



# Jerningham Apartments Ltd Emergency Management Plan

**STOP!**

**THINK!**

**ACT!**

**The first priority in an emergency is the safety of everyone present.**

**Raise the Alarm, then**

**Turn to the relevant page to confirm what to do.**

# Table of Contents

Emergency Numbers.....	3
In an Emergency .....	3
Evacuation Plan.....	4
When a Natural Disaster Strikes .....	5
Personal emergency management kit – Your “Go Bag” .....	5
Emergency First Aid.....	6
JAL's Emergency Plan .....	7
Safety equipment .....	7
Means of escape .....	7
Evacuating persons with disabilities .....	7
Evacuation procedures.....	8
Staying in touch.....	8
Emergency Procedures.....	9
Fire.....	9
Earthquake .....	10
Tsunami.....	11
Storms and Floods .....	11
Water leaks and floods.....	11
Falls from height.....	12
Electrocution.....	12
Power failure .....	12
Discovery of unusual objects .....	13
Threatening behaviour .....	13
Suspicious activity .....	14
Pandemic.....	14

## Emergency Numbers

Service	Number	
Fire Brigade (for fire or hazardous substance emergencies)	111	<div><div></div><div><div>1. Call from a safe place</div><div>2. Tell the operator which emergency service you want</div><div>3. Wait until that service answers0</div><div>4. Clearly state the address you want the service to attend</div><div>5. Do not hang up until told to do so by the emergency service</div><div>6. Make sure someone is available to direct the emergency service to the scene.</div></div></div>
Ambulance	111	
Police	111	
Healthline (Medical Emergency Call)	0800 611 116	
Wellington Hospital Riddiford Street, Newtown	04 385 5999	
Poisons Centre	0800 POISON (0800 764 766) available 24 hours a day, 7 days a week	
Jerningham facilities manager	04 801 9140	

---

**Immediately after calling 111, activate the emergency procedure.**

**Use another phone if emergency services ask you to keep the line available.**

---

### In an Emergency

1. Turn to the relevant page to confirm what to do (see Table of Contents page).
2. Report to the Facilities Manager all events:
  - + That result in actual or potential harm to people or damage to property
  - + Where the emergency services are involved.

## Evacuation Plan

Every apartment is provided with a current copy of the evacuation plan to keep by their front door. Please ensure you know what to do.

# EVACUATION PROCEDURES

### IF YOU DISCOVER SMOKE OR FIRE

- Ensure all occupants have evacuated your apartment.
- Activate the nearest fire alarm call point.
- Evacuate the building.
- Call Fire and Emergency NZ (FENZ) - dial 111, and give building and emergency details.

### WHEN THE FIRE ALARM SOUNDS

- Search your apartment ensuring everyone has evacuated, closing doors as you search each room. Assist anyone needing help - see procedures below.
- Evacuate using the nearest safe exit, following exit signage.
- The last occupant to evacuate each apartment is to proceed to the reporting point - see plan below.
- Assemble in the designated assembly area - see plan below.
- FOLLOW EXIT SIGNS • LEAVE FOOD, DRINK & PERSONAL ITEMS BEHIND • STAY AT THE ASSEMBLY AREA UNTIL FENZ SAYS IT IS SAFE •

