

LINCOLN UNIVERSITY

Emergency Management Manual

Part Two: Fire Safety and Building Evacuation

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Overview

The Lincoln University Emergency Plan is made up of three parts:

1. Emergency Preparedness and Procedures
2. Fire Safety and Building Evacuation
3. Civil Defence

This document comprises Part Two.

Objectives

The aim of Part Two of the Emergency Plan is to assist Lincoln University prepare for, respond to and recover from a fire emergency, by describing emergency evacuation procedures for staff and students to follow.

Review

The Emergency Plan will be reviewed each year by the Health and Safety Manager, to ensure that personnel details are up to date and that the emergency procedures remain appropriate.

Responsibilities

The Health and Safety Manager is responsible for ensuring that there is an effective emergency evacuation plan in place, and that wardens are trained. The Health and Safety Manager is responsible for following up with managers if there are any problems associated with staff or students reported by Lincworks as a result of a trial evacuation.

Lincworks are responsible for running trial evacuations and reporting the results to the Fire Service and the Health and Safety Manager. They are also responsible for ensuring adequate fire protection is in place for all campus buildings.

Lincworks and the Health and Safety Manager work together to ensure that the evacuation procedures and schemes meet Fire Service approval standards.

All managers are responsible for ensuring that their staff and students comply with the requirements of this emergency evacuation plan.

Legal Requirements

The key piece of legislation which Part Two of the emergency plan operates under is the Fire Safety Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 1992.

Evacuation Procedures

The first schedule to the Regulations states that all universities, libraries, recreation centres, catering facilities and halls of residence etc. must have an evacuation procedure. An evacuation procedure is the minimum requirement a building must have to ensure the safety of the occupants from fire.

Evacuation procedures do not need any formal approval.

Contents of an evacuation procedure include:

1. The University must provide a procedure for the “safe, expeditious and efficient” evacuation of the occupants of the building from the building to a pre-determined assembly point so that the occupants can be accounted for.

The following emergency information must be readily available to all occupants of the building:

- ❖ Emergency exit routes must be marked or signed
 - ❖ Alarm signals must be described
 - ❖ Fire fighting equipment must be clearly labelled.
2. Signs and notices must be placed in appropriate places in the building which clearly indicate the evacuation procedure and the fire exits.
 3. All companies and their staff who lease space from the University must comply with these requirements.
 4. The University must maintain “means of escape” by ensuring that:
 - ❖ Fire exits and corridors are kept clear of obstacles at all times.
 - ❖ Smoke stop doors are not to be kept open by any method other than hold-open devices complying with the NZ Building Code i.e., no wedges or chairs propping the doors open.
 - ❖ Exit doors are not to be locked, barred or blocked so as to prevent occupants from leaving the building.
 - ❖ Stairwells and passageways which are designed for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
 - ❖ Flammable liquids or materials shall not be stored near or within any areas used as a means of escape. All flammables shall be stored in non-combustible containers with close fitting lids.

Evacuation Scheme

An evacuation scheme is more detailed and specific than an evacuation procedure.

An evacuation scheme is required for University buildings which meet the following criteria:

- ❖ 100 or more people gather in a common venue or place of assembly.
- ❖ 10 or more people have “facilities for employment” provided.
- ❖ 5 or more people have accommodation provided
- ❖ the whole or part of the building is used for the storage of hazardous substances
- ❖ early childcare facilities are provided.

Evacuation schemes must be approved by the Fire Service.

Contents of an evacuation scheme for Lincoln University buildings include:

1. A documented evacuation procedure; and
2. A list of Building and Floor Wardens, and the procedure for:
 - ❖ appointment
 - ❖ review of appointments
 - ❖ training.
3. A description of the duties of the wardens, in the supervision of any evacuation.
4. The management of escape routes (including monitoring and maintenance of escape routes).
5. The avoidance of panic.
6. How wardens will be identified during an evacuation.
7. Copies of notices displayed in buildings explaining the procedures and routes to be followed in an evacuation.
8. The holding of trial evacuations every 6 months.
9. Pre-determined assembly points and evacuation points.
10. Where required a procedure for evacuating people with disabilities, including the maintenance of a “Building Assistance Register”. This register is to be:
 - ❖ Continuously updated
 - ❖ Accessible to the Building Warden and the Fire Service
 - ❖ Kept in the building in a pre-determined location
 - ❖ Identify the likely locations in the building of persons with disabilities who are regular users of the building and the form of assistance required in each case.
 - ❖ Identify persons assigned, in an evacuation, to assist:
 - ⇒ Those people who are on the register
 - ⇒ Those who are not on the register, perhaps because they are visitors to the building at the time of the evacuation.

