

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME : Medical School/Boyle Building

BUILDING NO; 501-505

SITE ADDRESS : 85 Park Road, Grafton

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 09:50 Hours			
Fire Service advised?	✓	Communications Centre notified?	✓
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?	✓	
2	Was the nearest safe exit route used?	✓	
3	Were calls made to Fire Service 111 & Unisafe 966?	✓	
4	Are the Outside Assembly Point locations satisfactory?	✓	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	✓	
6	Are alerting devices/intercommunication systems satisfactory?	✓	
7	Are Fire Action notices clearly displayed?	✓	
8	Is the Building Assistance Register available and up-to-date?	✓	
9	Were all occupants accounted for satisfactorily?	✓	
10	Was anyone injured during the evacuation? (If so attach separate report)		✓

11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	7	59

12	Was the trial evacuation drill considered satisfactory?	Yes
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13	Is an additional trial evacuation drill considered necessary?	No
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14	<p>Brief Comments:</p> <p><i>A well-managed and executed trial evacuation drill. However, at the warden debrief that followed the drill wardens reported that a number of mag. locks fitted to exit doors were identified as not releasing on activation of the fire alarm as was expected. It was then requested that Wardens report all such defects to the Building Warden via internal email for remedial action.</i></p> <p>zz Recommendation:</p> <p><i>Follow up with the Building Warden to ensure that all reported defects involving mag. locks fitted to exit doors have been checked for correct operation and as a result satisfactorily resolved.</i></p>
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15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013
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<p>REPORT COMPLETED BY:</p> <p><i>Leslie R Mellars, Evacuation Consultant</i></p>	<p>Signature</p> <p><i>LR Mellars</i></p>
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Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME : Liggins Institute

BUILDING NO; 529

SITE ADDRESS : 2-6 Park Ave, Grafton

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 10:50		Hours	
Fire Service advised?	✓	Communications Centre notified?	✓
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?		
2	Was the nearest safe exit route used?		
3	Were calls made to Fire Service 111 & Unisafe 966?		
4	Are the Outside Assembly Point locations satisfactory?	✓	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?		
6	Are alerting devices/intercommunication systems satisfactory?	✓	
7	Are Fire Action notices clearly displayed?	✓	
8	Is the Building Assistance Register available and up-to-date?		
9	Were all occupants accounted for satisfactorily?		
10	Was anyone injured during the evacuation? (If so attach separate report)		✓
11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	0	00
12	Was the trial evacuation drill considered satisfactory?		Yes
13	Is an additional trial evacuation drill considered necessary?		No
14	<p>Brief Comments:</p> <p><i>The building was found to be temporarily unoccupied at the time of the scheduled drill.</i></p>		
15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013	

<p>REPORT COMPLETED BY:</p> <p><i>Leslie R Mellars, Evacuation Consultant</i></p>	<p>Signature</p> <p><i>LR Mellars</i></p>
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Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME : Childcare Centre & Infant & Toddler Centre

BUILDING NO; 522

SITE ADDRESS : 30 Park Ave, Grafton

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 10:45		Hours	
Fire Service advised?	✓	Communications Centre notified?	✓
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?	✓	
2	Was the nearest safe exit route used?	✓	
3	Were calls made to Fire Service 111 & Unisafe 966?	✓	
4	Are the Outside Assembly Point locations satisfactory?	✓	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	✓	
6	Are alerting devices/intercommunication systems satisfactory?	✓	
7	Are Fire Action notices clearly displayed?	✓	
8	Is the Building Assistance Register available and up-to-date?	✓	
9	Were all occupants accounted for satisfactorily?	✓	
10	Was anyone injured during the evacuation? (If so attach separate report)		✓

11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	2	49

12	Was the trial evacuation drill considered satisfactory?	Yes
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13	Is an additional trial evacuation drill considered necessary?	No
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14	Brief Comments: <i>A well-managed trial evacuation drill.</i>
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15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013
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REPORT COMPLETED BY: <i>Leslie R Mellars, Evacuation Consultant</i>	Signature <i>LR Mellars</i>
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Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME: *Clock Tower & East Wing*

BUILDING NO: 105 & 119

SITE ADDRESS: 22 Princes St.