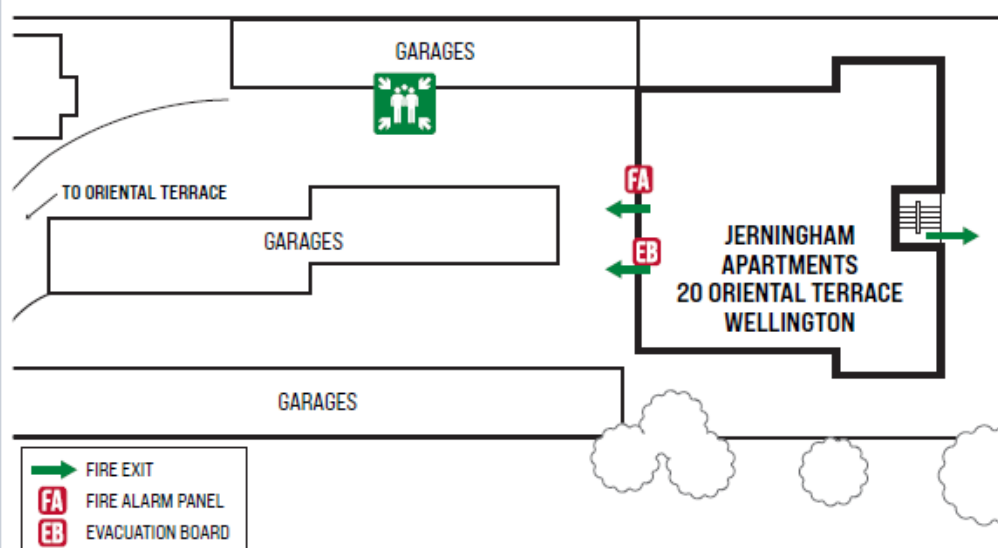
### CHIEF WARDEN - will be the first adult resident to the evacuation board - see plan below

- Put on the orange vest and remain beside the evacuation board - see plan below.
- Make sure that a 111 call is made to FENZ.
- Update the evacuation board as reports from residents are received.
- Communicate with FENZ on their arrival.

### PERSONS REQUIRING ASSISTANCE TO EVACUATE

- Make sure you have a plan in place and have identified an assistant if you need help to evacuate.
- If you are unable to evacuate, make your way to the stairwell landing.
- Await assistance and call 111 to let FENZ know you require assistance.

Note: If you have neighbours who need help, check on them and if it is safe to do so, assist them to the stairwell landing.



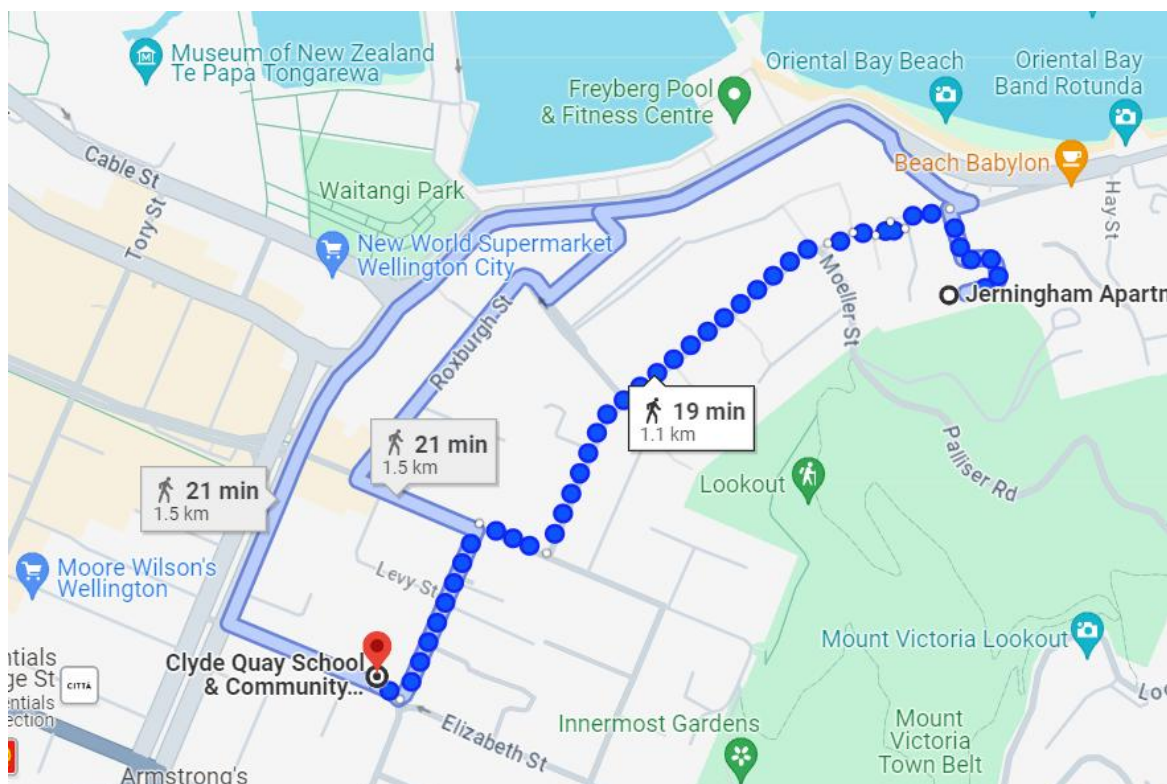
+64 22 539 5011 • WWW.FIRELINK.CO.NZ • HELLO@FIRELINK.CO.NZ

