

TE PUIA MĀORI ARTS & CRAFTS INSTITUTE  
**EMERGENCY MANAGEMENT PLAN 2023**

**(updated November 2023)**

### During an Emergency

- Expect normal routine to be disrupted for the duration of the emergency;
- If at work, stay at work until ALL CLEAR given or otherwise instructed;
- Restrict telephone use to essential communication only.



## Table of Contents

# Contents

Introduction – THE Four ‘Rs’ of Emergency Management Planning .....	4
Te Puia .....	5
Reduction and Prevention .....	6
Site Map – Evacuation Routes & Services Location .....	10
Readiness.....	11
Key Support Agencies (note these are to be checked and updated every 6 months) .....	14
Response .....	15
Recovery .....	18
Reference and Resources .....	18
Appendices .....	19
Emergency Equipment & Location.....	20
Emergency Procedures “flip chart” .....	21
Criminal Activity .....	22
Cardiac Arrest .....	23
Evacuation of Site.....	24
Earthquake .....	25
Elevated Geothermal Activity .....	26
Fire Detection .....	28
Armed Confrontation / Robbery.....	29
Bomb – Arson Threat .....	31
Death Onsite.....	33
Site GPS Tag System .....	334
Evacuation Report .....	355
Site Map – RF Tag Locations.....	337
Site Map – Helicopter Landing / Water Sites .....	38
Individual Fire Evacuation (building zones).....	39
Evacuation Building Zones .....	411
Site Wide Fire Index .....	422
Wānanga (Gallery & Administration) .....	444
Retail Building .....	46
Wharekai (& Whakaruruhau) .....	47
Administration Building .....	49
Wharenui.....	50
Te Poari.....	51
Whare Tapere.....	52
Kiwi Conservation Centre.....	53

## Introduction

Visitors have been guided through Te Whakarewarewa Geothermal Area for generations, since at least 1886. Whakarewarewa has been recognised to be of international scientific significance as one of only two major geyser fields in the world in their natural state.

The Rotorua Volcanic Centre has not erupted for approximately 240,000 years.

Whakarewarewa Valley consists of several natural geothermal features. Through historical observation Te Puia has made access to the valley available along identified pathways and viewing areas.

This plan is intended as a guide that Te Puia will use to prepare and respond to any emergency situations. **Te Puia's core focus is prevention and in the event of an emergency the safe evacuation of personnel.**

This plan takes into account the following NZ Legislation

- The Health and Safety in the Workplace Act
- Civil Defence Emergency Plans
- Building Code of Compliance
- Fire and Emergency New Zealand Act

When activated this plan will be coordinated with the activities of Te Puia's neighbours and their emergency services as appropriate.

This Plan uses an 'All-Hazards' approach through the four 'Rs' of emergency management planning:

The Four 'Rs' of Emergency Management Planning	
<b>Reduction</b> <i>(and prevention)</i>	Recognition of hazards and risks, and mitigation to avoid or minimise the impact prior to the event.
<b>Readiness</b>	Planning, establishing response systems, training, maintaining readiness to respond.
<b>Response</b>	Mobilising and activating the emergency Plan.
<b>Recovery</b>	Actions to recover from the incident, including moving back to business as usual and reviewing and updating the emergency plan, based on what has been learnt from the incident.

## Te Puia

Te Puia is located within the Whakarewarewa Geothermal Area which is a reserve established to protect the geothermal field – and is recognised in the Rotorua District Plan as an “Outstanding Natural Feature or Landscape”.

The natural and physical resources of the Rotorua Geothermal Area are principally managed under statute of the Resource Management Act 1991. Within Part II of the Act, matters of national importance are recognised and provided for; including areas of outstanding natural feature and landscape, ensuring, and enhancing public access and of critical importance – the relationship of Maori to ancestral lands, water, sites and wāhi tapu (sacred sites) are recognised and provided for by statute.

The nature of the geothermal field determines that hydrothermal eruptions of various heights and types are a constant occurrence within the Whakarewarewa Geothermal Area. These hydrothermal eruptions vary from bubbles of hot springs or mud pools through to naturally occurring eruptions of steam and water on the geyser terrace.

With small variations allowing for changes in subterranean activity, the hydrothermal eruptions have generally occurred in the same places.

