

# **LINCOLN UNIVERSITY**

## **Emergency Management Manual**

### **Part Two: Halls of Residence Fire Safety and Building Evacuation**

## Halls of Residence

### EVACUATION WARDENS

#### Centennial Hall

**Building Warden:** Residential Assistant in room X221

**Deputy Building Warden:** Residential Assistant in room X521

**Floor Wardens:** Floor Wardens are appointed at the beginning of the year. There are 5 Floor Wardens for Centennial, 1 per building. Each Floor Warden is responsible for evacuating their building.

Area Centennial	Area to evacuate
Centennial 1	Centennial 1 building
Centennial 2	Centennial 2 building
Centennial 3	Centennial 3 building
Centennial 4	Centennial 4 building
Centennial 5	Centennial 5 building and Common Room

#### Wardens Notes

1. When fire alarms sound, Building Wardens are to clear your building 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 designated muster or assembly area for Centennial Hall students is on the grassed area between Centennial 1 and 2 next to farm road.
4. Proceed from the building, closing all fire doors after you (if they haven't already been closed automatically)
5. When the Building is clear, the Floor Wardens must report to the Building Warden or at the alarm panel. This is located on the external wall of Centennial 2. If the evacuation is for an earthquake then you must notify the building warden who will be waiting 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 an air horn to indicate the exercise has ended and it is safe to reenter the building.
8. Building Wardens and Deputy 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 by dialling 111;
  - 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. Students and staff who are not undertaking a warden role are to immediately leave the building unless called upon by a warden to assist.

## EVACUATION WARDENS

### Colombo Hall

**Building Warden:** Residential Assistant in room A005

**Deputy Building Warden:** Residential Assistant in room C060

**Floor Wardens:** Floor Wardens are appointed at the beginning of the year. There are 3 Floor Wardens for Colombo, 1 per Tower. Each Floor Warden is responsible for evacuating their Tower.

Tower	Area to evacuate
A	A Tower and Kitchen
B	B Tower and Common room
C	C Tower and TV room

### 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 designated muster or assembly area for Colombo Hall students is outside on the grassed area between Centennial 1 and Centennial 2 next to Farm Road.
4. Proceed from the building, closing all fire doors after you. (if they haven't already been closed automatically)
5. When the Tower is clear, the Tower Wardens must report to the Building Warden or Deputy Building Warden at the alarm panel. This is located between towers A and B on the west side of the building. If the evacuation is for an earthquake then you must notify the building warden or the deputy building warden who will be waiting 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 an air horn to indicate the exercise has ended and it is safe to reenter the building.
8. Building Wardens and Deputy 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 by dialling 111;
  - 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. Students and staff who are not undertaking a warden role are to immediately leave the building unless called upon by a warden to assist.

## EVACUATION WARDENS

### Hudson Hall

**Building Warden:** Residential Assistant in room H212

**Deputy Building Warden:** Residential Assistant in room H153

**Floor Wardens:** Floor Wardens are appointed at the beginning of the year.

There are 3 Floor Wardens for Hudson, 1 per floor. Each Floor Warden is responsible for evacuating their floor.

Floor	Area to evacuate
Ground	Ground Floor
First	First Floor
Second	Second Floor

### 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 designated muster or assembly area for Hudson Hall students is on the grass at the northern end of the building.
4. Proceed from the building, closing all fire doors after you (if they haven't already been closed automatically)
5. When the floor is clear, the Floor Wardens must report to the Building Warden or Deputy Building Warden at the alarm panel. This is located outside the middle entrance on the east side of the building opposite the Forbs building. If the evacuation is for an earthquake then you must notify the building warden or deputy building warden who will be waiting 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 an air horn to indicate the exercise has ended and it is safe to reenter the building.
8. Building Wardens and Deputy 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 by dialling 111;
  - 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. Students and staff who are not undertaking a warden role are to immediately leave the building unless called upon by a warden to assist.

## EVACUATION WARDENS

### Lowrie Hall

**Building Warden:** Residential Assistant in room D005

**Deputy Building Warden:** Residential Assistant in room F060

**Floor Wardens:** Floor Wardens are appointed at the beginning of the year. There are 3 Floor Wardens for Lowrie, 1 per Tower. Each Floor Warden is responsible for evacuating their Tower.