**FIRELINK**  
FIRE SAFETY DEFINED

## When a Natural Disaster Strikes

- + Know the civil defence warning signal
- + Know your nearest civil defence hub
- + Turn on the radio for advice and information
- ✗ Do not go sightseeing!

Civil Defence	
The civil defence warning signal is:	A siren followed by a message on cell phones and the radio
The nearest civil defence hub is at:	Clyde Quay School, 27 Elizabeth Street, Mt Victoria (see below for walking routes)
The recommended radio station is:	Radio New Zealand FM 101.3 or AM 567



## Personal emergency management kit – Your “Go Bag”

It is an excellent idea to maintain a personal emergency management kit, containing:

- + Medication (check expiry date every 3 months); list of health requirements, if any
- + Toiletries
- + Comfortable walking shoes
- + Sun hat/ cap
- + Rain coat

- + Warm clothes e.g. Thermals
- + Change of underwear
- + Hand sanitizer, antiseptic wipes
- + Notebook and pen
- + One full and an empty water bottle
- + Torch and spare batteries
- + Food snack items

## Emergency First Aid

Below are some key first aid tips.

### *Management of minor wounds*

1. Clean the wound with soap and water
2. Cover lightly with a clean dressing
3. Seek medical help if necessary.

### *Management of burns*

1. Cool the burnt area with cool water for 10-15 minutes
2. If necessary, cover the burn with a clean dressing or plastic wrap before removing the injured person to a medical centre.

#### **Remember:**

- ▶ Do not burst blisters
- ▶ Do not remove clothing that is stuck
- ▶ Do not apply creams.

### *Breathing difficulties*

1. If a person is breathing but unconscious, turn them onto their side
2. Clear airway of obstructions, such as tongue or vomit
3. Seek medical help if necessary.

### *Cardio-pulmonary resuscitation (CPR)*

- DANGER:** Check for the safety of yourself, the casualty and bystanders
- RESPONSE:** Check for response: tap the casualty, gently shake and shout
- SEND FOR HELP:** Phone 111 and ask for an ambulance
- AIRWAY:** Tilt head back to open airway
- BREATHING:** If not breathing normally, start CPR
- CPR:** Start CPR: 30 chest compressions, 2 breaths.

We recommend you also download a good first aid app on your mobile phone, to access step-by-step information on how to help someone in a range of situations. Examples are Hato Hone St John's CPR app and/or the Red Cross app, which covers a range of first aid emergencies.

## JAL's Emergency Plan

### Safety equipment

Ensure you know where the manual fire alarm call points, hose reels and extinguishers are located.

Read and follow the instructions for the operation of the equipment. Fire hose reels and extinguishers should only be used if there is no personal risk in doing so.

Note that the fire alarm system is tested periodically by an approved fire alarm technician. You will hear several quick bursts when it is being tested.

Fire drills, involving the COMPLETE evacuation of the building, are scheduled every six months. Note that Fire & Emergency NZ (FENZ) may insist on these being more frequent if the evacuation does not go smoothly.

### Means of escape

The facilities manager undertakes periodic checks of the means of escape to ensure that:

- + They are kept clear of obstacles at all times; and
- + Exit doors are not locked, barred or blocked so as to prevent occupants from leaving the building at any time; and
- + Smoke Control and Fire Doors are kept closed and not chocked, wedged or held open with anything other than a "hold open" device that complies with the New Zealand Building Code; and
- + Lobbies on each floor, which are designed specifically for means of escape, are not used as places for storage or places where rubbish is allowed to accumulate; and
- + Flammable liquids or materials are not stored near or within any part of the building used as a means of escape from fire.