The Whakarewarewa Geothermal Area is in the Rotorua Volcanic Centre (RVC) – which is one of four caldera volcano centres in the Rotorua District. However, of the four caldera volcano centres, only the Okataina Volcano Centre (OVC) has erupted historically – within the last 22,000 years and is assessed as the only realistic source of a potential local volcanic crisis.

As previously mentioned, the Rotorua Volcanic Centre has not erupted for approximately 240,000 years. Further evidence of this is that the fragile silica terrace from which our geysers erupt, has occurred naturally over a period of approximately 80,000 years.

The geysers that erupt from the terrace are also individually recognised as being of international significance due to their intrinsic and cultural significance to Maori – and the inherent risk of their demise due to industrial exploitation of the geothermal field as an energy source for many decades.

Monitoring of the Valley is conducted through GNS Science, who are the Crown Research Institute tasked with providing earth, geoscience and isotope research and consultancy services. ([www.gns.cri.nz](http://www.gns.cri.nz)) GNS scientists make regular inspections of the Whakarewarewa Geothermal Area and have done so for decades.

Geonet ([www.geonet.org.nz](http://www.geonet.org.nz)) is a collaboration between the Earthquake Commission EQC and GNS Science (both are Crown entities). They provide real time geological hazard monitoring system from a network of geophysical instruments and experts to detect, analyse and respond to volcanic activity and large landslides.

The Earthquake Commission’s role it is to provide research and education into natural disasters and provide insurance to residential property owners.

# Reduction and Prevention

## Recognition of hazards and risks, and mitigation to avoid or minimise

<b>SITE COMPLIANCE</b> <b>Track Checks</b>	<ul style="list-style-type: none"> <li>• Track / Site checks completed every morning prior to opening the site to the public including. <ul style="list-style-type: none"> <li>○ Tracks,</li> <li>○ Geothermal Activity</li> <li>○ Safety Barriers / Fences</li> <li>○ Vegetation / Trees</li> <li>○ Exits</li> </ul> </li> <li>• Clearing / Pruning of trackside dry/dead vegetation.</li> </ul>
<p><b>Frequency:</b> Daily</p> <p><b>Consequence Impact:</b> Site &amp; Buildings are checked prior to public entry</p>	
<b>Fire Systems</b>	<ul style="list-style-type: none"> <li>• All Fire Systems are checked / tested by third party contractor (Argus) including. <ul style="list-style-type: none"> <li>○ All Buildings (smoke, heat, call points and sirens)</li> <li>○ Valley Evacuation Siren – activation button in Pikirangi <i>In the event of a major emergency or fire in the Valley, the Valley siren will sound. Signage in the Valley will provide instruction.</i></li> <li>○ Health and Safety Wardens onsite will also be despatched to, or if not safe, then direct emergency services to ensure all visitors are out and safe</li> </ul> </li> <li>• Emergency Lighting and Signage</li> </ul>
<p><b>Frequency:</b> Monthly</p> <p><b>Consequence Impact:</b> Site &amp; Buildings systems are in working condition</p>	
<p><b>Frequency:</b> Quarterly</p> <p><b>Consequence Impact:</b> Site &amp; Buildings systems are in working condition</p>	<ul style="list-style-type: none"> <li>• Automatic Doors</li> <li>• Sprinkler Systems</li> <li>• Back Flow preventors</li> <li>• Lifts</li> </ul>
<p><b>Frequency:</b> Six Monthly</p> <p><b>Consequence Impact:</b> Site &amp; Buildings systems are in working condition</p>	<ul style="list-style-type: none"> <li>• Emergency Evacuation Trials</li> </ul>
<p><b>Frequency:</b> Annually</p> <p><b>Consequence Impact:</b> Site &amp; Buildings systems are in working condition</p>	<ul style="list-style-type: none"> <li>• Full System Annual Audit (for Building Warrant of Fitness) - Argus</li> </ul>

<b>Electricity outage</b>	<ul style="list-style-type: none"> <li>• Torches and batteries stored in each building and emergency supplies stored in maintenance shed</li> <li>• Portable generators</li> <li>• Portable LED light stands</li> <li>• Equipment on UPS identified (main servers /Fire)</li> </ul>
<p><b>Likelihood:</b> Low</p> <p><b>Consequence Impact:</b> All Operating Systems unavailable</p>	
<b>Water supply loss</b>	<ul style="list-style-type: none"> <li>• Drinking water supply available (bottled water in Café)</li> <li>• Water tank at Kiwi Conservation Centre</li> <li>• Puarenga Stream alternative supply for fire fighting</li> </ul>
<p><b>Likelihood:</b> Low</p>	