Duties of Building Wardens

1. Ensure the Fire Service has been notified per 111 call.
2. Report to front entry (alarm panel if installed).
3. Await reports from Floor Wardens.
4. Report to Fire Service when appliances arrive.
5. Nominate floor wardens to control access areas back into the building to ensure people only re-enter the building when the "All Clear" has been given.
6. Ensure any person listed on the building assistance register is accompanied to their specified protected exit.
7. Give the "All Clear" signal once approved by the Fire Service to indicate that the evacuation has ended.
8. During the emergency, the building warden has absolute authority until the emergency service arrives.

EVACUATION WARDENS
Burns Building 2015

Building Warden: Andrew Holyoake
Deputy Building Warden: Neil Smith

Floor		North	South
7	Warden Deputy Warden	Fariba Nourozi Janaki Kandula	Jo Narciso Damian Bienkowski
6	Warden Deputy Warden	Brian Kwan Mark Braithwaite	Caroline Pratt Eunice Wheal
5	Warden Deputy Warden	Mike Bowie Rob Cruickshank	John Marris James Ross
4	Warden Deputy Warden	Luan Cox Gail Harkerss	Jon Sullivan Jennifer Bufford
3	Warden Deputy Warden	Joy Jiao Tim Clough	Candice Barclay Celine Blond
2	Warden Deputy Warden	Lynne Clucas Barry Anderson	Manjula Premaratne Jason Breitmeyer
1	Warden Deputy Warden	Stephen Moore Andriy Podolyan	Victoria Flynn Barbara Brown
Ground	Warden Deputy Warden	Roger Cresswell	Janet Bertram Roger Cresswell

Wardens Notes

1. When fire alarms sound, Floor Wardens are to clear your area of people. Check all spaces and make a written note of rooms that you were not able to enter and clear.
2. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to trip the Manual Call Points. Be aware that if you do the Fire Service will be alerted and will respond. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
3. The assembly area for the Burns Wing is in the car park on the north end of the Burns Building.
4. Take the evacuation baton for the area and proceed from the building, closing all fire doors after you.
5. Whilst on the bottom floor, the Ground floor, floor wardens are to press the lift button and bring both lifts down to the ground and confirm they are empty. If the lifts are not confirmed to be empty, the wardens are to notify the building warden.
6. When the floor is clear the Floor Wardens should report to the Building Warden at the external indicator board located on the ground floor next to the northern stairwell, unless the evacuation is for an earthquake when batons should be taken to the building warden who will be in the muster area.
7. During an earthquake those exiting via the south stairwell should remain under the cover of the access-way on the east side of Burns until it is no longer possible. Everyone should then move as quickly as possible past the north end of Burns to the muster area.
8. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
9. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell to indicate the exercise has ended.

10. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
11. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
12. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS
JML Complex - 2015

Building Warden: Robin McAnulty
Deputy Building Warden: James Meyer

Wardens Notes

1. When fire alarms sound Floor Wardens are to clear your area of people. Check all spaces and make a written note of rooms that you were not able to enter and clear.
2. The assembly area for the JML Complex is Front Lawn outside main entrance
3. Take the evacuation baton for the area and proceed from the building, closing all fire doors after you.
4. When the floor is clear the Floor Warden should report to the Building Warden on the front lawn.
5. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given.
6. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell to indicate the exercise has ended.
7. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Services has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
8. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
9. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS

COMMERCE BUILDING 2015

Commerce Building Warden: Suzanne Huddlestone

Deputy Commerce Building Warden: Jakki Walsh

Floor	Floor Warden	Deputy Floor Warden	1 Spare	2 Spare
3rd Floor	Rebecca Kennedy	Eldrede Kahiya	Azi Nilipour	Ani Kartikasari
2nd Floor	Murray Clark	Sue Trafford	Kate Bicknell	Nazmun Ratna
1st Floor	Suzanne Huddlestone	Jakki Walsh	Anne Welford	Christopher Gan
Ground Floor 1 Offices West of Reception incl C1, C2, C3 & C4	Marian Pearson	Kiri Hurunui	John McDonagh	Brent Nakhies
Ground Floor 2 Offices East of Reception Incl C5 & C6	Mohini Sukhapure	Ced Croft	Jeff Heyl	Mark Bloomberg

Assembly area: The assembly area for the Faculty of Commerce is on the grassy area between the Commerce building and The Lodge (AERU) building.

Location of the external indicator board and batons: The board for the baton hooks is located on the ground floor outside the South-West entrance besides the Old Printery building. Third floor baton is located at the top of stairs on the left. Second floor baton is located at the top of the stairs on the left. First floor baton is located opposite the lift under the research display cabinet. Ground floor West baton is located at the fire door under the stairs leading out to farm road. Ground floor East baton is located at the far East end of the floor next to the glass doors.