### Evacuating persons with disabilities

#### BEFORE AN EVACUATION

The facilities manager must be advised of any resident with a disability so that they can:

- + Ensure that the correct details are recorded in the register for persons with disabilities
- + Keep the evacuation board up to date
- + Discuss the evacuation procedures with persons with disabilities and their caregivers.

#### DURING AN EVACUATION

Persons with a disability are to remain in a safe place close to the exit, as far as possible. If they are on the stair landing, they must keep clear of the stairs.

FENZ will be advised of the persons' location so they can arrange evacuation as a priority.

Under no circumstance is any person to use the lift to evacuate the building unless under the control and instruction of the Fire Service.

#### CHIEF WARDEN

The first person to the evacuation board will be deemed to be the Chief Warden. That person should put on the orange vest at the evacuation board and update the evacuation board as residents' reports are received.

The Chief Warden should dial 111 to confirm the Fire Service has been alerted to the emergency and liaise with them when they arrive.

The board will periodically call for volunteers to be trained in warden duties.

## Evacuation procedures

In the event that the fire alarm is activated, take the following actions:

- + If it is safe to do so, search your apartment to ensure everyone has evacuated, closing doors as you search each room.
- + Evacuate the building via the nearest safe exit.
- + If you are the last occupant to leave your apartment, proceed to the Evacuation Board to advise the Chief Warden they can shift the slider to show you have completed a physical search of your apartment, and it is clear.
- + Assemble in the designated assembly area, in front of the eastern garages. If that is deemed unsafe, move down the drive to Oriental Terrace, staying clear of incoming emergency vehicles.

Do not return to the building until FENZ has given the "all clear".

## Staying in touch

Communication will be key during and after an event. Our facilities manager will set up a WhatsApp chat group as soon as possible to connect with shareholders and residents, to keep people informed.

WhatsApp is a secure encrypted platform, unable to be accessed unless specifically invited. It has the advantage of being connected to satellites rather than land-based cellular networks.

You will need a smart phone and to accept the invitation to join the chat group. Remember to keep your contact details, and that of your tenants, up to date with the facilities manager.

Remember to take any opportunity to keep your cellular phone charged: Consider adding a solar-powered portable charger to your Go Bag. In an emergency, turn off Bluetooth and Wi-Fi to save your phone's power.



# Emergency Procedures

## Fire

- + Call for help.
- + ONLY if it safe to do so and suitable equipment or extinguishers are readily available, attempt to extinguish the fire.

- ▶ If help is available, allocate responsibilities to others to create a competent firefighting team.

### **MAKE SURE THERE IS AN ESCAPE ROUTE**

- ▶ Do not use water on electrical or petroleum fires
  - ▶ If the fire involves a flammable gas or a compressed gas, apply water cooling from a safe zone if it is safe to do so
  - ▶ Do not leave the site unattended if there is a risk of a further outbreak.
- + If it is not possible to extinguish the fire, operate the fire alarm.



### **DO NOT TRY TO EXTINGUISH A LITHIUM-ION BATTERY FIRE: EVACUATE IMMEDIATELY**

- + Dial 111 and request the fire service attend. Clearly state your name and the address of the building.
- + Leave the lights on.
- + Evacuate the building by the nearest safe escape route. Move quickly but DO NOT RUN.
- + Do not use the lifts. Do not carry food or drinks.
- + Report to the designated Assembly Area.
- + Do not return to the building until the All Clear is given.

### **USING A FIRE EXTINGUISHER**

- + Make sure the extinguisher is the correct type for fighting that particular sort of fire. E.g. If you see the number 4 on the side of a cylinder on fire, ONLY use a dry chemical, not water.
- + Make the extinguisher ready for use by breaking the seal/removing the safety pin
- + Carry the extinguisher to the fire
- + Keep yourself low to reduce the effect of heat and smoke
- + When in position, aim the extinguisher at the base of the flames
- + Discharge the extinguisher in a sweeping motion across the base of the flames
- + Keep going until you have completely extinguished the fire
- + If the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately

### **ALWAYS KEEP BETWEEN THE FIRE AND YOUR ESCAPE ROUTE.**

### **IF THE FIRE ALARM SOUNDS**

- + EVACUATE the building via the nearest safe fire exit.
- + Assemble in our designated Assembly Area.
- + Do not re-enter the building until the Fire Service advise that it is safe to do so. The silencing of the fire alarm is not an indication that it is safe to re-enter the building.

