



Health and Safety Emergency Evacuation

Policy

Policy Statement

1. All buildings, owned or occupied by the University shall have an Emergency Evacuation Procedure that conforms with the requirements of "The Fire Safety and Evacuation of Buildings Regulation 1992".
2. The Health and Safety Adviser is responsible for:
 - The approval of "Evacuation Schemes" for buildings subject to Part II of the Regulations.
 - Ensuring that all buildings and activities comply with the Fire Safety requirements of the Regulations.
 - The administration of the Evacuation Procedure for every building.
3. The Emergency Evacuation Procedure for every building shall include the appropriate measures required by Clause 6 (e) of the Health and Safety in Employment Act.
4. The Evacuation procedure, and all associated signs, shall for all buildings, be in the format detailed below as the "Model Evacuation Procedure", unless a variation or addition has been approved by the Health and Safety Coordinator in conjunction with the Maintenance Manager.
5. For the purposes of emergency procedures, all students are to be considered as visitors to any buildings.

Legislative Requirements

1. The University of Auckland is required by the "Fire Safety and Evacuation of Buildings Regulations 1992", to have an evacuation procedure for every building. The Regulations include:
 - Clause 4 The means of escape from fire to the assembly point shall be maintained by the owner as detailed in Clause 11 of the Model Evacuation Procedure below.
 - Clause 5 The owner of every building shall provide a procedure for the safe, expeditious, and efficient evacuation of the occupants of the building from the scene of a fire, in the event of fire emergency requiring evacuation, to a predetermined assembly point or assembly points so that all building occupants can be accounted for.
2. The owner shall ensure that all the information is readily available to all building occupants of the building as to the evacuation procedure, including the fire exit routes, the fire alarm signals, and (where provided) the fire-fighting equipment for use by building occupants.
3. The owner shall fix signs and notices in appropriate places in the building which clearly indicate the evacuation procedure and fire exits.
4. Where any building is used in whole or part as the premises of a hotel, motel, halls of residence, boarding house, guesthouse, or other premises for public accommodation, or as premises for educational purposes, all staff employed in respect of those premises shall be trained to assist other occupants to evacuate in accordance with the evacuation procedure for that building.
5. Every tenant of the building shall follow the evacuation procedure as notified by the owner pursuant to this regulation, and shall ensure full compliance with that procedure by persons who utilise or occupy floor space leased by that tenant.
6. Part II of the Regulations requires certain types of buildings, depending on whether they have an approved sprinkler system, or not, to have the evacuation procedure approved by the NZ Fire Service as an Evacuation Scheme.
7. The Health and Safety in Employment Act has a requirement in Clause 6 (e) for the Employer to - "Develop procedures for dealing with emergencies that may arise while employees are at work".

Model Evacuation Procedure

Objective

The objective of the Emergency Evacuation Procedure is to ensure the safety of all people who may be endangered by any emergency that occurs in the building. This will be achieved by their orderly evacuation to the designated assembly area with appointed Wardens being responsible for ensuring the building has been cleared of all people.

Alarm Systems

In the majority of buildings an audible alarm system, activated automatically or from manual points, exists to advise the occupants to evacuate the building.

Assembly Areas

An assembly area/s, is designated as appropriate for each building. Their location is indicated on the evacuation instructions in every building. All people evacuating a building should assemble, and remain at, the assembly area until the all clear is received from the Fire Service via the Building Warden. If for any reason the assembly area is in a position of danger, people should be moved to the nearest safe location.

Wardens

A Building Warden and Deputy and Floor Wardens and Deputies are appointed for each building. Building Wardens are identified by wearing a yellow jerkin with the words "University Building Warden" on the back. Floor Wardens are identified by wearing a red jerkin with the words "University Warden" on the back. The Wardens' duties are detailed in later sections of this procedure. If a warden is to be absent from the building for longer than a day they shall notify their deputy. Deputy Wardens shall ensure the wardens' duties are being carried out every time the alarm sounds. Outside normal work hours, when wardens are not present, any person in a building shall evacuate by the nearest Exit and report to the alarm panel. They shall inform the Fire Service that the building has not been searched.

