

# EMERGENCY EVACUATION - HEALTH AND SAFETY RULES



## The Alan Gibbs Centre

### **TOILETS**

These are located at the back of The Alan Gibbs Centre (southern end).

### **SMOKING**

Wellington College is a smoke free environment. This includes all venues and grounds of the College.

### **IN THE EVENT OF A FIRE**

In the event of a fire, evacuate the building through **the nearest smoke doors (these are the doors facing East)**, and assemble on the Artificial Turf. Do not re-enter the building until the “All Clear” has been given by the Fire Service.

### **IN THE EVENT OF AN EARTHQUAKE**

- Take cover under a table or chair, in a doorway, or assume the turtle position (Drop, cover, hold routine)
- Hold onto the legs of a table/chair to stop it moving away if you are able to do so
- Do not run outside

When shaking stops:

- Follow the hirer’s (or the designated point person’s) instructions
- Do not leave the building unless an evacuation is ordered
- **Assemble on the Artificial Turf**

If anyone needs assistance, ask that person what support they require. Some people may already have a buddy to help or may be able to exit without assistance.

Identify the safest and nearest designated exit and guide the person towards it calmly and at a pace they can keep up with. This prevents pushing or jostling, which could result in an accident or cause panic.

Communicate with the person you are assisting. Noise, shaking, smoke and flickering lights can make an evacuation a confusing time. Remember to:

- Let the person you are assisting know what is happening
- Let them know what you are going to do
- Keep calm
- Be supportive and patient

**If you need the Fire Department, Police or an ambulance in an emergency please dial 111 – and tell the operator you are located at:**

**15 Dufferin Street, Mount Victoria, Wellington**

**in The Alan Gibbs Centre**

# **EMERGENCY EVACUATION - HEALTH AND SAFETY RULES**

## **Firth Hall and the Theatre**

### **TOILETS**

These are located at the back of the Theatre (northern end) and in Firth Hall.

### **SMOKING**

Wellington College is a smoke free environment. This includes all venues and grounds of the College.

### **IN THE EVENT OF A FIRE**

In the event of a fire, evacuate the building through **the nearest exits** (please show **the exit signs**), and assemble on the Artificial Turf. Do not re-enter the building until the "All Clear" has been given by the Fire Service.

### **IN THE EVENT OF AN EARTHQUAKE**

- Take cover under a table or chair, in a doorway, or assume the turtle position (Drop, cover, hold routine)
- Hold onto the legs of a table/chair to stop it moving away if you are able to do so
- Do not run outside

When shaking stops:

- Follow the hirer's (or the designated point person's) instructions
- Do not leave the building unless an evacuation is ordered
- **Assemble on the Artificial Turf**

If anyone needs assistance, ask that person what support they require. Some people may already have a buddy to help or may be able to exit without assistance.

Identify the safest and nearest designated exit and guide the person towards it calmly and at a pace they can keep up with. This prevents pushing or jostling, which could result in an accident or cause panic.

Communicate with the person you are assisting. Noise, shaking, smoke and flickering lights can make an evacuation a confusing time. Remember to:

- Let the person you are assisting know what is happening
- Let them know what you are going to do
- Keep calm
- Be supportive and patient

**If you need the Fire Department, Police or an ambulance in an emergency please dial 111 – and tell the operator you are located at:**

**15 Dufferin Street, Mount Victoria, Wellington**

**in Firth Hall/the Theatre**

# Fire

This checklist outlines what to do in the event of fire.

|                                     | <b>Response actions (as appropriate)</b>   |
|-------------------------------------|--|
| <b>Discovery of a fire</b>          | <input type="checkbox"/> Ring the fire alarm   |
|                                     | <input type="checkbox"/> Call 111  |
|                                     | <input type="checkbox"/> If safe to do so, extinguish the fire   |
| <b>On hearing the alarm</b>         | <input type="checkbox"/> Walk calmly and quickly and avoid panic   |
|                                     | <input type="checkbox"/> Ensure visitors with disabilities are assisted by a responsible person                                  |
|                                     | <input type="checkbox"/> Ensure all visitors are included in the evacuation  |
|                                     | <input type="checkbox"/> Check rest areas, bathrooms and common rooms en-route to the designated exit point, the Artificial Turf |
|                                     | <input type="checkbox"/> Ensure all personal remain at the evacuation point until clearance to leave is given                    |
| <b>Returning to the building(s)</b> | Do not return to the building(s) until given the all clear by the Fire Service   |

# Earthquake

This checklist outlines what to do in the event of an emergency.

|                               | Response actions (as appropriate)  |
|-------------------------------|--|
| <b>During an earthquake</b>   | <input type="checkbox"/> If indoors: <ul style="list-style-type: none"><li>• Move no more than a few steps to a safe place and drop, cover and hold until the shaking stops. If you can, take cover under a desk or table</li><li>• Keep away from shelves containing heavy objects and other large items of furniture</li><li>• Keep away from windows</li><li>• Stay indoors until the shaking stops and it's safe to go outside</li></ul> |
|                               | <input type="checkbox"/> If outside: <ul style="list-style-type: none"><li>• Find a clear spot and drop to the ground and cover your head and neck.</li><li>• Keep away from buildings and power lines</li></ul>   |
| <b>When the shaking stops</b> | <input type="checkbox"/> Expect aftershocks  |
|                               | <input type="checkbox"/> Ensure your personal safety first   |
|                               | <input type="checkbox"/> Check those around you and offer help if necessary  |
|                               | <input type="checkbox"/> If anyone requires medical assistance, call 111 and/or administer first aid   |
|                               | <input type="checkbox"/> Evacuate if required  |
|                               | <input type="checkbox"/> Listen to the radio for instructions from Civil Defence   |
|                               | <input type="checkbox"/> If you smell gas or hear a blowing or hissing noise, open a window and get out quickly. Turn off the gas, using the outside main valve if you can. If you turn off the gas for any reason, it must ONLY be turned back on by a registered plumber or gas fitter   |