

EMERGENCY EVACUATION



THE UNIVERSITY OF AUCKLAND
FACULTY OF EDUCATION
Te Kura Akoranga o Tamaki Makaurau
INCORPORATING THE AUCKLAND COLLEGE OF EDUCATION

IF YOU DISCOVER A FIRE

1. Raise the alarm immediately by operating the nearest fire alarm.
2. Ensure the Fire Service is notified by a 1-111 call.
Clearly state the NAME AND ADDRESS OF THE BUILDING (including Central Business District, Auckland), and the NATURE OF THE EMERGENCY.
3. Close down potentially dangerous equipment or processes. Leave lights on.
4. Leave immediately by the NEAREST safe exit route. Move quickly but DO NOT RUN.
5. Do not use lifts.
6. Report to the designated evacuation point.
7. Stay outside the building until the "all clear" is given.
8. Only if it is safe to do so should fire fighting be attempted.

FLOOR WARDEN DUTIES

1. Put on your RED armband.
2. Assist all occupants in your area/zone to leave the building by the nearest safe exit.
3. Ensure smoke control doors are closed.
4. Check toilets etc.
5. Ensure critical appliances and systems are turned off if it is safe to do so.
6. Watch for people with disabilities who may require assistance. Appoint a suitable person to assist as necessary.
7. Note the location of any persons remaining inside the building.
8. Report to the Building Warden at the fire alarm panel or front entrance indicating your area/zone is clear or occupied. Eg. Location of any persons fire fighting or location of persons with disabilities.
9. Only if it is safe to do so should fire fighting be attempted.

BUILDING WARDEN DUTIES

1. Put on your YELLOW armband and ensure you have your copy of the Building Wardens instructions and the disability register.
2. Call the Fire Service on 1-111. Clearly state the name and address of the building and the nature of the emergency.
3. Report to the fire alarm panel or front entry of the building.
4. Await reports from the Floor Wardens.
5. Initiate action if no report is received from any wardens.
6. Appoint a suitable person to assist persons with disabilities as necessary.
7. Advise the Fire Service, on their arrival, of the evacuation status, including the location on any persons still in the building.