Evacuation Instruction Notices

The standard University of Auckland evacuation notice is to be displayed in or at:

- Every alarm point
- Public, student, and Staff common areas
- Cafeterias, tea rooms, kitchens, and dining areas.
- Reception Areas
- Every room or unit where sleeping facilities are provided
- Lift Entries

Exits

Exits are indicated by signs in every building. All exit doors must be able to be opened without the use of keys at all times, and exit paths kept free of obstructions.

Smoke Stop Doors

Under no circumstances must smoke stop doors be wedged open. Any breach should be reported immediately to the Building Warden or Senior member of Staff.

Fire Fighting Equipment

Hose reels and extinguishers are installed to enable staff to attack any small fire. They are to be used by trained staff if it is possible to do so without risk of injury or being overcome by smoke.

Communications

- Any person who becomes aware of any emergency incident where a building evacuation is required will raise the alarm by operating the nearest alarm point and report, or arrange to have reported, the incident to the Fire Service using the 1-111 emergency system. If other emergency services are required they are also to be notified by using the 1-111 emergency phone system. The caller must clearly state the Building name, street address including suburb and City, and the nature of the emergency (fire, bells ringing, etc.)
- Where possible, the person reporting the incident should notify their Floor Warden of the details of the emergency and when exiting the building notify the Building Warden who will be positioned near the evacuation board.
- After ensuring the evacuation of their area of responsibility, the Floor Warden will give updated details of the emergency to the Building Warden at the same time as reporting on the evacuation.
- The Building Warden should ensure that a 1-111 call is made to the Fire Service to confirm they have received notification of the incident as well as notifying the Security Desk of the details and location of the incident.

Emergency Medical Treatment

- When any evacuation alarm is sounded, the First Aid Officer will report, wearing their jerkin and with the first response kit to the Building Warden.
- Any person who discovers an incapacitated occupant of the building will stay with the person and give assistance if it is possible to do so without placing themselves in danger, and arrange to notify the Floor Warden of the problem and to seek first aid assistance from the Building Warden.
- If the incapacitated person is in immediate danger from the emergency, seek assistance from other people to move the person to a place of safety. If it is not possible to move the person, the helpers are to leave the building and report the location of the incapacitated person to the Building Warden.

People with Disabilities

- A register is kept of the location and assistance required by any person with a disability normally occupying the building. A copy of the Register shall be kept in the Building Warden's instructions.
- Students and visitors with disabilities to the building are not included on the register. If a person with a disability is discovered while evacuating the building such person is to be asked if they require assistance. With the help of others if necessary, provide the assistance required. Stay with the person until reaching the assembly point.
- If it is not possible, due to the immediate danger from the emergency, to stay with the person, move the person to the nearest smoke free lobby, leave the building and report the persons position to the Building Warden.
- Do not block exits or hold up other people while evacuating a person with a disability.

Administration of Scheme

The Facilities Manager - Custodial and Grounds of each campus is responsible for the following with regard to the buildings on that campus:

Regular checks of the means of escape to ensure that:

- they are kept clear of obstacles at all times.
- Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving a building when the building is occupied.
- Smoke control and fire stop doors are not held open by methods other than the hold-open devices that comply with the building code.
- Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
- Flammable and other hazardous materials are not stored near, or in, any means of escape and when stored in any building, are in non combustible containers with close fitting lids.

The Maintenance Manager is responsible for:

- The maintenance and monthly testing of evacuation alarms.
- The provision and maintenance of Exit and assembly point signs.

The Health and Safety Adviser is responsible for the following with regard to all buildings controlled by the University:

- Obtaining approval for evacuation schemes as required under the Fire Safety and Evacuation of Buildings Regulations, 1992.
- Confirming the appointment of Building Wardens, Floor Wardens, and their deputies.
- The training of all staff in the operation of the Emergency Evacuation Procedure.
- Preparation and regular updating of an assistance register for disabled persons in each building.
- Completion and recording of trial evacuations for every building.
- The provision and maintenance of evacuation notices.
- Conducting a debrief at the completion of every incident to establish the satisfactory application of the evacuation scheme, and arrange any amendments to the procedure or alterations to the building as necessary.