ORCHARD BUILDING 2015

Orchard Building Warden: Kevin Old

Floor	Floor Warden	Deputy Floor Warden
1st Floor	Pam Benbow	Pali MacDonald
Ground Floor	Hazel Gatehouse	Nicos Tesco

Assembly area: The assembly area for Orchard is on the grassy area on the corner of Farm Road and Orchard lane.

Location of the external indicator board: The board for the baton hooks is on the ground floor outside the North East entrance to the building. First floor baton is located on the South wall outside O107. Ground floor baton is located in the common room.

POSTGRADS OFFICE SPACE (OLD PRINTERY) 2015

Floor	Floor Warden	Deputy Floor Warden
Front section	Qing Liang	Mai Tran
Back Section	Kevin Wang	Anthony Anyanwu

Assembly area: The assembly area for the Printery is on the grass in front of the building.

Location of the external indicator board: The board for the baton hooks is on the ground floor outside the front door of the building.

Front section floor baton is located on the pillar at the top of the steps in the middle of the room. Back section baton is located on the East wall outside the photocopier room.

POPLARS BUILDING 2015

Floor Warden	Deputy Floor Warden
Maurice Ward	Cherry Amos/Cory Lin/ Terry Meechang

Assembly area: Outside the garages next to the poplars building.

Location of the external indicator board: NO BOARD. The floor warden will display a sign on the front of the building that the building is clear.

Floor Warden Instructions – Identified by orange hard hat, high vis vest and/or armband

1. In the event of the fire alarms sounding, Floor Wardens are to clear their area of people. Hard hats and high vis armbands and/or jackets must be worn at all times.
2. Direct all people to the designated assembly points for your building
3. Take the evacuation baton for your area and proceed from the building closing all fire doors after you. The ground floor wardens will evacuate the east and west wings of the commerce building.
4. The Floor Wardens should report to the Building Warden with the area baton at the external indicator board when the floor is clear.
5. Do not allow anyone to re-enter the building until the fire service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will verbally announce that the exercise has ended, following advice from the Fire Service.
7. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - The Fire Service has been notified per 111 calls
 - They receive reports from the Floor Wardens
 - They report to the Fire Service upon their arrival
8. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
9. All wardens are to pick up and return their baton to the hook it was taken from at the end of a trial evacuation or a genuine alarm, after the building has been cleared by the Fire Service.

Building Warden Instructions - Identified by white hard hat and high vis vest

1. Ensure the Fire Service has been notified per 111 call.
2. Report to front entry (alarm panel if installed).
3. Await reports from Floor Wardens.
4. Report to Fire Service when appliances arrive.

5. Nominate floor wardens to control access areas back into the building to ensure people only re-enter the building when the “All Clear” has been given.
6. Ensure any person listed on the building assistance register is accompanied to their specified protected exit.
7. Give the “All Clear” signal when approved by the Fire Service to indicate that the evacuation has ended.
8. During the emergency, the Building Warden has absolute authority until the emergency service arrives.

Notes:

If you are in a lift (it may stop and open automatically) get out and use the stairs. Lifts tend to malfunction during a fire and may either stop between floors or stop travel on the floor affected by fire causing fatal injuries.

Don't return to your work area to get your things.

If time permits – shut doors and windows but don't delay the evacuation.

Once outside, stay in the assembly area, report to your warden.

Only return to the building when the “all clear” has been given.

Know your evacuation routes (which stairwells are closest) and alternative exits.

Property can be replace – Life cannot.

While we can assume Lincoln Fire Service will normally be available to deal with fires, in the event of a major disaster, this may not be the case. Fire poses a threat to the University when associated with another event, e.g. earthquake, and the emergency services traditionally relied upon may not be available.

To a lesser extent, a rural fire during the dry summer months, especially when combined with strong winds, could pose a threat to the University's campus. The Selwyn District Council, however, believe that such an event could be dealt with under the Council's District Fire Plan and by the various settlement volunteer fire brigades.

The University undertakes regular fire protection surveys which identify fire protection hazards and deficiencies and recommend appropriate control measures.

