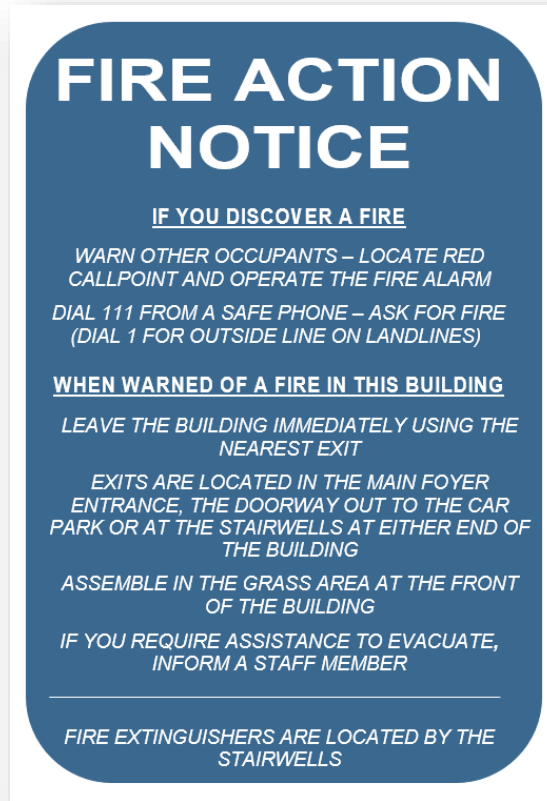


Example of Fire Action Notices - Office Building (normally A4 to achieve required text size)

In a building such as this where there are differences with the procedure (and therefore notices) in different areas, examples of the differencing notices should be uploaded as part of the application.

Ground floor example:



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER OCCUPANTS – LOCATE RED CALLPOINT AND OPERATE THE FIRE ALARM
DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE (DIAL 1 FOR OUTSIDE LINE ON LANDLINES)

WHEN WARNED OF A FIRE IN THIS BUILDING

LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT

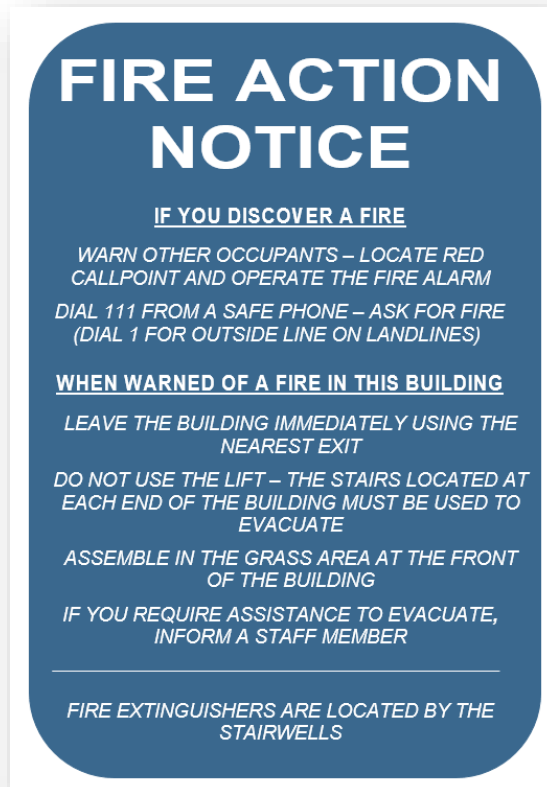
EXITS ARE LOCATED IN THE MAIN FOYER ENTRANCE, THE DOORWAY OUT TO THE CAR PARK OR AT THE STAIRWELLS AT EITHER END OF THE BUILDING

ASSEMBLE IN THE GRASS AREA AT THE FRONT OF THE BUILDING

IF YOU REQUIRE ASSISTANCE TO EVACUATE, INFORM A STAFF MEMBER

FIRE EXTINGUISHERS ARE LOCATED BY THE STAIRWELLS

Level 1 and 2 office example:



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER OCCUPANTS – LOCATE RED CALLPOINT AND OPERATE THE FIRE ALARM
DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE (DIAL 1 FOR OUTSIDE LINE ON LANDLINES)

WHEN WARNED OF A FIRE IN THIS BUILDING

LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT

DO NOT USE THE LIFT – THE STAIRS LOCATED AT EACH END OF THE BUILDING MUST BE USED TO EVACUATE

ASSEMBLE IN THE GRASS AREA AT THE FRONT OF THE BUILDING

IF YOU REQUIRE ASSISTANCE TO EVACUATE, INFORM A STAFF MEMBER

FIRE EXTINGUISHERS ARE LOCATED BY THE STAIRWELLS

Standard Offices

Fire Emergency Training Material

Staff training for managing fire evacuations is undertaken during an employee's induction and trial evacuations are held every six months.

Those staff appointed as wardens are given training on their adoption of the role and are given refreshers every six months.

All staff are trained in the following:

If you discover a fire

- Warn occupants in the immediate area
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111 (dial 1 for an outside line if using an internal phone)
- Evacuate the building
- Report to the Building Warden at the alarm panel (beside main front exit) and pass on any relevant information about the fire
- Go to the grass area at the front of the building

If you are warned of a fire

- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate if required
- Evacuate to the grass area at the front of the building

When making a 111 call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm
- If using an office phone, you will need to dial an outside line first (i.e. 1-111)
- Ask for Fire
- You will need to provide the following information:
 - Building name
 - Building address – street number, street name, suburb and city
 - Nearest intersection
 - The nature of the emergency (e.g. alarms ringing)

Providing assistance to those who require it

Staff are trained in a number of techniques to be able to provide assistance to those who need it to evacuate.

Assistance may be required in a number of ways, such as:

- Warning the hearing impaired of the need to evacuate
- Reassuring those who appear stressed by the situation
- Guiding people who may have sight impairment

- Using a carry down method (covered through practical training) to assist people with limited mobility.

The evacuation management team consists of a Building Warden and 3 Floor Wardens (and deputies) who are trained to undertake the following duties in a fire emergency:

Floor Wardens

Upon hearing the alarm:

- Put on your Floor Warden identification (yellow cap marked "Floor Warden")
- Tell other occupants to evacuate the building
- Search your floor to ensure that all occupants have evacuated, ensuring that all rooms are checked (including bathrooms)
- If anyone needs assistance to evacuate, appoint people to help them evacuate as required
- Report to the Building Warden at the alarm panel (beside main front exit) and tell them when your floor has been cleared and any details you may know about the fire
- Proceed to the grass area at the front of the building to ensure that nobody re-enters the building until the all-clear has been given by the Building Warden or Fire and Emergency New Zealand

Building Warden

Upon hearing the alarm:

- Put on your Building Warden identification (red cap marked "Building Warden")
- Go to the alarm panel and note the location of the alarm activation
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Await reports from the Floor Wardens
- If the primary assembly area (grass area at front of building) becomes unsafe, direct everyone to move to the external car park at the rear of the building
- When Fire and Emergency arrive report to the officer in charge and tell them the status of the evacuation (i.e. which floors have reported as being cleared) and any other relevant information
- Do not allow anyone to re-enter the building until the emergency is over

Special after hours procedure

If the building is occupied outside of the normal hours, then there may be no Wardens present so therefore the following procedure should be followed:

Anyone discovering a fire is to:

- Warn occupants in the immediate area, check the floor you are on for other people
- Operate the nearest fire alarm manual call point
- Call Fire and Emergency on 111 (dial 1 for an outside line if using an internal phone)
- Evacuate the building, assisting anyone else you see on the way
- Go to the grass area at the front of the building
- If the primary assembly area (grass area at front of building) becomes unsafe, move to the external car park at the rear of the building
- Liaise with Fire and Emergency upon their arrival

Anyone hearing the fire alarm sound:

- Check the floor you are on for other people
- Evacuate the building, assisting anyone else you see on the way
- Go to the grass area at the front of the building

Standard Offices

Fire Emergency Evacuation Scheme

Fire evacuation procedures for the Standard Office Building are as follows:

If you discover a fire

- Warn occupants in the immediate area
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111 (dial 1 for an outside line if using an internal phone)
- Evacuate the building, if on upper floors use the stairs
- Report to the Building Warden at the alarm panel (beside main front exit) and pass on any relevant information about the fire
- Go to the grass area at the front of the building

If you are warned of a fire

- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate if required
- Evacuate the building, if on upper floors use the stairs
- Go to the grass area at the front of the building

When making a 111 call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm
- If using an office phone, you will need to dial an outside line first (i.e. 1-111)
- Ask for Fire
- You will need to provide the following information:
 - Building name
 - Building address – street number, street name, suburb and city
 - Nearest intersection
 - The nature of the emergency (e.g. alarms ringing)

General evacuation information

Each floor has a Warden who will be responsible to physically check every room is clear and then report the floor is evacuated to the Building Warden.

All occupants must follow the instruction of Wardens at all times. Instructions may be given to move directly to the assembly point/place of safety on the grass area in front of the building.

Wardens may also instruct occupants to provide assistance to those who require it to evacuate.

Floor Wardens

Upon hearing the alarm:

- Put on your Floor Warden identification (yellow cap marked "Floor Warden")
- Tell other occupants to evacuate the building
- Search your floor to ensure that all occupants have evacuated, ensuring that all rooms are checked (including bathrooms)

- If anyone needs assistance to evacuate, appoint people to help them evacuate as required
- Report to the Building Warden at the alarm panel (beside main front exit) and tell them when your floor has been cleared and any details you may know about the fire
- Proceed to the grass area at the front of the building to ensure that nobody re-enters the building until the all-clear has been given by the Building Warden or Fire and Emergency New Zealand

Building Warden

Upon hearing the alarm:

- Put on your Building Warden identification (red cap marked "Building Warden")
- Go to the alarm panel and note the location of the alarm activation
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Await reports from the Floor Wardens
- If the primary assembly area (grass area at front of building) becomes unsafe, direct everyone to move to the external car park at the rear of the building
- When Fire and Emergency arrive report to the officer in charge and tell them the status of the evacuation (i.e. which floors have reported as being cleared) and any other relevant information
- Do not allow anyone to re-enter the building until the emergency is over

Providing assistance to those who require it

Staff are trained in a number of techniques to be able to provide assistance to those who need it to evacuate. They should provide this assistance if they identify someone in need or if instructed to by a Warden.

Assistance may be required in a number of ways, such as:

- Warning the hearing impaired of the need to evacuate
- Reassuring those who appear stressed by the situation
- Guiding people who may have a sight impairment
- Using a carry down method to assist people with limited mobility

Maintaining the evacuation scheme

All occupants are responsible to:

- Participate in 6 monthly trial evacuations
- Ensure that all exit ways and stairwells are kept clear at all times
- Take precautions to avoid fires starting
- Report if they may need assistance to evacuate or assist others is required

Special after hours procedure

If the building is occupied outside of the normal hours, then there may be no Wardens present so therefore the following procedure should be followed:

Anyone discovering a fire is to:

- Warn occupants in the immediate area, check the floor you are on for other people
- Operate the nearest fire alarm manual call point
- Call Fire and Emergency on 111 (dial 1 for an outside line if using an internal phone)
- Evacuate the building, assisting anyone else you see on the way
- Go to the grass area at the front of the building
- If the primary assembly area (grass area at front of building) becomes unsafe, move to the external car park at the rear of the building
- Liaise with Fire and Emergency upon their arrival

Anyone hearing the fire alarm sound:

- Check the floor you are on for other people
- Evacuate the building, assisting anyone else you see on the way
- Go to the grass area at the front of the building