### **DURING AN EVACUATION, IF THE FIRE ALARM STOPS SOUNDING – CONTINUE TO EVACUATE THE BUILDING.**

## Earthquake

- + Try not to panic.
- + Take shelter under a table or door frame – Drop, Cover and Hold.
- + Keep clear of windows and insecure items.
- + Immediately check if fire has broken out and, if safe to do so, extinguish.
- + If you are in the lift, leave the lift car at the floor that the lift stops. Should you not be able to leave the lift car, use the emergency phone procedure as detailed in the lift.
- + After the shaking has stopped, gather together and care for any injuries, including:
  - ▶ Assistance to move any injured persons to a central point
  - ▶ Assistance to release anyone trapped by heavy objects
  - ▶ Administration of first aid to those in need
  - ▶ Assistance to move people suffering from hysteria away from others to avoid panicking people any further
  - ▶ Setting out plastic bags to replace normal toilet facilities.
    - Add chlorine or disinfectant to rubbish bags when set out or replaced, to minimise odour and the spread of germs.
  - ▶ Establishing a place for torches.
  - ▶ Reporting damage and the nature of injuries to the facilities manager via WhatsApp, requesting first aid assistance if required
  - ▶ Gathering information on the state of the building, what is happening in our area and elsewhere around the city.
    - Note that the nearest Civil Defence Hub at Clyde Quay School, 27 Elizabeth Street, Mt Victoria should have help available if needed and is a place to share and get information on what is happening in the area.
  - ▶ Creating a register to record people present, log when they leave and their intentions (e.g. fetch children)
- + Do not try to leave the building until the tremors have stopped.
  - ▶ Be prepared for after-shocks.
  - ▶ Only evacuate the building if the structure is unsafe to remain in.
- + If the fire alarm sounds, evacuate the building as per the normal fire evacuation procedures and assemble in an open space away from buildings and power lines.
- + If it is necessary to evacuate, take your phone, wallet, bag and any emergency supplies you have, and use previously identified safe routes.
  - ▶ Watch for live electrical wires, unstable power poles, or masonry and glass falling from buildings. Cracks may also open up in the ground.
  - ▶ Arrange to travel in groups where possible.
  - ▶ Try to minimise congestion on the roads by staggering departures if appropriate.
- + Remember to conserve water as necessary. (Water pipes are likely to be broken.)