EVACUATION WARDENS

Engineering Structures lab and demo lecture theatre. (Separate part building) – 2015

Building Warden: Judith Kidd

Deputy Building Warden:

Floor			
	Warden Deputy Warden	Staff taking classes in Lecture theatre and lab	

Wardens Notes

1. When fire alarms sound, Floor Wardens are to clear your area of people. Check all spaces and make note of rooms that you were not able to enter and clear.
2. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
3. The assembly area for **Engineering Structures lab and demo lecture theatre.** is in the Carpark on the western side of the building
4. Proceed from the building, closing all fire doors after
5. When the floor is clear the Floor Wardens should report to the Building Warden who will be in the assembly area.
6. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
7. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell/KLAXON HORN to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside. They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs. – NONE required

EVACUATION WARDENS
New Zealand Biotron Facility - 2015

Building Warden: **Stuart Larsen**

Wardens Notes

1. In the event of fire alarms sounding Fire Wardens are to clear their area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden at the baton board (outside centre entrance to south building) when the floor is clear.
4. Once all floors are clear the Building Warden will proceed to the alarm panel and indicator board (outside centre entrance to north building).
5. The assembly area for the NZ Biotron Facility is in the car park between the two main Field Service Centre buildings.
6. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
7. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
10. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS

George Forbes Memorial Building 2011

Building Warden: Robyn Purcell

Deputy Building Warden: Mandy Buller

Zone	Location of Fire Zone	Floor Warden	Deputy Floor Warden
1	Ground floor, south of lifts incl Travel shop, Finance Offices, Tearoom, PC Lab	Elizabeth Comrie	Paul Hanham
1A	Ground floor, Bookshop	Whitney Brown	Christine Genefass
2	Ground floor, north of lifts incl Reception, Student Serv, Finance	Lyn Elson Amber Borrie (Finance)	Anu Sharma
3	First Floor (North)	Wayne Lawson	
	First Floor (South)	Adrian Carpenter	
4	Second Floor	Gen Bell	
5	Third Floor	Mary Cosson	Michael Toothill
6	Fourth Floor	Mark Anderson	Pat Anderson
7	Fifth Floor	Tracey Shields	
8	Six Floor	Tracey Shields	
9	Seventh Floor	Jude Wilson	David Fisher
10	Eighth Floor	Gary Steel	Kevin Moore

Wardens Notes

1. In the event of fire alarms sounding Fire Wardens are to clear your area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden when the floor is clear at the external indicator board. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
4. The assembly area for the George Forbes Memorial Building is on front lawn by Ellesmere Junction Road by the Visitors Carpark.
5. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.

EVACUATION WARDENS
NRE/EMG Buildings – March 2015

Building Warden: Michelle Collings
Deputy Building Warden: Shannon Page

Zone	Location of Fire Zone	Floor Warden	Deputy Floor Warden
75 S&W Lab	Ground Floor	Warwick Hill	John Revell
	First Floor	John Revell	Warwick Hill
74 NRE/E MG	Ground Floor	Shannon Page	Magdy Mohssen
	First Floor	Geoff Kerr	Magdy Mohssen

Wardens Notes

1. In the event of fire alarms sounding Fire Wardens are to clear your area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden when the floor is clear at the external indicator board. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
4. The assembly area for the Building is on the paving outside each relevant building.
5. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.

EVACUATION WARDENS

JOHN BURTON Building 2015

Building Warden: Chris Logan

Deputy Building Warden: Andrea Hogan

Wardens Notes

13. When fire alarms sound, Floor Wardens are to clear your area of people. Check all spaces and make a note of rooms that you were not able to enter and clear.
14. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
15. The assembly area for JB building is on the paved area to north of building out front of NRE building.
16. Proceed from the building, closing all fire doors
17. When the floor is clear the Floor Wardens should report to the Building Warden who will be in the muster area.
18. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
19. After a trial evacuation' the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell/KLAXON HORN to indicate the exercise has ended.
20. Building Wardens have white/orange hard hats They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
21. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.

EVACUATION WARDENS

House 61 Building - 2015

Building Warden: Faye McGill
Deputy Building Warden: Desley Tucker
Backup: Nikki Burgess

Wardens Notes

1. When fire alarms sound, Floor Wardens are to clear your area of people. Check all spaces and make note of rooms that you were not able to enter and clear.
2. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
3. The assembly area for House 61 (Top and Ground Floor) is the ruby field, Calder Drive
4. Proceed from the building, closing all fire doors after
5. When the floor is clear the Floor Wardens should report to the Building Warden at the external indicator board located on the ground floor next to the northern stairwell, unless the evacuation is for an earthquake when batons should be taken to the building warden who will be in the muster area. The designated muster area for ground floor staff is the lawn area outside the front of House 61. The designated area for top floor staff is the car park behind the building.
6. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
7. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell/KLAXON HORN to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.

EVACUATION WARDENS

The Whare Building 2015

Building Warden: Hiraina Tangiora
Deputy Building Warden: Person on duty

Wardens Notes

1. In the event of fire alarms sounding Fire Wardens are to clear your area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden when the floor is clear at the external indicator board. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
4. The assembly area for the Building is on the grassed area outside the building.
5. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.