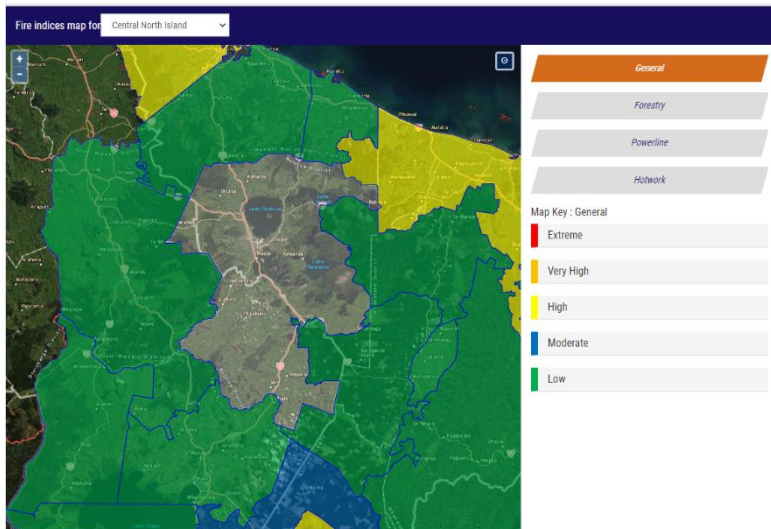
<p><b>Consequence Impact:</b> No toilets, drinking or firefighting ability.</p>	<ul style="list-style-type: none"> <li>• Helicopter able to use Puarenga Stream and Lake Waikaukau water for firefighting</li> <li>• Basic firefighting equipment on site</li> </ul>
<p><b>Gas leak</b></p>	<ul style="list-style-type: none"> <li>• Main shut off valve outside of north side of Administration building, Hemo Road with individual building isolation valves.</li> <li>• Evacuation protocol in place</li> <li>• Gas lines identified by signage</li> </ul>
<p><b>Likelihood:</b> Low</p>	
<p><b>Fire – buildings, scrub lands or hydrothermal eruptions, earthquake activity.</b></p>	<ul style="list-style-type: none"> <li>• Staff briefed to ring 1-111 in case of emergencies</li> <li>• Evacuation warning devices in place – both automatic and manual.</li> <li>• Understanding with Whakarewarewa Village option to evacuate through valley if necessary.</li> <li>• International warning signs regarding danger of discarded cigarette butts prominently displayed</li> <li>• Evacuation protocols and routes clearly described by Host Guides</li> <li>• Basic fire-fighting equipment on site</li> <li>• Emergency water supply locations identified</li> <li>• Emergency Flip Charts</li> </ul>
<p><b>Likelihood:</b> Medium – But significant Seasonal variations</p> <p><b>Consequence Impact:</b> Evacuation of the park and/or buildings. (by sections or total area)</p>	
<p><b>Visitors injured or burned as a result of geothermal activity, accident or fire.</b></p>	<ul style="list-style-type: none"> <li>• First Aid Trained Staff</li> <li>• Emergency evacuation procedures in place</li> <li>• Interpreters contact details available (Tour Operators and Host Guides)</li> <li>• Ambulance and Hospital contact details readily available</li> </ul>
<p><b>Likelihood:</b> Low</p> <p><b>Consequence Impact:</b> Potentially (non-English-speaking tourists) could be hurt.</p>	
<p><b>Visitor lost in the park.</b></p>	<ul style="list-style-type: none"> <li>• Staff trained in initial reconnaissance search procedures</li> <li>• Police Search and Rescue contacts maintained if needed</li> </ul>
<p><b>Likelihood:</b> Low</p> <p><b>Consequence Impact:</b> May need to search scrub land and geothermal features.</p>	
<p><b>Robbery</b></p>	<ul style="list-style-type: none"> <li>• Identify security options ahead of time.</li> <li>• Improve security at points where cash is taken/stored. □</li> <li>• Train staff in what is expected of them if a robbery occurs. □</li> <li>• Refer emergency “flip charts”</li> </ul>
<p><b>Likelihood:</b> Medium</p> <p><b>Impact:</b> Cash held on site stolen. Possible injury to staff.</p>	
<p><b>Computer system outage</b></p>	<ul style="list-style-type: none"> <li>• Prepare manual alternative systems</li> <li>• Train staff</li> <li>• UPS protection of computers</li> </ul>
<p><b>Likelihood:</b> Medium</p> <p><b>Consequence Impact:</b> Business transactions slowed down. Ticketing systems slowed down.</p>	