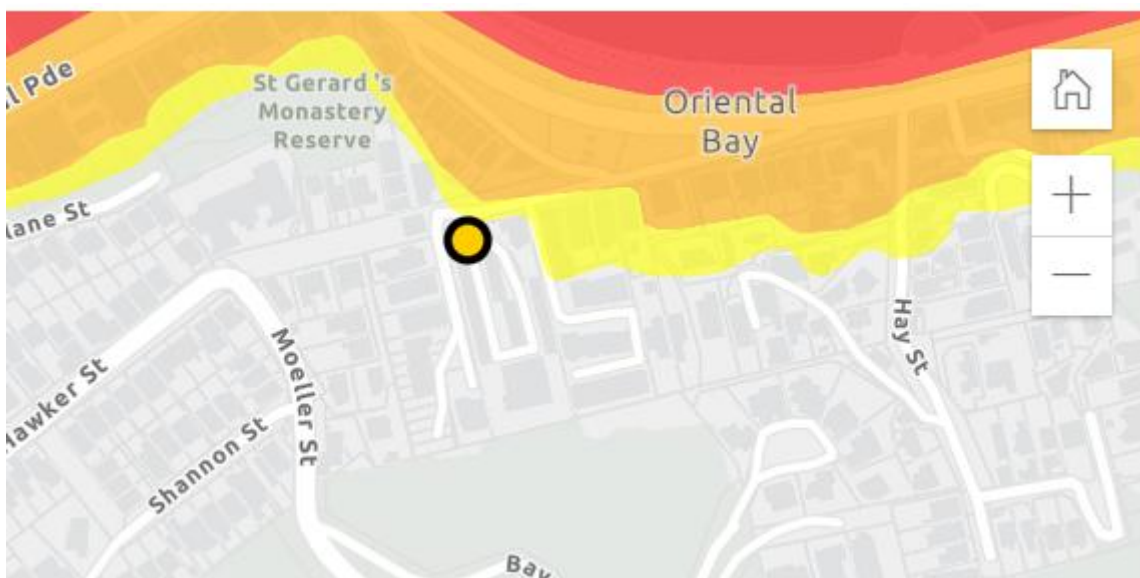


## Tsunami

If there is a long (over a minute) or strong (you can't keep on your feet) earthquake, a tsunami may follow shortly afterwards. It could be the only warning.

Civil Defence may also activate its' warning siren to evacuate either the red zone, orange or yellow zone.

As shown below, Jerningham Apartments is considered to be above the tsunami evacuation zone.



Do not go sightseeing. Note that the first wave may not be the largest. Waves may be separated by an hour or more. They may keep coming for many hours.

Always choose to evacuate to higher ground or inland over evacuation into a building.

If you are more than ten minutes away from reaching high ground and a tall modern concrete building is nearby, try to get to the fourth floor or above.

If you see surf waves on a calm sea or the ocean receding, or hear the roaring of a jet engine from the sea, evacuate immediately.

Listen to the radio for information and follow Civil Defence instructions.

## Storms and Floods

Wellington's position in the heart of the Roaring Forties means we are exposed to big storms. They have the potential to fell trees, cause debris to fly around and create floods.

Our furniture on the rooftop can blow around in high winds. Please do your bit by ensuring chairs are laid down or put away if you are up on the roof prior to any such event.

During an extreme adverse weather event, go online to <http://www.getprepared.org.nz> or <http://www.stuff.co.nz>, or tune into the radio to find out about the conditions in the area and for advice about how to keep safe.

It is recommended to remain inside during such events. Do not go sightseeing.

## Water leaks and floods

On occasion, accidents happen. Pipes get cut, spring a leak or burst.

If you see a leak, contact the facilities manager immediately to contact a plumber to get the problem fixed and an electrician to eliminate the risk of harm from electrocution.

DO NOT attempt to fix the issue yourself if there is a risk of electrocution.

## Falls from height

A fall from any height can result in a broken bone, or even a broken neck. If you see someone fall off a ladder or down some stairs, DO NOT attempt to move them. Dial 111 and ask for an Ambulance. Talk to the person on the phone about any other actions you can safely take to assist the victim.

If a worker is working at height using a harness, a specific plan must be developed and communicated so that if the worker finds themselves suspended in the harness following a fall, the plan is put into place immediately. It is important to get the person safely down as soon as practicably possible to prevent serious harm occurring due to restrictions in the blood supply.

**Advise the facilities manager of the incident as soon as possible.**



## Electrocution

NO demolition work is to be undertaken before a qualified electrician has decommissioned the site. In any event, treat all wires as live.

If you witness someone receiving an electric shock, DO NOT try to touch them in case you also become electrocuted.

If you see someone electrocuted, DO:

- 1 Immediately turn off the power, or, if you can't turn it off
- 2 Stand on a dry insulated surface, such as a rubber mat or newspaper and use a NON-METAL object to remove the victim from danger
- 3 Check the victim's response – shake and shout
- 4 Turn the victim on their side and check their airway
- 5 Open mouth, tilt head back, extend jaw and listen for breathing.
- 6 IF NOT BREATHING: COMMENCE MOUTH-TO-MOUTH

**5 BREATHS IN 10 SECONDS**

- 7 Check for a pulse at the person's neck or wrist
- 8 IF NO PULSE: COMMENCE CARDIAC MASSAGE

**15 COMPRESSIONS EACH 10 SECONDS  
THEN 2 BREATHS IN 5 SECONDS**

- 9 Repeat compressions, repeat breaths
- 10 Once recovered, place on left side and call ambulance

**NEVER GIVE UP**

## Power failure

- + Unless you really have to leave the building, stay inside.
- + There will be emergency power in some areas, however lighting will be significantly reduced.
- + The lift may not be operating. If you are aware of anybody in the lift, advise the facilities manager immediately.
- + If you are told to evacuate by a board member or the facilities manager, follow the fire evacuation procedures outlined in this document.