EVACUATION WARDENS

Hurunui Building – 2015

Building Warden: Scott Post
Deputy Building Warden: Jessica Roberts

Wardens Notes

1. In the event of fire alarms sounding Fire Wardens are to clear your area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden when the floor is clear at the external indicator board. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
4. The assembly area for the Building is on the paving to the east of the building on the other side of the road.
5. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.

EVACUATION WARDENS
Field Service Centre – 2015

	Location	Floor Warden
Warden Field Service Centre A (North Building)	East West	Malcolm Smith Keith Pollock
Warden Field Service Centre B (South Building)	Downstairs Upstairs	Al Black George Hill

Wardens Notes

1. In the event of fire alarms sounding Fire Wardens are to clear their area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden at the baton board (outside centre entrance to south building) when the floor is clear.
4. Once all floors are clear the Building Warden will proceed to the alarm panel and indicator board (outside centre entrance to north building).
5. The assembly area for the Field Service Centre is in the car park between the two main buildings.
6. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
7. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
10. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS

Grounds Building – 2015

Building Warden

Shane Timbrell

Assembly area:

The assembly area for the Grounds Buildings is the Lincworks building tearoom/back of offices (Whichever is the best possibility at the time).

Wardens Notes

1. In the event of a fire or emergency the person noticing the incident should call loudly **FIRE FIRE** and then dial 1-111 and ask for **Fire Brigade** and report the incident as the Grounds Services Building, Lincoln University.
2. In the event of fire alarms sounding Fire Wardens are to and clear their area of people.
3. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
4. The Floor Wardens should report to the Building Warden when the floor is clear at the external indicator board.
5. The assembly area for the Grounds Building is the tearoom/back of offices (whichever is the best possibility at the time).
6. Do not allow any people to re-enter the building until the fire brigade have given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
7. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
9. A building assistance register is held by the building warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
10. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS

Hudson – 2015

Building Warden: Doreen Lassen
Deputy Warden: Hamish Dunn / Robyn Bateman

Area	South Floor Warden	North Floor Warden
2nd Floor	Patrick Young Deputy: Julian Becker	Patrick Young Deputy: Julian Becker
1st Floor	Shona Noble Deputy: Jess Mather	Shona Noble Deputy: Jess Mather
Ground Floor	Jo Corboy and Di Stalker	

Student Health	Building Warden	Deputy
	Doreen Lassen	Robyn Bateman / Hamish Dunn

Wardens Notes

1. If the fire alarm sounds, Fire Wardens are to ensure your area is cleared of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens will report to the Building Warden when the floor is clear at the external indicator board located on the ground floor south by fire alarm panel.
4. The assembly area for Hudson is outside the Hudson building on the Road.
5. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
7. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
8. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
9. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service

EVACUATION WARDENS

RFH 2015

Building Warden: Leo Vanhanen
Deputy Building Warden: Roland Harrison/ Sue Mason

Area	Floor Warden
Northern Offices	Geoff Savage
Southern Offices	Sue Mason
Eastern Labs & Offices	Yu Sheng
Eastern Labs & Offices	TBC

Wardens Notes

1. When the alarm sounds, Wardens are to clear your area of people. Check all spaces and make a note of rooms that you were not able to enter and clear.
2. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
3. The assembly area for RFH is across the crossing in the orchard carpark. If exiting to the south of building assembly is on the grass to the south east.
4. Proceed from the building, closing all fire doors
5. When the floor is clear the Floor Wardens should report to the Building Warden who will be in the Orchard carpark muster area.
6. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
7. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell/klaxon horn to indicate the exercise has ended.
8. Building Wardens have white hard hats they are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.

EVACUATION WARDENS

Library – 2015

Fire Wardens

Building Warden: Glennis Hilston

Deputy Building Warden: Hadrian Taylor

Ground Floor

Zone 1

- ☑ Secure open exit/entry gates with bungee cord to hooks
- ☑ Clear ground floor front area from garden to front door including:
- ☑ Staff areas, study rooms, computer pod area, toilets and Lounge
- ☑ Exit through main doors and take baton around to Main evacuation board by Nga Kete fire door.

Zone 2

- ☑ Go down to back of ground floor and direct patrons to exit via fire door in computer lab
- ☑ Time out room, L076, L077, open study area
- ☑ Exit through east fire door in Nga Kete area and return baton to Main evacuation board there.

Zone 3

- ☑ Go down to back of ground floor and direct patrons to exit via Nga Kete fire doors
- ☑ Noise free area around book shelves, Nga Kete, help Zone 2 warden to clear open study area
- ☑ Exit through east fire door in Nga Kete area and return baton to Main evacuation board there.

