

# EMERGENCY PROCEDURES

FOR

165 - 169 LAMBTON QUAY

WELLINGTON

WN-56-12

PREPARED BY:



*NZ (Wellington) Ltd*

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FIRST IN SAFETY



AMENDMENT  
RE GAS LEAK, ADDENDUM

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## SECTION ONE

### 1. FIRE EVACUATION PROCEDURES

#### 1.1 PURPOSE OF SCHEME

To promote the method and practice that will ensure the systematic and orderly evacuation of all parts of the building by the nearest safe means of exit in the least possible time.

To ensure that the Wardens appointed for each floor throughout the building are fully acquainted with their duties. Apart from the duties outlined, Wardens will be trained in Fire Evacuation and encouraged to attend additional training in First Aid and Civil Defence.

#### 1.2 INTRODUCTION

Immediate evacuation of all areas of the building is essential upon discovery of a fire or upon the continuous sounding of the alarms.

Personnel responsible for carrying out the instructions and procedures in this manual are designated as follows:

1. Chief Warden
2. Deputy Chief Warden
3. Floor Wardens
4. Deputy Floor Wardens

### 1.3 WARDEN IDENTIFICATION

Chief Warden	-	Red Jerkin
Deputy Chief Warden	-	Red Jerkin
Floor Wardens	-	Yellow Jerkin
Deputy Floor Wardens	-	Yellow Jerkin

### 1.4 BUILDING SAFETY EQUIPMENT

The building is fitted with an automatic automatic sprinkler system. Manual fire alarms and fire hose reels are located on each floor.

(The continuous sound of alarms will be audible throughout the building when they are activated.)

Smoke Stop doors are located at both the north and south sides of the building core. It is essential that they are kept closed at all times - Exit doors must not be locked.

Escape routes - stairwells are provided for your safety. It is essential that the escape routes are kept clear of any obstructions at all times (ie boxes, cartons, etc).

The location of the protected escape routes are indicated by the emergency egress signage.

These escape routes generally have a one hour fire resistance rating and are accessed through smoke rated doors with a half hour fire resistance rating.

## 1.5 ACTION TO BE TAKEN IF YOU DISCOVER A FIRE

1. Sound the alarm by using any of the alarm call points which are located on each level of the building (this will activate the alarms throughout the building).
2. The alarm situation must be further confirmed by telephone to the New Zealand Fire Service by dialling "111" and ask for the "Fire Service". Then confirm the address **165-169 Lambton Quay, Wellington** and the nature of the emergency. If you can give any further information about the type of fire and its precise location within the building then do so.

**NOTE: You may have to obtain an outside line before you dial "111".**

3. Fire hoses and fire extinguishers should only be used if no personal risks are taken. Fire hose reels are not to be used on electrical equipment.

## 1.6 BUILDING EVACUATION

Upon hearing the continuous sounding of the Fire Alarms all occupants should:

Leave the building immediately. (As you leave close all doors behind you.)

If a Warden gives an instruction to evacuate the building, then you must do so even if the alarms cannot be heard.

Exit the building from the following routes:

**LEVELS THREE TO FOURTEEN** - Leave via the nearest Fire Exit and assemble outside on the footpath in Midland Park, on the corner of Johnston Street and in Lambton Quay.

**WARDENS ASSEMBLY** - Wardens are to assemble on the footpath by Midland Park in Johnston Street once they are no longer required to assist the Chief Warden or Deputy Chief Warden.

(REFER TO YOUR EMERGENCY PROCEDURE NOTICES)

**SPECIAL NOTES**

- DO** Follow all fire exit signs.
- DO NOT** Use the lifts during an evacuation under any circumstances.
- DO NOT** Carry drinks into the stairwell during an evacuation (if spilt this may cause an accident and delay the evacuation).
- DO NOT** Return to the building for any reason until the Chief Warden indicates that it is safe to do so.

## 1.7

**DISABLED PERSONS**

A register identifying disabled persons is held in the Evacuation Board and is maintained on a regular basis. The register identifies persons with disabilities who are regular users of the building and the form of assistance required in each case. The register identifies the persons assigned to assist regular disabled users and disabled visitors of the building.

**DISABLED VISITORS**

Staff must advise Wardens when they have visitors with a disability type that could affect the evacuation of the building.