- ▶ The evacuation order will be by "word of mouth" and/or WhatsApp, not the sounding of the fire alarm.

## Discovery of unusual objects

If suspicious mail or a suspicious object is found, **LEAVE IT AS IT IS.**

Immediately **call 111** and report the object to the Police. Remember to give the exact location and details of the object and how you found it.

A suspicious letter or package may:

- + Exhibit a powdery substance on the outside of the package or letter
- + Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspelling of common words
- + Contain protruding wires, strange odours or stains
- + Be shipped with an unusual amount of tape
- + Have an unusual weight, given the size, or is lopsided or oddly shaped
- + Have no return address, or one that cannot be verified as legitimate
- + Be marked with restrictive endorsements, such as "Personal" or "Confidential".

If you find or receive a suspicious package or parcel:

- + DO NOT OPEN!
- + Handle with care. Do not shake or bump
- + Isolate the package or parcel immediately – remove other people from the area.

If you open a parcel that appears to be contaminated:

- + Do not move the parcel
- + Dial 111 for the Police and give them exact location and details of events
- + Turn off fans
- + Isolate the area. Evacuate the adjoining areas
- + Anyone in contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from emergency responders.

## Threatening behaviour

If someone manages to get into the lobby and starts to threaten people, **obey any instructions and keep calm.**

- + Remove yourself and others from immediate danger if possible and it is safe to do so.
- + Do not argue or try to negotiate – do what is asked
- + DO NOT take risks – do not try to disarm or struggle with the person
- + Observe the aggressor for:
  - ▶ Physical features or clothing worn
  - ▶ Distinguishing features, voice or tattoos
  - ▶ Any weapons
  - ▶ Anything touched or taken
  - ▶ Escape route/vehicle, if possible
- + As soon as you are able, call 111 and ask for the Police. Write down all you observed.

## Suspicious activity

- + If there is obvious criminal activity taking place, out of view of the offender call 111 Police.
- + Notify the facilities manager.

## Pandemic

The Covid-19 pandemic demonstrated how vulnerable we all are to new or mutated viruses to which the general population doesn't have any immunity. The huge pressure that was placed on the health system and the disruption to lives and businesses shows the importance of minimising the spread by following the guidelines below:

- + If you are sick, stay home, keep away from other people and avoid visitors.
- + If you need medical advice, phone your GP rather than visit, to avoid passing on your germs to others who may have an already compromised immune system.
- + Wash and dry your hands before handling food, wiping a child's nose or looking after sick people, and after using the bathroom.
- + Avoid touching your eyes, nose or mouth, as some germs can spread this way.
- + Use tissues to cover coughs and sneezes. Throw used tissues in a bin and wash your hands.
- + Give fluids to people with a fever and/or diarrhoea.
- + Paracetamol can be used to bring down high fevers, but anyone with difficulty breathing, chest pain, blueness around the lips, inability to keep fluids down, becoming less alert or developing confusion should receive medical assistance.
- + Check the Ministry of Health website for the latest information: [www.health.govt.nz/influenza](http://www.health.govt.nz/influenza).
- + Be prepared! Make sure you have enough food, water, basic medical supplies, cleaning products, tissues and toilet paper for at least a week.

### Extra hygiene

If the Ministry of Health issues a Pandemic alert, assigned individuals will be rostered to wipe down and clean the common areas, including the lifts, each day using a disinfectant solution.

Magazines and papers will be removed from common areas to minimise the risk of an infection being passed on.

All residents must wear face masks when leaving their apartment.