First Floor

Zone 4

- ☑ Clear Digital Access office, Records Managers office, staff toilets, staff room proceed down staff stairs and clear Librarians office & Group leader's office
- ☑ Exit out staff door and take baton around to Main evacuation board by Nga Kete fire Door.

Zone 5

- ☑ First floor – direct everyone to exit via fire doors on same side as Content office
- ☑ Clear Time out room, Computer lab & large table study area
- ☑ Exit through fire doors and take baton around to Main evacuation board by Nga Kete fire door.

Zone 6

- ☑ First floor – go over to Memorial hall side of first floor and direct everyone to exit through fire doors on this side
- ☑ Clear open study area, noise free area around book shelves and toilets
- ☑ Exit through fire door and take baton around to Main evacuation board by Nga Kete fire door.

Zone 7

- ☑ First floor – direct everyone to exit via main stairs or via fire exits between L114 & L123

- ☒ Clear carrel study area and study rooms
- ☒ Exit through main entrance and take baton around to Main evacuation board by Nga Kete fire door.

Second Floor

Zone 8

ITS to evacuate take baton around to Main evacuation board by Nga Kete fire door.

Zone 9

ITS to evacuate take baton around to Main evacuation board by Nga Kete fire door
George Forbes Memorial Library 4.2.3

1. Fire Wardens Note

1.1 In the event of fire alarms sounding, all available staff are to go to their closest baton area to take responsibility to clear an area if required.

1.2 Take the evacuation baton for the area follow the instructions on the back and clear assigned area then proceed from the building closing all fire doors after you.

1.3 Once area is cleared take your baton to Main evacuation board by Nga Kete fire door, go to the Administration staff to be signed off as present then return to designated exit door to stop people re-entering until the all clear is given.

1.4 The assembly area for LTL is on the grass area in front of Ivey Hall and Forbes building.

1.5 After a trial evacuation, the alarm will sound in three short bursts to indicate the exercise has ended.

1.6 Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board.

They are responsible for ensuring that:

- a) They receive reports from the wardens;
- b) Phone 1 -111 to report trial evacuation;
- c) They report to the Fire Service on their arrival.

1.7 On completion of a trial evacuation, exercise or a genuine alarm, and the building has been cleared by the Fire Service, pick up and return your baton to the hook it was taken from. Building wardens to check doors are secure after fire drill has been completed.

2 Other LTL Staff

2.1 LTL staff who are not undertaking a warden role are to immediately cease work and leave the building promptly unless called upon by a warden to assist in clearing patrons from the LTL.

2.2 LTL staff not undertaking a warden role **MUST** report to an Administrative staff on the grassed area in front of Ivey Hall. They will mark you off the staff register to ensure that all LTL Staff are accounted for. Staff may be required to help clear the terraces of people onto the grass.

2.3 Administrative staff will report any concerns about "missing staff" to the Building Warden.

3. Backup when both Building Wardens are away

3.1 If both Building Wardens are absent Administrative staff will be responsible for contacting 111. And then proceed to fire alarm panel.

EVACUATION WARDENS

Lincoln Agritech 2015

Building Warden Jan Currie
Deputy Building Warden: Yvonne de Vries

Area	Floor Warden	Deputy Floor Warden
Main Building – South Wing	Ian Platt	Brian Falkingham
Main Building – North Wing	Dan Crosby	Scott Wilson
LAL Workshops	Roger Cook	Nick Glithero
Biosensor Lab	Nick Glithero	Richard Weld

Warden's notes

1. In the event of fire alarms sounding, Floor Wardens are to clear their area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden when the floor is clear at the external indicator board.
4. The assembly area for Lincoln Ventures is in the carpark opposite the main entrance.
5. Do not allow any people to re-enter the building until the fire brigade has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
7. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
8. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
9. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS

Recreation Centre Building- 2015

Building Wardens: Peter Magson
Deputy Building Warden: Richard Deuchrass or Personal Trainer on duty

Area	Floor Warden	Deputy Floor Warden
Fitness Studio	Peter Magson	Jayne Smith
Reception Area	Receptionist on duty	Receptionist on duty
Squash Courts & West End	Reception Staff	Reception Staff
Floor Wardens	Mark Smith, Deb Patterson, Rosie Holmes, Sally Terry, Sally Boyce and Scarlett Sole	

Wardens Notes

1. In the event of fire alarms sounding Floor Wardens are to clear your area of people.
2. Proceed from the building closing all fire doors after you.
3. The Floor Wardens should report to the Building Warden when the area is clear at the external indicator board located at the front entrance to the Recreation Centre
4. The assembly area for the Recreation Centre is in the car park at the front of the Recreation Centre
5. Do not allow any people to re-enter the building until the Fire Service have given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
7. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Services has been notified per 111 call;
 - ❖ They receive reports from the area wardens;
 - ❖ They report to the Fire Service on their arrival.
8. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
9. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS

Riddolls Building 2015

Building Warden: Andrea Hogan

Deputy Building Warden: Freeman Fang

Floor			
Ground	Warden Deputy Warden	Shuang Jiang Huitong Zhou	

Wardens Notes

1. When klaxon horn sounds, Floor Wardens are to clear your area of people. Check all spaces and make note of rooms that you were not able to enter and clear.
2. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
3. The assembly area for Riddolls Building is in the car park on the east side of the building.
4. Proceed from the building, closing all fire doors after
5. When the floor is clear the Floor Wardens should report to the Building.
6. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
7. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the klaxon horn to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.

Lab			
Ground	Warden Deputy Warden	Huitong Zhou Andrea Hogan	

Wardens Notes

1. When fire alarms sound, Floor Wardens are to clear your area of people. Check all spaces and make note of rooms that you were not able to enter and clear.
2. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
3. The assembly area for Accommodation Office – number 87 on campus map is in the tennis courts, opposite the office by the rugby fields.

4. Proceed from the building, closing all fire doors after
5. When the floor is clear the Floor Wardens should report to the Building Warden at the external indicator board located on the ground floor next to the northern stairwell, unless the evacuation is for an earthquake when batons should be taken to the building warden who will be in the muster area.
6. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
7. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell/KLAXON HORN to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.

EVACUATION WARDENS

Lincoln University Early Childhood Centre – 2015

Building Warden: Marilyn Montgomery
Deputy Building Warden: Katherine Taylor

Area	Floor Warden	Deputy Floor Warden
Under 2's	Nikki Taylor	Katherine Taylor
Over 2's	Ginny Howes	Rosie Leonard

Wardens Note

1. In the event of fire alarms sounding, Area Wardens are to clear your area of children
2. Take the register for the area and proceed from the building closing all fire doors after you.
3. The Area Wardens should report to the Building Warden when the area is clear at the grassed area outside the Centre gate. The assembly area for the Lincoln University Early Childhood Centre is on the grassed area outside the entrance gate
5. Do not allow any people to re-enter the building until the Fire Service has given authority to do so. The Building Warden may ask you to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
7. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the Floor Wardens;
 - ❖ They report to the Fire Service on their arrival.
8. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
9. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.

EVACUATION WARDENS
Lincworks Property Services Building - 2015

Building Warden: Marianne Richards
Deputy Building Warden: Paul Comrie
Wardens Note

1. In the event of a fire or emergency the person noticing the incident should call loudly **FIRE FIRE** and then dial 1-111 and ask for **Fire Brigade** and report the incident as the Lincworks Property Services Building, Lincoln University.
2. The Fire Warden should sound the fire horn, located in the reception area,
3. The Deputy Warden should report to the Building Warden when the area is clear.
4. The assembly area for the Lincworks Building is the tearoom/back of offices (whichever is the best possibility at the time).
5. Do not allow any people to re-enter the building until the fire brigade have given authority to do so. The Building Warden may ask someone to stand by exit doors to ensure this happens.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended.
7. Building Wardens are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They receive reports from the deputy warden;
 - ❖ They report to the Fire Service on their arrival
8. A building assistance register is held by the building warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.

EVACUATION WARDENS

School of Landscape Architecture 2015

Building Warden: Shona Mardle
Deputy Building Warden: Paula Hansen

Zone	Location of Fire Zone	Floor Warden	Deputy Floor Warden	Door duty position	Baton placement
1	Ground floor Staff Offices; staff toilets; lunch room and D6	Nancy Vance	Silvia Tavares	Main doors south, by Farm Rd	Baton outside staff toilets
2	Ground floor, computer labs, design incubator lab and student toilets	Silvia Tavares/ Nancy Vance	Nancy Vance/ Don Royds	Main doors Stewart north side access by Landscape building	Baton outside Design Incubator
3	1 st floor staff offices and masters room (116)	Mike Barthelmeh	Don Royds	Main door north side, i.e. main doors by Stewart; and any sneakies into Stewart 1	Baton by door by marking bench
	Year 4 and female toilets first floor	Don Royds	Di Wang	Stewart access west side by S3	Baton between yr. 4 &3
4	Year 2 and year 3	Di Wang	Ryan Satria	West door ground floor (by catering)	Baton by fire exit between yr. 3&2
5	Male toilets and masters design room 111	Ryan Satria	Paula Hansen	Liaise with Building warden to cover any exits not supervised.	Baton by west door

Fire/Floor Wardens Note

1. In the event of fire alarms sounding or the university wide alarm, Fire Wardens are to clear their area of people.
2. Take the evacuation baton for the area and proceed from the building closing all fire doors after you including doors between Stewart and SOLA
3. The Floor Wardens should go immediately to their door duty and the building warden will collect your baton. The Building Warden is to stand outside the alarm panel and indicator board. They are responsible for ensuring that:
 - ❖ The Fire Service has been notified per 111 call;
 - ❖ They have collected the batons and received any reports from the floor wardens;
 - ❖ They report to the Fire Service on their arrival.
3. The assembly area for the School of Landscape Building is the grassed area on Farm Road by the Orchard Road carpark.

