



## **Te Papa Emergency Procedures Advice**

**As of November 2016**

Emergency Procedures are in place in the event of an emergency to ensure the safety of all people in our buildings.

### **Building Evacuation**

- Upon hearing the continuous sounding of the Fire Alarms all occupants should leave the building immediately. The continuous sound of alarms will be audible throughout the building if they are activated.
- Egress is available from all floors and areas in the building via the marked emergency exits.

### ***Fire Evacuation Procedures***

Even in modern fire resistant buildings, immediate evacuation of all areas of the entire building is essential upon discovery of a fire or upon sounding of the alarms, even if you cannot see or locate the fire.

All doors to the stairs are Smoke Stop doors and are specially designed to inhibit the spread of smoke and fire. It is therefore essential that these doors are kept closed at all times.

Assemble outside Circa Theatre or Waitangi Park if at Cable Street building.

Assemble at Pukeahu War Memorial Park if at Tory Street building.

### ***Building Safety Equipment***

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

Civil Defence cabinets are available on each floor Back of House with rescue equipment and general civil defence supplies.

## **Earthquake Procedures**

In the event of a significant earthquake staff will act decisively to ensure their own safety and that of the public. The procedures following a significant earthquake are NOT the same for a general evacuation.

**We do not evacuate the building during an earthquake.** We advise visitors to stay at Te Papa until we have official confirmation that there is no Tsunami threat.

Te Papa's Emergency Response Plan will be automatically be activated.

### ***Initial response during the earthquake***

- DROP, COVER, HOLD.
- If you are in an open space crouch covering your head and neck with your hands and arms until the quake subsides (the TURTLE).
- If you can crouch next to a substantial wall or in a door way do so, bracing yourself against the wall.
- If you can take cover under a table or solid object do so. If you are able to hold on to something to brace yourself.

### ***Immediate actions post shake***

- Before moving from your location check for hazards. Use stairs not lifts.
- Be prepared to find a safe location in the event of aftershocks.
- If the shake is prolonged move to higher levels. See staging areas information below.

**Do not** move if the place you are in is safe

**Do not** attempt to rescue others if it puts you at risk

### ***Staging areas***

The primary staging area (meeting area) is the Level 2 Wellington Foyer. Stay away from windows.

The Visitor Services Supervisor will make announcements about any further decisions as to whether the public needs to be evacuated to another location.

If you leave Te Papa **after the all clear has been given** you need to make sure it is safe to do so and that you inform someone that you are leaving.

### ***Reminders:***

- It is important to remain calm. Te Papa is designed to be a safe building in the event of a major quake.
- The building is designed to move. This can feel unsettling, but it is a good thing.
- In the event of a severe quake communications may be compromised. Text messages have been proven to be the most reliable in event of emergency.
- Your number one priority is your safety. Then it is the safety of the rest of your group.
- Do talk to others around you. Find out what they know, what skills they have, who has means of communication.

## **Tsunami procedures**

Level 4 and above is considered safe in the event of a tsunami. The decision to move higher up the building (via the stairs) will be made by the Visitor Services Supervisor.

## **Responsibilities**

Staff who have responsibility for carrying out emergency procedures are:

- Chief Building Warden / Deputy Chief Warden
- Floor Wardens / Deputy Floor Wardens
- Hosts
- Educators and Public Programmers (if with groups)

These staff members are prepared to be assertive and assume a leadership role as they carry out their duties. It is important that visitors are aware that Hosts are in charge. Staff will ensure that all persons begin a calm and orderly evacuation of the area via the nearest safe exit.

## ***Responsibilities for education groups***

Education groups are expected to have the following to hand in case of an emergency:

- A record of everyone on the excursion with them
- Up-to-date contact information (those on the trip, and for parents/whānau)
- Mobile phone(s)
- Any medication that is required
- First aid kit (advisable)