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 11:50 Hours			
Fire Service advised?	✓	Communications Centre notified?	✓
	Yes		No
1	Was the Warden/Staff ID and reporting procedures satisfactory?	✓	
2	Was the nearest safe exit route used?	✓	
3	Were calls made to Fire Service 111 & Unisafe 966?	✓	
4	Are the Outside Assembly Point locations satisfactory?	✓	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	✓	
6	Are alerting devices/intercommunication systems satisfactory?	✓	
7	Are Fire Action notices clearly displayed?	✓	
8	Is the Building Assistance Register available and up-to-date?	✓	
9	Were all occupants accounted for satisfactorily?	✓	
10	Was anyone injured during the evacuation? (If so attach separate report)		✓

11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	3	43

12	Was the trial evacuation drill considered satisfactory?	Yes
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13	Is an additional trial evacuation drill considered necessary?	No
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14	Brief Comments: <i>A well managed trial evacuation drill.</i>
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15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013
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<p>REPORT COMPLETED BY: <i>Leslie R Mellars, Evacuation Consultant</i></p>	<p>Signature <i>LR Mellars</i></p>
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Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME: *Law School*

BUILDING NO: 801

SITE ADDRESS: *9 Eden Crescent*

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 12:50		Hours	
Fire Service advised?	✓	Communications Centre notified?	✓
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?	✓	
2	Was the nearest safe exit route used?	✓	
3	Were calls made to Fire Service 111 & Unisafe 966?	✓	
4	Are the Outside Assembly Point locations satisfactory?	✓	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	✓	
6	Are alerting devices/intercommunication systems satisfactory?	✓	
7	Are Fire Action notices clearly displayed?	✓	
8	Is the Building Assistance Register available and up-to-date?	✓	
9	Were all occupants accounted for satisfactorily?	✓	
10	Was anyone injured during the evacuation? (If so attach separate report)		✓
11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	6	07
12	Was the trial evacuation drill considered satisfactory?	Yes	
13	Is an additional trial evacuation drill considered necessary?	No	
14	<p>Brief Comments:</p> <p><i>A well-managed trial evacuation drill. However, a communication issue was identified in the reporting procedure between the Wardens exiting to the internal Courtyard (South) of the building and the Building Warden located at the Eden Crescent Entrance (North) of the building.</i></p> <p>zz <i>Recommendations:</i> <i>Review the reporting procedures for Wardens to ensure that there is speedy and effective communication between the Wardens exiting to the internal Courtyard (South) of the building and the Building Warden located at the Eden Crescent Entrance (North) of the building.</i></p>		
15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013	

REPORT COMPLETED BY:	Signature
<i>Leslie R Mellars, Evacuation Consultant</i>	<i>LR Mellars</i>

Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME: *Law School Library*

BUILDING NO: 802

SITE ADDRESS: *15 Eden Crescent*

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 12:50 Hours			
Fire Service advised? <input checked="" type="checkbox"/>		Communications Centre notified? <input checked="" type="checkbox"/>	
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?	<input checked="" type="checkbox"/>	
2	Was the nearest safe exit route used?	<input checked="" type="checkbox"/>	
3	Were calls made to Fire Service 111 & Unisafe 966?	<input checked="" type="checkbox"/>	
4	Are the Outside Assembly Point locations satisfactory?	<input checked="" type="checkbox"/>	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	<input checked="" type="checkbox"/>	
6	Are alerting devices/intercommunication systems satisfactory?	<input checked="" type="checkbox"/>	
7	Are Fire Action notices clearly displayed?	<input checked="" type="checkbox"/>	
8	Is the Building Assistance Register available and up-to-date?	<input checked="" type="checkbox"/>	
9	Were all occupants accounted for satisfactorily?	<input checked="" type="checkbox"/>	
10	Was anyone injured during the evacuation? <i>(If so attach separate report)</i>		<input checked="" type="checkbox"/>
11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	3	06
12	Was the trial evacuation drill considered satisfactory?	Yes	
13	Is an additional trial evacuation drill considered necessary?	No	
14	Brief Comments: <i>A good trial evacuation drill.</i>		
15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013	

REPORT COMPLETED BY: <i>Leslie R Mellars, Evacuation Consultant</i>	Signature 
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Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME: *Law School*

BUILDING NO: 803

SITE ADDRESS: *17 Eden Crescent*

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 13:10 Hours			
Fire Service advised? <input checked="" type="checkbox"/>		Communications Centre notified? <input checked="" type="checkbox"/>	
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?	<input checked="" type="checkbox"/>	
2	Was the nearest safe exit route used?	<input checked="" type="checkbox"/>	
3	Were calls made to Fire Service 111 & Unisafe 966?	<input checked="" type="checkbox"/>	
4	Are the Outside Assembly Point locations satisfactory?	<input checked="" type="checkbox"/>	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	<input checked="" type="checkbox"/>	
6	Are alerting devices/intercommunication systems satisfactory?	<input checked="" type="checkbox"/>	
7	Are Fire Action notices clearly displayed?	<input checked="" type="checkbox"/>	
8	Is the Building Assistance Register available and up-to-date?	<input checked="" type="checkbox"/>	
9	Were all occupants accounted for satisfactorily?	<input checked="" type="checkbox"/>	
10	Was anyone injured during the evacuation? <i>(If so attach separate report)</i>		<input checked="" type="checkbox"/>
11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	3	31
12	Was the trial evacuation drill considered satisfactory?	Yes	
13	Is an additional trial evacuation drill considered necessary?	No	
14	Brief Comments: <i>A well managed trial evacuation drill.</i>		
15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013	