Duties of Building Wardens

When the Building Warden is going to be absent from the building for more than one day, they will notify the Deputy Warden to ensure the duties are covered. The Deputy Warden will proceed to the building evacuation board every time the evacuation alarm sounds to ensure that this function is completed.

The Building Warden will carry out the following duties whenever the evacuation alarm sounds:

- Ensure the Fire Service has been notified by a 1-111 telephone call.
- Ensure the Security Desk has been notified of the location and details of the incident.
- Don the Building -Wardens jerkin and with the Building Wardens instructions, move to the location of the evacuation board for the building. Ensure all the floors on the board have the "occupied" state visible.
- Receive and record reports from floor Wardens on the current status of the evacuation from their area.
- Reassign floor wardens to prevent access at other entry points.
- On arrival of Fire Service, pass on information on incident and progress of evacuation.
- Follow instructions of Senior Fire Service Officer and act as Liaison between Fire Service and University staff.
- When Fire Service give approval for re occupation of the building, or individual floors, pass this to Floor Wardens.

Duties of Floor Wardens

The prime concern of each Floor Warden is the safe evacuation of all people on the floor. To be able to do this effectively every Floor Warden must be familiar with the layout of the floor and the location of all exits. When the evacuation alarm sounds the Floor Wardens duties are to:

- Don the Floor Wardens' jerkin.
- Check the area including toilets, offices, etc., and ensure all people have evacuated. Do not try to account for individuals, just make sure everybody has left the floor. If there is a fire or other danger, start from that point and move to the exits.
- Shut down any equipment but DO NOT turn off the lights.
- As you leave, close all doors, but do not lock them. Do not worry about windows - leave them as they are.
- If any person refuses to leave the building, do not argue as this wastes time. The staff member or Floor Warden will note the name or room number of the person and report these to the Building Warden.
- If considered safe, delegate another person to endeavour to control the spread of any fire by using the hose reels or extinguishers.
- Ensure any disabled person is being assisted.
- When all people have been cleared from the floor, proceed to the location of the building evacuation board and inform the Building Warden:
 - That the floor has, or has not been completely evacuated.
 - The location of any persons left on the floor.
 - Any information on the fire or other danger.
- Follow the instructions of the Building Warden. If not required for other duties, proceed to the assembly point until told to return to the building by the Building Warden.
- When a Floor Warden is going to be absent from the building for more than one day, they will notify their deputy to ensure the duties are covered. When the evacuation alarm sounds, the Deputy Warden shall contact the Floor Warden to ensure they have commenced their duties. If not contact can be made the Deputy Warden will commence to carry out the duties of the Floor Warden.

Staff Instructions

- For the purposes of this procedure all students are considered to be visitors to every building.
- At the commencement of each semester, or every course if it does not involve a full semester, the staff member conducting the first lecture of each group of students, will ensure that all students are informed of the location of evacuation notices, all exits, and the assembly point for the lecture facilities being used.
- Any staff member responsible for the use of any University building by people other than staff or students will ensure that the users are aware of the evacuation procedure for the building and that if no staff are to be present, that a person has accepted responsibility for completion of the warden's duties.
- When the evacuation alarm sounds, any staff member responsible for students or other visitors to the University, will ensure they evacuate the building by the nearest exit.
- If any person refuses to leave the building, do not argue as this wastes time. The staff member or Floor Warden will note the name or room number of the person and report these to the Building Warden.
- Staff not responsible for any group of students or visitors, and without wardens' duties, will assist where possible to ensure the effective evacuation of their building.
- Maintenance staff in Plant rooms or other areas to which zone wardens do not have access to search, shall evacuate when the alarm sounds, and report to the Building Warden that the areas are clear of occupants.