Tower	Area to evacuate
D	D Tower and Kitchen
E	E Tower and Common room
F	F Tower and TV room

### 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 designated muster or assembly area for Lowrie Hall students is outside in the halls car park at the base of F tower.
4. Proceed from the building, closing all fire doors after you. (if they haven't already been closed automatically)
5. When the Tower is clear, the Tower Wardens must report to the Building Warden or Deputy Building Warden at the alarm panel. This is located between towers D and E on the west side of the building. If the evacuation is for an earthquake then you must notify the building warden or the deputy building warden who will be waiting 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 an air horn to indicate the exercise has ended and it is safe to reenter the building.
8. Building Wardens and Deputy 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 by dialling 111;
  - 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. Students and staff who are not undertaking a warden role are to immediately leave the building unless called upon by a warden to assist.

## EVACUATION WARDENS

### Southland Hall

**Building Warden:** Residential Assistant in room SL125

**Floor Wardens:** Floor Wardens are appointed at the beginning of the year. There are 2 Floor Wardens for Southland, 1 per building (Southland 1/Southland 2). Each Floor Warden is responsible for evacuating their building.

\*The Building Warden is responsible for evacuating the Southland Common Room.

Southland	Area to evacuate
1	Southland 1 building
2	Southland 2 building
SL Common Room	Building Warden to evacuate Southland Common Room

### Wardens Notes

1. When fire alarms sound, Floor Wardens and Building Warden 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 designated muster or assembly area for Southland Hall students is on the grassed area between Southland 2 and Centennial 4.
4. Proceed from the building, closing all fire doors after you. (if they haven't already been closed automatically)
5. When the pod is clear, the pod Wardens must report to the Building Warden at the alarm panel. This is located on the bottom floor of southland one. If the evacuation is for an earthquake then you must notify the building warden or the deputy building warden who will be waiting 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 an air horn to indicate the exercise has ended and it is safe to reenter the building.
8. Building Wardens and Deputy 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 by dialling 111;
  - 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. Students and staff who are not undertaking a warden role are to immediately leave the building unless called upon by a warden to assist.

## EVACUATION WARDENS

### Stevens Hall

**Building Warden:** Residential Assistant in room STV038

**Floor Wardens:** Floor Wardens are appointed at the beginning of the year. There are 2 Floor Wardens for Stevens, 1 per block. Each Floor Warden is responsible for evacuating their block.

\*The Building Warden is responsible for evacuating the Stevens Common Room/kitchen/laundry.

Block	Area to evacuate
1	Stevens Block 1
2	Stevens Block 2
Common Room area	Stevens Common Room, kitchen and laundry

### Wardens Notes

1. When fire alarms sound, Floor Wardens and Building Warden 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 designated muster or assembly area for Stevens Hall students is on the foot path outside Colombo A tower next to farm road.
4. Proceed from the building, closing all fire doors after you. (if they haven't already been closed automatically)
5. When the pods are clear, the wardens must report to the Building Warden at the alarm panel. This is located next to the main entrance to the common room. If the evacuation is for an earthquake then you must notify the building warden or the deputy building warden who will be waiting 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 an air horn to indicate the exercise has ended and it is safe to reenter the building.
8. Building Wardens and Deputy 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 by dialling 111;
  - 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. Students and staff who are not undertaking a warden role are to immediately leave the building unless called upon by a warden to assist.

**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. *Shut* smoke stop doors as you leave an area.

*If time permits* - shut doors and windows, but don't delay the evacuation.

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

*Return* - only enter the building when the "All Clear" is given.

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

Property can be replaced - Life cannot

While we can assume that the 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 campus. The Selwyn District Council, however, believe that such an event would 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.

<b>Review dates</b>	<b>Completed</b>
<b>September 2015</b>	Review Completed September 2015
<b>March 2016</b>	
<b>September 2016</b>	
<b>March 2017</b>	

### Assistance Register

The following are the locations of occupants of the building who will require assistance to evacuate the building in an emergency

<b>Date</b>	<b>Likely locations or persons requiring assistance</b>	<b>Assistance required</b>	<b>Person assigned to assist</b>