REPORT COMPLETED BY: <i>Leslie R Mellars, Evacuation Consultant</i>	Signature
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Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME: *Maidment Theatre*

BUILDING NO: 313

SITE ADDRESS: *8 Alfred Street*

Trials Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 13:45 Hours			
Fire Service advised? <input checked="" type="checkbox"/>		Communications Centre notified? <input checked="" type="checkbox"/>	
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?	<input checked="" type="checkbox"/>	
2	Was the nearest safe exit route used?	<input checked="" type="checkbox"/>	
3	Were calls made to Fire Service 111 & Unisafe 966?	<input checked="" type="checkbox"/>	
4	Are the Outside Assembly Point locations satisfactory?	<input checked="" type="checkbox"/>	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	<input checked="" type="checkbox"/>	
6	Are alerting devices/intercommunication systems satisfactory?	<input checked="" type="checkbox"/>	
7	Are Fire Action notices clearly displayed?	<input checked="" type="checkbox"/>	
8	Is the Building Assistance Register available and up-to-date?	<input checked="" type="checkbox"/>	
9	Were all occupants accounted for satisfactorily?	<input checked="" type="checkbox"/>	
10	Was anyone injured during the evacuation? (If so attach separate report)		<input checked="" type="checkbox"/>
11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	2	15
12	Was the trial evacuation drill considered satisfactory?	Yes	
13	Is an additional trial evacuation drill considered necessary?	No	
14	<p>Brief Comments:</p> <p><i>A well-managed trial evacuation drill. However, we note that the Quad level access controlled Fire Exit door is still unable to be tested prior to performances as is generally considered to be an essential fire safety pre-performance practice.</i></p> <p>zz <i>Recommendation:</i> <i>To ensure that all access controlled egress doors can be tested prior to each performance as is common practice for crowd occupancies, we recommend that a key operated switch be fitted adjacent to the Quad level access controlled Fire Exit door so that this locked Exit Door can be checked for correct operation by the appointed safety officer/s prior to each public performance.</i></p>		
15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013	

REPORT COMPLETED BY:

Leslie R Mellars, Evacuation Consultant

Signature

LR Mellars

Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden

TRIAL EVACUATION DRILL REPORT – UNIVERSITY OF AUCKLAND

TRIAL EVACUATION DATE : 11 March 2013

TRIAL SUPERVISED BY: *Les Mellars*

BUILDING NAME: *Student Union Building*

BUILDING NO: 311-12

SITE ADDRESS: *34 Princes Street*

Trial Evacuation
ReportForm5Mar07.doc

Start time of the Evacuation Alarm: 13:50		Hours	
Fire Service advised?	✓	Communications Centre notified?	✓
		Yes	No
1	Was the Warden/Staff ID and reporting procedures satisfactory?		✓
2	Was the nearest safe exit route used?	✓	
3	Were calls made to Fire Service 111 & Unisafe 966?	✓	
4	Are the Outside Assembly Point locations satisfactory?	✓	
5	Are the evacuation routes clear, do exit/smoke doors open/close ok?	✓	
6	Are alerting devices/intercommunication systems satisfactory?	✓	
7	Are Fire Action notices clearly displayed?	✓	
8	Is the Building Assistance Register available and up-to-date?	✓	
9	Were all occupants accounted for satisfactorily?	✓	
10	Was anyone injured during the evacuation? (If so attach separate report)		✓
11	Time Taken To Evacuate	Minutes	Seconds
	To the designated Outside Assembly Point(s)	5	59
12	Was the trial evacuation drill considered satisfactory?	Yes	
13	Is an additional trial evacuation drill considered necessary?	No	
14	<p>Brief Comments:</p> <p><i>A well-managed trial evacuation drill. However, the main Cafeteria Block was found to be under new management and there were internal alterations that were not been completed. And although the new Manager was observed to perform a prompt, efficient physical search and evacuation of the tenancy he later advised that he was unaware as to where to find the Building Warden and also pointed out that he does not yet have appropriate identification.</i></p> <p>zz <i>Recommendation:</i> <i>Liaise with the new Cafeteria Manager ASAP to ensure that he is provided with a copy of the University's evacuation polices & procedures that include the duties of Fire Wardens and also ensure that appropriate warden identification is available.</i></p>		
15	Your next scheduled six-monthly trial evacuation drill is due	Semester 2-2013	

<p>REPORT COMPLETED BY:</p> <p><i>Leslie R Mellars, Evacuation Consultant</i></p>	<p>Signature</p> <p><i>LR Mellars</i></p>
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Original to: NZ Fire Service – Copy to: Health & Wellness Manager, Maintenance Manager & Building Warden