**TRIGGER POINTS**

In recognising the changeable environment of Te Puia and the Valley, there may be certain conditions that ‘trigger’ restrictions on access or other processes that will help mitigate or eliminate risk. (to the environment and people)

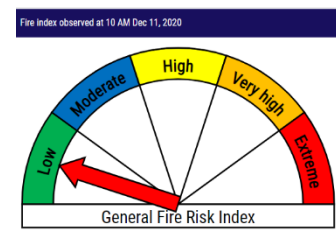
## FIRE

### Fire Indices – Fire & Emergency New Zealand



This website provides online daily actual and forecast information on risk of fire within NZ.

Te Puia’s Fire Risk Index signs will be set to reflect these each day.



<https://fireweather.niwa.co.nz/region/Central%20North%20Island>

**Trigger** - If all indices forecast EXTREME over a 6-day period, a heightened state of preparedness and visitor monitoring should take place.

This would include:

- Staff are located in Valley at all times that Visitors are onsite.
- Complete BAN of machinery or other heat/spark generating sources in the Valley
- Fire Extinguishers, Water Tanks, and other basic fire equipment in readiness
- Communication with neighbouring properties identifying as a group the extreme forecast and heightened risk.

## WIND / WEATHER WARNING

Met Service / Te Ratonga Tiorangi provide weather watch or warnings in NZ.

<https://www.metservice.com/warnings/severe-weather-outlook>

### Severe Weather Warning

Met Service will issue a Severe Weather Warning whenever there is an expectation that any of the following weather conditions will occur within the next 24 hours:

Widespread\* rainfall greater than 50mm within 6 hours or 100mm within 24 hours.

Widespread\* snowfall below 1000 metres on the North Island, South Canterbury, or Otago - or below 500 metres elsewhere on the South Island with a snow depth of 10 centimetres within 6 hours or 25 centimetres within 24 hours.



Widespread\* severe gales with a minimum mean speed of 90km/h or frequent gusts exceeding 110km/h.

\*"Widespread" means over an area of 1000 square kilometres or more.

Severe Weather Warnings are classified into one of two categories – Orange Warnings or Red Warnings – depending on the expected severity and impact of the event. The majority of warnings issued will be Orange Warnings, with Red Warnings reserved for only the most extreme weather events.

### **Severe Weather Watch**

Met Service will issue a Severe Weather Watch whenever there is an expectation that conditions may deteriorate to the thresholds specified for the issue of a Severe Weather Warning:

After the next 24 hours but within 48-72 hours, or  
If there is a high level of uncertainty within the next 24 hours.

*Te Puia is subscribed to the Met Service Weather Watch and will receive emails updating us on Severe Weather Warnings.*

Trigger – If a Severe Weather warning is received, staff will be alerted prior to opening to the Public. Wind direction and valley exposure to the warning will be assessed and monitored prior to opening the park.

Visual Assessment of conditions could trigger the following actions.

1. Closure of Southern Track Areas – especially areas with trees / bush
2. Closure of by-pass track and other non-cobble track areas
3. Closure of Bridges, Look-outs or areas that are exposed
4. Closure of Valley

# SITE MAP — EVACUATION ROUTES & SERVICES LOCATION



The enclosed Map outlines evacuation safe points and mains for Electrical and Gas.

In general; PUBLIC and STAFF CAR PARKS – are deemed Evacuation Safe Points in the case of emergency evacuation of any type, Visitors or Staff are to make their way to the nearest car park.

Te Puia Staff will provide instruction and direction.

# READINESS

## Planning, establishing response systems, training, maintaining readiness to respond

### Service Description

Te Puia provides a Tourist experience including walks (guided and independent) which place visitors in reasonably close proximity to various features such as hot mud pools, hot pools, geysers, steam vents and streams.

As part of the ticket entry process, all visitors are reminded that they are entering a site with multiple hazards.

