zealand advise all is safe to re-enter the building.

Persons Requiring Assistance to Evacuate:

When moving into the building or during your occupancy, if you require assistance to evacuate please inform the building owner. They will update the evacuation checklist to reflect this.

Every tenant has a responsibility to provide the required level of assistance to anyone visiting their part of the building. Fire Action Notices encourage anyone who may need assistance to inform you so that you can plan in case an evacuation is required while they are in the building.

If it has been arranged that you will assist other occupants on your floor, this should occur before you leave the building – do not go back inside once you have evacuated.

Assist anyone who clearly needs assistance while you are evacuating.

If on upper floors DO NOT use the lifts during an evacuation, evacuation must take place via the stairwells.

If you are unable to inform other occupants during an evacuation, call Fire and Emergency New Zealand - 111 - and let them know your location and that you are unable to leave the building.




Standard Apartments Fire Evacuation Acknowledgement

I,, the resident of apartment number, have read and understood the Fire Evacuation Procedures for this building and my responsibilities during a fire evacuation.

Signature:

Date:

EVACUATION CHECKLIST

Level / Apartment		Occupied	In Building  Out	Clear
Ground	Café			
	Apt 1			
	Apt 2			
	Apt 3			
	Apt 4			
	Apt 5			
	Apt 6			
First	Apt 7			
	Apt 8			
	Apt 9			
	Apt 10			
	Apt 11			
	Apt 12			
	Apt 13			
	Apt 14			
	Apt 15			
Second	Apt 16			
	Apt 17			
	Apt 18			
	Apt 19			
	Apt 20			
	Apt 21			
	Apt 22			
	Apt 23			
	Apt 24			
Third	Apt 25			
	Apt 26			
	Apt 27			
	Apt 28			
	Apt 29			
	Apt 30			
	Apt 31			
	Apt 32			

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

**WARN OTHER BUILDING OCCUPANTS
LOCATE RED CALL POINT AND OPERATE
FIRE ALARM**

**DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE
FIREFIGHTING EQUIPMENT IS LOCATED BELOW
MANUAL CALL POINTS IN COMMON AREAS**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

**EXITS ARE LOCATED AT THE STAIRWELLS AT
EITHER END OF THE BUILDING**

**ASSEMBLE BESIDE THE BIG TREE AT THE SIDE
OF THE BUILDING**

**IF YOU REQUIRE ASSISTANCE TO EVACUATE
MAKE YOURSELF KNOWN TO A NEIGHBOUR IF
STILL YOU CAN'T EVACUATE CALL "111"**

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**OPERATE FIRE ALARM & DIAL 111 FROM A
SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS LOCATED BELOW
MANUAL CALL POINTS IN COMMON AREAS**

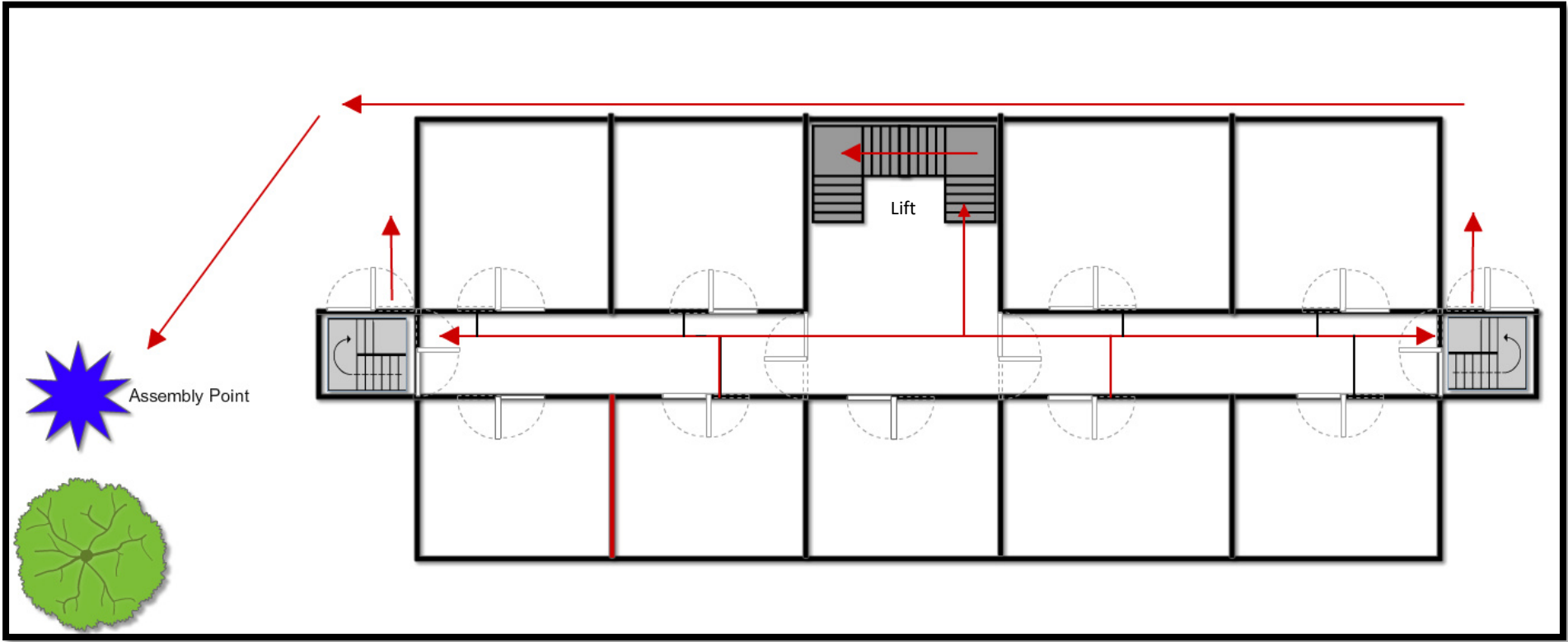
WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