4. Do not allow any people to re-enter the building until the Fire Service has given authority to do so.
6. After a trial evacuation the Building Warden will sound the alarm in three short bursts to indicate the exercise has ended, or the building warden will give the clearance

EVACUATION WARDENS

Catering Building - 2015

Building Warden: Catering Manager
Deputy Building Warden: Team Leader

Area		
Kitchen	Warden	Shift Leader
Dining Hall	Warden	Supervisor
Mrs. O's Day time	Warden	Supervisor
Mrs. O's Night and Weekends	Warden	Duty Manager
Staff room	Warden	Senior staff member
Function facility	Warden	Maître D

Floor Wardens Note

1. When fire alarms sound Floor Wardens are to clear your area of people. Check all spaces and make a note of rooms that you were not able to enter and clear
2. The assembly area for the Catering/kitchen (1), Dining Hall (2) and Conference area (5) is the sunken lawn to the west of Mrs. O's. The Kitchen Area (1) and Staff room (4) to evacuate to the car park area next to the Stuart Building
3. Take the evacuation baton for the area and proceed from the building, closing all fire doors after you.
4. When the floor is clear the Floor Wardens should report to the Building Warden at the external indicator board located to the east side of the building (Stuart Building side) side).
5. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given.
6. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the alarm bell to indicate the exercise has ended.
7. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
8. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.
9. Please pick up and return your baton to the hook it was taken from at the end of a trial evacuation exercise or a genuine alarm, after the building has been cleared by the Fire Service.
10. Conference area to be cleared by conference facilitator. The evacuation procedure to be communicated during first conference session.

For more specific instructions on evacuation refer to evacuation practice & debrief

EVACUATION WARDENS

Nursery Greenhouse Centre

Building Warden: Brent Richards
Deputy Building Warden: Leona Meachen

Wardens Notes

1. When fire alarms sound, Floor Wardens are to clear your area of people. Check all spaces and make note of rooms that you were not able to enter and clear.
2. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
3. The assembly area for the Nursery is on the lawn in front of the Horticulture Teaching Laboratory
4. Proceed from the building, closing all fire doors after.
5. When the floor is clear the Floor Wardens should report to the Building Warden at the external indicator board located on the ground floor next to the northern stairwell, unless the evacuation is for an earthquake when batons should be taken to the building warden who will be in the muster area.
6. After reporting to the Building Warden make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Floor Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
7. After a trial evacuation the Building Warden will sound the 'all clear' signal of three short bursts of the KLAXON HORN to indicate the exercise has ended.
8. Building Wardens have white hard hats and will be standing outside the alarm panel and indicator board. They are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the floor wardens;
 - They report to the Fire Service on their arrival.
9. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.



BUILDING EVACUATION

Building Warden:

Deputy Building Warden:

Floor			
Ground	Warden Deputy Warden	Jo Meyer Kent Lloyd	

Wardens Notes

10. When fire alarms sound, Floor Wardens are to clear the area of people. Check all spaces and make note of rooms that you were not able to enter and clear.
11. In the event of an earthquake the alarms will not sound automatically. You must use your judgment as to whether or not to evacuate. A good rule of thumb is that if items are falling off shelves and bench tops it is time to evacuate.
12. The assembly area for the LUSA Building is directly in front of the building in the Union car park.
13. Proceed from the building, closing all fire doors after you leave.
14. Both the Warden and Deputy Warden should meet to relay any issues.
15. Make yourself available to stand by exit doors to prevent people from re-entering the building until the 'all clear' is given. After an earthquake Wardens may be asked to prevent re-entry but will be asked to stay clear of the building as much as possible.
16. After a trial evacuation the Building Warden will sound the 'all clear'.
17. Building Wardens have white hard hats and are responsible for ensuring that:
 - The Fire Services has been notified per 111 call;
 - They receive reports from the deputy wardens;
 - They report to the Fire Service on their arrival.
18. A building assistance register is held by the Building Warden. This identifies people who need assistance to evacuate. The Building Warden will ensure that this occurs.