We regularly advise visitors through signage, brochures or through word of mouth, that we operate within an active geothermal reserve. We further encourage visitors to wear comfortable footwear, use sunscreen regularly, wear weather appropriate clothing and to consume water regularly.

### Key Emergency Features

- An Incident Control Point (ICP) at the Administration Building. Pohutu Function Room would be used as a general co-ordination space for emergency services.
- An evacuation (wailing siren) positioned on a high point (in Pikirangi marae) above the geothermal valley
- Mobile Phones
- Portable Radio's (emergency channel designated and lodged with FENZ)
- Basic Coordinated Incident Management System (CIMS) wall charts, Hi-vis and emergency equipment
- Designated emergency accommodation and catering facilities
- An emergency supply of water
- Two portable generators
- Emergency Generator for Te Poari
- A designated area for a temporary mortuary

**Location of Plans:** Copies of the emergency plan will be held by:

- The following GM's:

Human Resources/Health & Safety and Sustainability/Visitor Experience/  
Operations and Site Development

## Location of Hazard Register

A copy of the Hazard Register is held by each Manager

## Incident Control Point Preferences

- Pohutu Function Room (or other such Admin Building that is least affected.)

## Training and Exercising

- All new staff employed at Te Puia will receive a basic introduction to Emergency Plans and processes as part of their orientation to the site
- All staff will receive emergency procedures refresher training annually
- Emergency team members (Health and Safety Committee Reps) will receive emergency procedures training bi-annually
- Fire Evacuation Trials will be held every 6 months for each Fire Zone.

## Te Puia | NZMACI individual Fire Zones are.

• Wananga (7) & Wananga Admin / Gallery (9)	<b>Auto Dial</b> Fire Service
• Retail Building (1-5 + 16)	
• Whakaruruhau (17)	Auto
• Wharekai (14)	Auto
• Administration Building / Pohutu Function / Basement (10, 11, 12)	
• Wharenui (Meeting House) (30-33)	Auto
• Te Poari (21-25)	
• Tapere (27,28)	
• Kiwi House	
• Kiwi Conservation Centre	

**Regardless of auto dial – staff must call Fire Service**

## Evacuation by Building / Zones

The areas above are grouped by colours showing evacuation zones by their Fire Alarms. (e.g. An alarm in a yellow area, means all these 'yellow' buildings need to be evacuated – Meeting House, Te Poari & Tapere etc)



## Mutual Aid Operating Protocols (MAOP)

- A mutual aid operating protocol is in place with Whakarewarewa Village. In the event of an evacuation of the Valley; exit strategies through the gate and down through the Village are in place, if need be.

## Internal Contacts

<b>Chief Executive Officer</b>	<b>021 741 687</b>
<b>GM Operations and Site Development</b>	<b>027 201 1536</b>
<b>H &amp; S and Sustainability Manager</b>	<b>027 249 4986</b>
<b>GM Human Resources</b>	<b>021 828 967</b>
<b>Operations Manager</b>	<b>021 933 902</b>

## KEY SUPPORT AGENCIES (note these are to be checked and updated every 6 months)

Service	Supplier	Contact Number	Contact Person
Air conditioning	G B Teat	07 348 9061 021 993 662	Jonny Teat
Civil Defence	Bay of Plenty Regional Council (BOPRC)	0800 884 880	
Computers	Advanced IT	021 274 7300	Steve
Communications / Media	Shine PR	021 577 871	Jacky James
	Spark New Zealand (servers)	027 499 8796	Rick Alexander
Electrician	Electrical Solutionz	07 282 2171 027 577 9505	Craig Sisson
Mains Power (street)	Unison	0800 286 476	
Engineers (Valley Structures)	Sigma Consultants Ltd	07 347 3456	
Fire	Emergency Rotorua Fire Station	111	07 348 3197
Gas fitter	Rawlinson Plumbing & Gas	07 348 8661 027 275 0112	Dave Sander
Gas supplier	Nova Energy Ltd	0800 668 236	
Glass/Glaziers	Glenn's Glass	07 348 1042 021 631 683	Glenn Van Asselt
Insurance	Dawson Insurance	07 3480479	Denis Marriner
ISP (Internet / Mobile)	Vodafone		
Equipment Hire	Hirepool Rotorua	07 3488 042	
Plumber	Plumberman Rotorua	07 348 0627	
Police	Emergency Rotorua Police Station	111	07 3480 099
Power supplier	Mercury	0800 20 18 20	
Rotorua Hospital		07 3481 199	
RT communications	Alcom Communication	07 345 8655	Vernon
Security Personnel	WatchDog Security Group	07 349 2111	Brett
Security System (including gates)	Icon Security	021 426 698	Damon
Fire Alarms / Extinguishers	Argus Fire Protection	07 349 3900	
Internal Network	Biscom	07 349 3111 021 759 894	Richard Lock
Underground services	Springfield Underground Services	0274995150	Dave
Veterinary Services	Central City Vets	07 3477 448	
Waste Disposal	Waste Management NZ Ltd	0800 888 278 07 349 0222 027 226 2334	Mike Williams
Water & Sewage	Rotorua Lakes Council	07 348 4199	
Whaka Village	Village	027 271 8970	James Warbrick