Building Occupant Instructions

For the purposes of this procedure, a building occupant is any person in a University of Auckland building. If a building occupant discovers a fire or other emergency incident that could endanger people, they will:

- Activate the evacuation scheme by operating the nearest alarm point.
- Report, or arrange to have reported, the incident by dialling 1-111 on the nearest phone. Give details of the building name, street address, suburb and City and brief details of the incident.
- Close down any process or machinery if possible to do so safely and with no delay.
- Leave immediately by the nearest exit. Move quickly but DO NOT run. Close doors but DO NOT turn off lights. DO NOT use any lift.
- Report to the designated assembly area. If for some reasons it is not possible to use the assembly area, move to a safe place.
- Do not enter the building when the evacuation alarm is sounding.
- Do not move back into any building until instructed to do so by the Building Warden.

Earthquakes

- It is usually safer to remain inside a building in all but a major earthquake. Move away from windows that may break or anything that may fall. Take shelter under solid furniture or in a doorway.
- Do not start evacuation until major shaking has stopped. When the evacuation alarm sounds, follow the normal evacuation procedure.
- Be aware of possible after shocks.
- Listen to a radio for Civil Defence instructions.

Volcanic Eruption

- Unless the building is collapsing it is usually safer to stay inside a building during a volcanic eruption. Keep windows and exterior doors closed and shut off any ventilation system.
- Listen to a radio for Civil Defence instructions.
- If the evacuation alarm sounds follow the normal evacuation procedures. Obey any instruction from Civil Defence or Emergency Service personnel.

Gas Leak

If you smell gas:

- Extinguish all flames but do not switch off, or on, any electrical switch.
- Move away from the contaminated area.
- Do not activate the evacuation alarm. Initiate evacuation by giving verbal instructions to the occupants.
- Telephone the Fire Service by 1-111 from an area not affected by the gas leak. Follow the instructions of Emergency Services personnel.

Hazardous Substance Spillage

- Clear all people from the immediate area to a place of safety. If appropriate and safe to do so, activate the evacuation alarm and follow the normal procedure. Ensure nobody is allowed to enter the contaminated area without approval and the appropriate protective equipment.
- If it is possible to do so by not placing anybody at risk of injury or fumes, trained personnel may take the measures to contain the spill. This can include righting a container or blocking drains to stop the spread of the incident.
- Notify the Fire Service by a call to 1-111 *about the incident and also call University Security on 85000 and they will notify the University Emergency Response Team.* Follow the instructions of the Emergency Services *and/or Emergency Response Team.*

Bomb Threat

- When a bomb threat is received, or a suspicious object discovered, it must be treated as genuine until proven otherwise.
- *Any staff member who receives a call about a bomb threat shall obtain the maximum information for use by Police. Staff receiving and distributing phone calls must keep a copy of all the information.*
- Notify the Police by a call to 1-111 and *University Security on 85000 (they will activate the University Emergency Response Team).*
- *The Emergency Response Team will decide if the bomb threat is specific or non-specific. (A specific bomb threat means that information about the place and/or time of the explosion is known). Note: If a bomb threat is **specific** a silent evacuation will take place i.e. the electrical alarm system will not be used.*
*If a bomb threat is **non-specific** staff, contractors and on-site partners at the affected area will be informed about the threat and will not evacuate.*
- *The Emergency Response Team will determine what action to take and arrange searches of the building as required to identify any suspicious object The Emergency Response Team will follow Police advice when assessing the information received and choosing the action to take.*
- **IT IS IMPORTANT THAT DURING A BOMB THREAT SITUATION THAT WE**
 - **Do not operate the manual alarm points, electrical switches, or use a mobile telephone as this may activate the device.**
 - **DO NOT touch or move any suspicious object but report the object to the Emergency Response Team.** Treat unusual or suspicious objects as a bomb threat as they can be made to resemble almost anything. The Police will determine the action to take with the object.

Re-Entry to the Building

- No people, other than Emergency Services personnel, are to enter the building when the evacuation alarm is sounding.
- No people are to enter the building until clearance to do so is granted by the Building Warden. Floor wardens may be used to control entry points to the building.

- The Fire Service will advise the Building Warden when it is safe to allow re-entry into a building. The Building Warden will advise the floor wardens at the assembly points that the occupants may enter the building and of any conditions relating to the re-entry. These may be for the removal of personal belongings only or of selected staff to assist with handling the emergency.

Approved:
Vice Chancellor