## SECTION TWO

### 2. WARDENS DUTIES

#### 2.1 CHIEF WARDEN

The Chief Warden is charged with co-ordinating the activities of the Floor Wardens and ensuring that clearance reports are received in respect of all areas following evacuation. The Chief Warden will liaise in turn with the Senior Fire Officer or Civil Defence Officer co-ordinating emergency services. Wardens are to follow Chief Warden and Senior Fire Officers' instructions.

The Chief Warden will wear the Red Jerkin provided to be clearly identifiable to other Wardens, occupants of the building and the Fire Service Officers.

The Chief Warden is responsible for maintaining the assistance register for persons with disabilities.

Upon the continuous sounding of the Alarms the Chief Warden will:

- (a) Notify the Fire Service that the alarms are sounding at **165-169 Lambton Quay, Wellington.**

**NOTE: You may have to obtain an outside line before you dial "111".**

- (b) Proceed to the Evacuation Board in the ground floor Johnston Street entrance foyer, and ensure the status of the floors are adjusted on the Evacuation Board and account for any disabled persons.
- (c) Ensure that entrances into the building are monitored by Wardens.

## 2.2 DEPUTY CHIEF WARDEN

The Deputy Chief Warden will report to the Chief Warden and assume any tasks required by the Chief Warden or the Fire Service Officers.

In the absence of the Chief Warden the Deputy will assume the role of the Chief Warden, as stipulated in Section 2, 2.1 above.

## 2.3 FLOOR WARDENS

Each Warden is required to direct, enforce and have full charge of evacuation of all personnel located within their assigned area during the period of a fire emergency or Trial Evacuation.

Wardens are to advise the Chief Warden of any persons with disabilities, whether a temporary or a permanent disability. Wardens are to nominate assistants to attend to disabled persons, and Wardens will discuss evacuation procedures with disabled persons.

## EVACUATION

Each Warden must wear the Yellow Jerkin provided, which indicates the floor under his or her control.

Wardens will ensure that their floor is completely evacuated by checking all rooms and enclosed areas. The Warden should start checking the floor from the furthest point on the floor working systematically toward the exit, or the point closest to the fire working toward the exit.

Evacuation of disabled persons should only be made after the floors above have been vacated. If it is not possible to evacuate the disabled person/s, they should be escorted to a safe place handy to stairs, lifts or egress doors, e.g. a smoke stop lobby. The disabled person's assistants or nominees must remain with that person until assisted by Fire Service personnel.

When the Wardens have determined that their area is completely evacuated and any disabled persons are accounted for, they will leave via the nearest Fire exit.

All Wardens and Deputies must liaise before reporting floor clearance to the Chief Warden. The Evacuation Board must then be adjusted to show clearance or otherwise. If a disabled person has been left on a floor, then the Warden is to display the disabled persons symbol on the Evacuation Board.

The Evacuation Board is located on the ground floor entrance foyer, Johnston Street.

Wardens are to ensure that:

- \* All doors are closed following clearance.
- \* Deputies are appointed to act in their absence.

#### 2.4 DEPUTY FLOOR WARDENS

Deputy Wardens will assume the responsibilities of the Floor Warden in the event of the Warden's absence or incapacitation. In case of evacuation due to fire, where practical, Deputy Wardens will see that all windows and doors are closed so as to restrict the spread of heat, fire and smoke. The Deputy Warden shall carry out any other directions of the Floor Warden.

In general the duties of the Deputy Warden are to:

- \* Assist the Floor Warden in arranging search areas.
- \* Keep the exit doors manned during evacuation.
- \* Direct traffic to the exit and to the stairways.
- \* Keep traffic moving steadily so as to avoid panic.
- Ensure that after evacuation all smoke stop doors are closed.

### SECTION THREE

#### 3.1 TRIAL EVACUATIONS / WARDEN TRAINING

Wardens training meetings and trial evacuations will be held every 6 months as required by the Fire Safety & Evacuation of Buildings Regulations 1992.

In general, Trial Evacuations will be held at unexpected times under varying conditions to simulate the unusual situation which pertains in the case of a fire or other emergency.

### SECTION FOUR

#### 4.1 EARTHQUAKE EMERGENCY PROCEDURES

1. Remain in the building - it is safer.
2. Move away from windows and any equipment and furniture which may be dangerous if it falls over.
3. Take immediate shelter under solid furniture such as tables or desks.
4. Keep calm and assist those who panic.
5. If an evacuation order is given, follow the fire evacuation procedures.
6. Follow the instructions from Wardens.