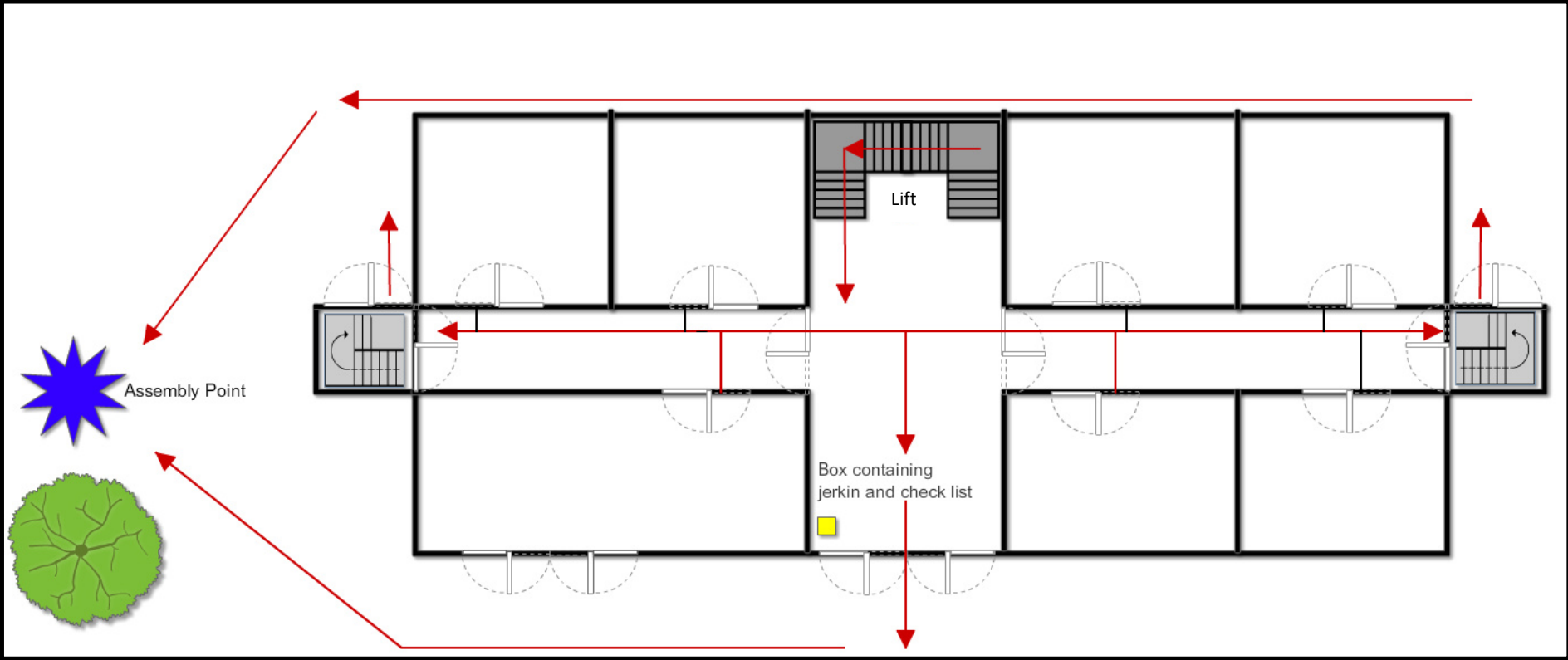
**EXITS ARE LOCATED MAIN FRONT ENTRANCE
ASSEMBLE AT THE BIG TREE AT THE SIDE OF
THE BUILDING**