## RESPONSE

Mobilising and activating the Emergency Plan.

### Activation Options:

**Evacuation Alarm Valley:** **Continuous** Wailing Siren – Valley Evacuation

**Fire Alarm Buildings** - Wailing Siren with verbal instructions to evacuate buildings

**All Clear** Incident Controller and Safety Wardens will provide all clear

### Fire Systems:

Fire Evacuation systems in our buildings can be triggered in a number of ways. The entire site is monitored / managed by Argus (and Watch Dog Monitoring) and can be viewed (in detail) through a central computer housed in the Security Room next to our front gate.

The computer will enable you to identify what has triggered an alarm.

- Manual Call Point | Heat Detector | Smoke Detector

All detectors are named/numbered and newer buildings will show this on a plan view in the monitoring system.

On the car park side of the Host Whare is the main fire display panel which indicates which buildings are in alert. This is where the Fire Service will come to first.

**REMEMBER:** Everyones **first responsibility** is to ensure the safe evacuation of all people from the affected building / area.

### Emergency Assembly areas

- Areas as shown on site map for each Building Zone

### Response Process

The **Coordinated Incident Management System** (CIMS) is used by all emergency services

In order to be consistent with the Emergency Services who may assist any emergency response CIMS shall be used whenever a significant emergency response is required on Te Puia site.

The first staff member to become aware of an emergency shall advise the following actions:

### **Level One – Low Risk**

(A customer service style reaction)

*Reservations/Admissions shall record and manage:*

- What has occurred
- Where it has occurred
- How many people are involved
- What immediate action is being taken
- Establish ongoing communication lines with the Duty Manager.

OR escalate to Level 2

### **Level Two – Medium Risk**

(Normal Evacuation or Emergency Responses)

*The Duty Manager shall:*

Call the appropriate emergency services using the 111 system (Police, Fire, Ambulance).

- Activate the siren / alarms as appropriate to the situation.
- Provide ongoing direction, co-ordination, and management of the on-site response.
- Ensure sweep of effected areas are underway – especially if external event.
- Report to **Head Warden** at Evacuation Assembly Point, main car park.

*Note: The Head Warden* – this position is led by an H&S Committee staff member who works within the area of the Evacuation. Other Wardens are the designated staff within same area(s).

OR escalate to Level 3

### **Level Three – High Risk**

(Managed Emergency Response)

*The Incident Controller shall:*

- Activate the Emergency Team (call emergency services as appropriate e.g., Civil Defence)
- Advise the CEO & Chairman
- Proceed to and activate the Incident Control Point
- Brief Staff
- Establish a CIMS structure
- Delegate tasks using aide memoir cards as appropriate
- Issue radios, hi vis and safety equipment
- Ensure liaison is sent to meet and provide direction to Emergency Services
- Establish communication protocols



***A Senior Manager shall assume the role of Incident Controller or until an Emergency Service takes over the role as Lead Agency. (e.g., Police, Civil Defence, Fire Service)***

**Emergency Team Members shall:**

1. Report to the \_\_\_\_\_ and take directions from him/her
2. The Emergency Team is made up of:
  - Operations Team
  - Duty Manager
  - Members of the Health and Safety Committee who are on site at the time

**CIMS: Duty Cards**

**Incident Controller** - (Leader / Coordinator)

Take control at the incident control point and manages directly or appoints people to CIMS Management Positions.

