

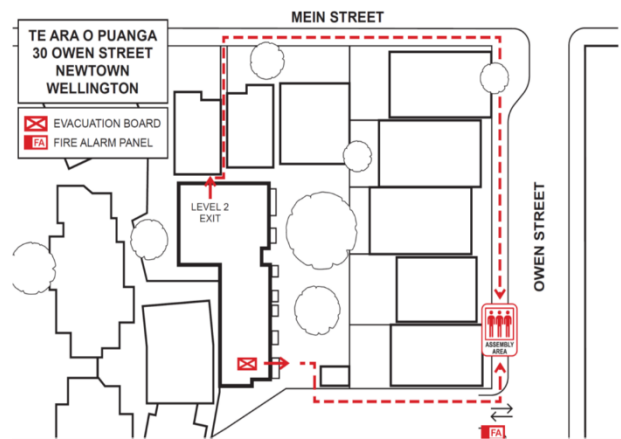
APARTMENT INSTRUCTIONS

IF A SMOKE DETECTOR IS ACTIVATED

- Investigate - if smoke or fire is discovered follow the procedure "If you discover fire".
- If activation is accidental, clear smoke from your apartment through the apartment windows and use the local alarm hush button to reset. Do not open the door to the corridor.

IF YOU DISCOVER SMOKE OR FIRE

- Ensure your apartment is evacuated and close the door.
- Activate the nearest manual alarm call point.
- Call Fire and Emergency NZ - dial 111 and provide them with:
 - Address of the building **30 Owen Street, Wellington** and the nearest intersection **Owen Street and Mein Street**.
 - Information about the type of fire and its precise location.



WHEN THE FIRE ALARM SOUNDS

- Clear your apartment and ensure anyone needing help is assisted (see procedure below).
- Evacuate the building via the nearest safe fire exit.
- Report clearance to the chief warden at the ground floor lobby and ensure the evacuation board is adjusted accordingly.
- Assemble in the nearest designated assembly area as shown above.

CHIEF WARDEN *(the first adult occupant to reach the evacuation board in the ground floor lobby)*

- Put on the chief warden identification.
- Ensure a 111 call to Fire and Emergency NZ has been made (appoint another occupant to make the call if one has not already been made).
- Remain at the evacuation board and receive reports from occupants, ensuring the evacuation board is adjusted accordingly. Ensure persons requiring assistance are accounted for.
- Appoint others to monitor all entrances to the building and manage assembly areas.
- Liaise with Fire and Emergency NZ or any other emergency services personnel in attendance.

PERSONS REQUIRING ASSISTANCE TO EVACUATE

- If you need help to evacuate, make your neighbours aware and ensure you have a plan in place that will enable you to evacuate safely - including appointing assistant/s.
- Evacuate according to the pre-arranged plan, or follow instructions from assistants.
- If possible, ask another occupant to report your whereabouts to the person acting as chief warden so they can update Fire and Emergency NZ when they arrive.
- Upon evacuating the building, report to the chief warden or Fire and Emergency NZ and ensure the relevant method of recording is adjusted accordingly.

Note: *If you are aware of neighbours who might need help, check on them and if required, assist them to evacuate.*

MANAGEMENT OF MEANS OF ESCAPE

- Exit doors are not to be locked, barred or blocked.
- Fire-stop and smoke-control doors are to be closed at all times.
- Fire exits are to be kept clear of obstacles at all times.
- Flammable materials are not to be stored near or within fire exit ways.

DO NOT use lifts. DO NOT carry food, drink or large personal items. DO NOT re-enter the building until Fire and Emergency NZ advise that it is safe. The silencing of the fire alarm is not an indication that it is safe to re-enter the building. During an evacuation, if the fire alarm stops sounding - continue to evacuate the building.