**IF YOU REQUIRE ASSISTANCE TO EVACUATE
MAKE YOURSELF KNOWN TO A NEIGHBOUR –
IF STILL YOU CAN'T EVACUATE CALL 111**

1st, 2nd and 3rd Floor



Ground Floor



FIRE EVACUATION SCHEME

STANDARD APARTMENTS

RESPONSIBILITIES

Every occupier of the Standard Apartments must abide by the procedures detailed within this plan and participate in the regular 6 monthly training programme.

All occupants must ensure stairwells and exit ways are kept clear at all times.

APARTMENT OCCUPANTS

Apartment occupiers are each responsible for the clearance of their own apartments during an evacuation, including any visitors. Assistance should be provided as required to neighbours and other occupants on the same floor.

APARTMENT SMOKE ALARMS

Each apartment is fitted with individual smoke alarms that are not connected to the building alarm system. If your smoke alarm is activated, you must immediately identify the source of the activation. If the cause is easily controlled (e.g. burnt toast) you must reset your smoke alarm and take steps to dissipate the smoke – use extractor fan or outside window, DO NOT vent smoke into the hallway outside your apartment as this may cause the building fire alarm to activate.

If the cause is not easily controlled, or you are unable to identify the source, you must activate a fire alarm call point (located in the hallways) and proceed to follow the evacuation procedures.

PLACE OF SAFETY

In the event of an evacuation, all occupants are to proceed to **the big tree at the side of the building**.

PERSONS WHO REQUIRE ASSISTANCE TO EVACUATE

Every tenant has a responsibility to provide the required level of assistance to anyone visiting their apartment. Fire Action Notices encourage anyone who may need assistance make themselves known to their neighbours or call 111 if no person is available to assist.

If it has been arranged that you will assist other occupants on your floor, this should occur before you leave the building – do not go back inside once you have evacuated.

If on upper floors DO NOT use the lifts during an evacuation, evacuation must take place via the two stairwells.

MANAGING THE EVACUATION

Note: The Building Warden will be the first evacuating adult resident to the assembly area AND will assume the role.

PROCEDURES/ROLES RELATING TO FIRE EVACUATIONS.

ALL BUILDING OCCUPANTS

If you discover a fire:

- Operate the nearest fire alarm call point (if not already sounding)
- Warn anyone in the immediate area
- **Call 111 from a safe phone** to alert Fire and Emergency
- Proceed to evacuate the building assisting others as required
- **Report to the Building Warden** at the place of safety by the big tree to pass on any known details about the fire
- **Do not attempt to extinguish the fire** unless you are trained in the use of firefighting equipment and it is safe to do so
- For smoke alarm activations inside your apartment, follow the procedures detailed earlier in this document.
- If the warning comes from other occupants or the activation of the building fire alarm evacuate your apartment immediately, assisting any visitors or other occupants on your floor as required
- **Report to the Building Warden** (the first adult out of the building to obtain the evacuation checklist and hi visibility jerkin that is kept in a box inside next to the main entrance).
- who will have the evacuation register at the place of safety by the Big Tree to confirm the status of the evacuation from your apartment and any relevant details about the fire

BUILDING WARDEN ROLE

The Building Warden (the first adult out of the building to obtain the evacuation checklist and hi visibility jerkin that is kept in a box inside next to the main entrance).

If you are warned of a fire:

- Put on the Building Warden Identification (Hi-Viz vest)
- Uplift the Evacuation Register and proceed to the place of safety – **beside the big tree at the side of the building.**
- If you are unable to determine if a 111 call has been made, make a 111 call to Fire and Emergency
- Await reports from all apartment occupiers, marking areas as clear in the Evacuation Register as reports are received
- For residents of apartments who do not report their area as clear, ask people from neighbouring apartments if they are aware of the whereabouts of neighbours
- Report to the attending firefighters on their arrival to pass on any known details about the fire and the status of the evacuation, including any areas which have not been determined as being clear

- **Do not allow anyone to re-enter the building until it has been determined that it is safe to do so – the all clear will normally be given by attending firefighters**