## SECTION FIVE

### 5.1 BOMB THREAT AND EXPLOSIVES - EMERGENCY PROCEDURES

When a Bomb Threat call is received there is no alternative but to treat it as a potential danger.

#### **ACTION TO BE TAKEN WHEN A TELEPHONE CALL IS RECEIVED IN RESPECT TO BOMB THREAT**

1. Make use of the prepared Bomb Threat Checklist located at the back of this manual. Although the majority of Bomb threat calls are hoaxes, each call must be treated as genuine until confirmed otherwise. Following the receipt of a Bomb Threat, the Chief Warden must be advised.

It is the decision of the Chief Warden to determine what action is to be taken. If a search of the premises or part thereof is required; it is better carried out by the occupants and wardens. The Chief Warden will instruct Wardens on what action is to be taken.

Assessment of a call and the information divulged by the caller may influence what action management takes, police advice and assistance will still be required. Specific details from the caller, about the make-up of the organisation and personalities therein, will add credence to the threat. If, however, the caller is vague and does not give specific details about the premises, layout, people, etc, then the possibility of a device being present is reduced but cannot be discounted.

2. Remain calm during the conversation.
3. Keep the caller talking as long as possible but do not interrupt. If possible pay attention to any background sound which may give an indication as to where the call is coming from.

Any answers to these questions could give an indication as to whether or not this is a hoax, and as much of this information as possible should be passed on to the Chief Warden.

## 5.2 DISCOVERY OF UNUSUAL OBJECTS

### **ACTION TO TAKE ON DISCOVERY OF ANY UNUSUAL OBJECT:**

1. Refer to the "Suspicious letter or package" recognition points on the flip side of the Bomb Threat Card
2. When a suspicious object is found the Chief Warden should be notified as for Bomb Threat.
3. Suspicious items received through the mail should preferably be left where they may have been delivered, but if circumstances dictate, they may be gently moved and isolated in a secure area. However, objects which have been discovered or left by an unknown person should definitely not be touched.

### THE OBJECT MUST NOT BE TOUCHED OR TAMPERED WITH

4. Following a room or area being evacuated, secure and prevent access. This does not mean locking doors, etc, unless absolutely necessary, but ensuring that personnel who may be oblivious to the emergency cannot enter the danger area.
5. Experience has shown that explosive devices can be made to resemble almost anything. It is wise, therefore, to treat any suspicious object found in an unusual place with utmost care.
6. The Police will determine what action is to be taken.
7. Remain calm and inform only those "who need to know".

**DON'T TOUCH IT-----DON'T MOVE IT-----RING THE  
CHIEF WARDEN AND/OR THE POLICE**

### **SPECIAL NOTE - STAFF PROCEDURES**

**WARDENS ARE TO ACT ON INSTRUCTIONS GIVEN BY EITHER THE CHIEF WARDEN, POLICE OR FIRE SERVICE.**

**EVACUATION WOULD BE BY WORD OF MOUTH AND NOT ACTIVATION OF THE MANUAL ALARM.**

**WHEN AN EVACUATION ORDER IS GIVEN TAKE PERSONAL EFFECTS WITH YOU IE, BRIEFCASE / HANDBAGS.**

Amended the building name, 14 March 2001

**FIRE EVACUATION SCHEME SUPPLEMENT  
FORSYTH BARR HOUSE**

**CHIEF BUILDING WARDENS**

**BUILDING CLEARANCE REPORTING PROCEDURES**

The Chief Building Warden for Kirkaldie & Stains will appoint a runner to report Kirkaldie & Stains clearance to the Chief Warden of The Bayleys Building (Brandon Street Office Tower entrance).

The Deputy Chief Warden for Kirkaldie & Stains will report Kirkaldie & Stains clearance to the Chief Warden of Forsyth Barr House (Johnston Street entrance).

Two runners will be appointed for Kirkaldie & Stains who will stand by with the Chief Wardens for both buildings to await the "all clear" to return to the buildings. The runners will then return to the Chief Warden for Kirkaldie & Stains (Lambton Quay front entrance) and relay the "all clear" to return to the building.

