

Instructions for building occupants

If you're in a University building and discover a fire or other emergency that could endanger people, you should:

- sound the nearest alarm
- report the incident (or arrange to have it reported) by dialling 1-111 on the nearest phone and asking for the Fire Service. Give them the building's name, street address, suburb and city and brief details of the incident:

“This is a **medical or fire** Emergency at the University of Auckland, in the Science Centre Building, 23 Symonds Street, Floor Level..... Room..... .

Give your name and your phone number: 09-3737599 Extension...

STAY ON THE LINE. As they are checking and to answer questions.”

IF YOU ARE CALLING FOR AN AMBULANCE SEND A PERSON TO MEET THE AMBULANCE.

- close down any process or machinery if you can do so safely and quickly
- leave immediately by the nearest exit. Move quickly but don't run, close doors but don't turn off lights and don't use any lifts.
- report to the designated assembly area or, if that's not possible, to a safe place
- stay away from the building while the evacuation alarm is sounding
- stay out of the building until a building warden says you can go back inside.
- if applicable, **call UniSafe** to coordinate access for emergency services on campus

The telephone numbers are

City Campus

Ext: 85000

Tāmaki Campus

Ext: 85225