## ADDENDUM GAS LEAK

**Note:** *Some gas supplies are liquefied petroleum gas which is heavier than air. Thus if leaked will accumulate in lift wells and other low areas. On the other hand, natural gas is slightly lighter than air and will generally be easier to disperse.*

- 1) As soon as any suspicion of a gas leak arises, have all fire, cigarettes and other sources of flame extinguished. Do not allow people to search for the source of the leak with a naked flame. Advise the Fire Warden.
- 2) Do not allow people to operate electrical switches. Even turning a light off may cause a small spark at the switch.
- 3) **DO NOT OPERATE THE MANUAL FIRE ALARM SWITCH.**
- 4) Have outside windows and doors opened to create a draft, thus allowing the gas to dissipate.
- 5) Check to see if a pilot light has gone out, or if a gas tap has been left on accidentally.
- 6) If the leak is not found, turn off the whole supply using the main tap at the meter. Inform the gas supply authority on their 24 hour emergency telephone number.
- 7) If the smell persists after the supply has been turned off, there is probably a leak from the pipes in your premises. This must be repaired by a competent person and the gas must not be turned on until those repairs are complete.
- 8) If the supply cannot be turned off, or the leak/smell continues after it is turned off, stress this fact to the gas supply authority, consider evacuating the premises.

### SPECIAL NOTE:

**EVACUATION IS BY WORD OF MOUTH, NOT MANUAL ALARM. OCCUPANTS MUST ADHERE TO INSTRUCTIONS GIVEN BY POLICE, FIRE SERVICE OR WARDENS.**

# BOMB THREAT CHECKLIST

**SAFETY**  
**First**  
*NZ (Wellington) Ltd*  
FIRST IN SAFETY



## QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will make the bomb explode?
6. What is the explosive type and quantity?
7. Why did you place the bomb?
8. What is your name?
9. Where are you?
10. What is your address?

## EXACT WORDING OF THREAT:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

## ACTION:

Report call immediately to:.....  
Phone number:.....  
Trace 111:.....  
Police advised:.....  
Date/time:.....  
Members name:.....

## CALLER'S VOICE:

Accent (specify):.....  
Any impediment (specify):.....  
Voice (loud, soft, etc):.....  
Speech (fast, slow, etc):.....  
Diction (clear, muffled):.....  
Manner (calm, emotional, etc):.....  
Did you recognise the voice?.....  
If so, who do you think it was?.....  
Was the caller familiar with the area?.....  
.....

## THREAT LANGUAGE:

Well spoken:.....  
Incoherent:.....  
Irrational:.....  
Taped:.....  
Message read by caller:.....  
Abusive:.....  
Other:.....

## BACKGROUND NOISES:

Street noises:.....  
House noises:.....  
Aircraft:.....  
Voices:..... Standard call:.....  
Music:..... 111/cellular:.....  
Machinery:..... STD:.....  
Vehicle (cellular):.....  
Other:.....

## OTHER:

Sex of caller:.....  
Estimated age:.....

## CALL TAKEN:

Date:...../...../..... Time:.....  
Duration of call:.....  
Number called:.....

## RECIPIENT:

Name (print):.....  
Telephone number:.....  
Signature:.....

P O Box 5666, Wellington  
Telephone: (04) 384-6890; Facsimile: (04) 384-9608  
Email: [safety.first@xtra.co.nz](mailto:safety.first@xtra.co.nz)

# SUSPICIOUS LETTER OR PACKAGE/MAIL BOMB

**SAFETY**  
*First*  
NZ (Wellington) Ltd  
FIRST IN SAFETY  
△

## MAIL BOMB RECOGNITION POINTS

- Excessive weight for its size
- Rigid envelope
- Lopsided or uneven envelope or package
- Excessive securing material
- Protruding wires, string, tinfoil etc
- Oily stains or discoloration
- Source unknown
- Visual distractions
- Unexpected or unsolicited mail, both local and foreign
- Excessive postage on local mail
- Restrictive markings (i.e. private, personal)
- Hand-written or poorly typed address
- No return address
- Incorrect titles
- Titles, but no names
- Misspelling of common words/ name/address

## SUSPICIOUS LETTER OR PACKAGE

### ACTION:

- Do not open or cut strings
- Gently lower to a level surface – do not disturb
- Do not place in water, sand or in any confined space
- Clear immediate area of all people

### THREATENING OR 'CRANK' LETTER

- Handle all documents by edges only, do NOT place further fingerprints or indentations on them
- Place the letter and envelope in a plastic bag or large envelope and preserve them for the Police
- Note who has handled the correspondence

### NOTIFY THE SECURITY OFFICER OR POLICE

*P O Box 5666, Wellington  
Telephone: (04) 384-6890; Facsimile: (04) 384-9608  
Email: [safety.first@xtra.co.nz](mailto:safety.first@xtra.co.nz)*