**Operations Manager** - (Doers)

Directs response operations at the centre of the event.

**Planning and Intelligence Manager** – (Forward Thinkers)

Collects information, analyses it and make plans for the future based on it.

**Logistics Manager** – (Getters & Payers)

Supports the response by providing and maintaining facilities, services, and materials, especially to the Operations Manager.

**Safety Manager** – (Ensuring everyone is safe)

Works across all staff to enforce safety measures and may shut down an operation if required to ensure safety.

**Communications Manager** – (Informers Internal / External)

Manages media inquiries and coordinates the release of information to families, staff, and others.

**Liaison Manager**– (Internal / external point of contact)

Works directly for the Incident Controller as the first contact for other agencies assigned to an incident at Te Puia.

## RECOVERY

Actions to recover from the incident, including moving back to business as usual and reviewing and updating the emergency plan, based on what has been learnt from the incident.

### The key points for staff to be aware of in relation to recovery are:

- Use the templates which can be provided by Civil Defence and other Emergency Services.
- The **ALL CLEAR** should be communicated when all parties involved in the management of the incident response agree that the incident is resolved and all risks around it have been mitigated.

### Recovery also includes:

- immediate incident debrief sessions
- event review
- staff debriefing either in groups or individually as required
- media liaison
- access to Employee Assistance Programmes and other support services.

An event report will be written and assessment of the Site Emergency Management Response Plan against the actual event. Subsequent modification of this will be completed as required.

Financial impacts will be tracked.

### The key points for staff to be aware of in relation to this part of the recovery process are:

- Participation in debrief sessions and event reviews are voluntary, however it is recommended that all staff who participated in a response attend these sessions.
- Staff involved in a response may not recognise the impact an incident has had on them. They should be aware that the effects could emerge at any time during or following an event.
- Senior personnel should actively follow up with staff involved in the incident. Staff should be encouraged to utilise the follow up support processes available within the organisation.

## Reference and Resources

- Civil Defence ([www.MCDEM.govt.nz](http://www.MCDEM.govt.nz))
- The Civil Defence and Emergency Management Act 2002
- The NZ Health and Safety in Employment Act
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- Fire and Emergency New Zealand Act 2017
- The Building Act 2004

# APPENDICIES

# EMERGENCY EQUIPMENT & LOCATION

Equipment / Emergency Provision's On Site			
Water	Stormwater retention tank located at Kiwi Conservation Centre		
Food supplies	No food except what the Café & Wharekai may store		
First aid supplies	Every department has a first aid kit All vehicles have a first aid kit Civil defence quarters have supplies (First Aid Room – Administration Block) Defibrillator x 2 (First Aid Room and NZMACI Whakairo Space) Operations area has supplies		
Rescue equipment (Operations Area)	<table border="1"> <tr> <td>Air compressors, Axes, Sledgehammers, Chainsaws, fuel &amp; safety gear Crow bars Extension cords Fire extinguishers Hose extensions Gloves Hard hats Harness x 2 and lines Jack hammer Ladders - various Generator &amp; fuel Portable Lights</td> <td>Operations have a full array of general maintenance tools and equipment utilised in the day-to-day maintenance of the site.  FIRST AID ROOM Civil Defence Container</td> </tr> </table>	Air compressors, Axes, Sledgehammers, Chainsaws, fuel & safety gear Crow bars Extension cords Fire extinguishers Hose extensions Gloves Hard hats Harness x 2 and lines Jack hammer Ladders - various Generator & fuel Portable Lights	Operations have a full array of general maintenance tools and equipment utilised in the day-to-day maintenance of the site.  FIRST AID ROOM Civil Defence Container
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Cooking Equipment	Gas bottles – 1 x Wharekai / 1 x NZMACI Staff BBQ / 1 x Spare Operations		
Vehicles (Spare keys in Fleet Managers Office)	Small Tractor (front loader) Trailer's x 12 4x4 Ute Utility Vehicles x 6 - toro/kymco/tuatara Golf Cart x 2 Fuels & oils, spare parts		
Accessories	Brooms; Buckets; Safety Leads; Tents		

# EMERGENCY PROCEDURES “Flip Chart”

Te Puia | New Zealand Māori Arts & Crafts Institute

## EMERGENCY DIAL 1-111

### During an Emergency

- Expect normal routine to be disrupted for the duration of the emergency.
- If at work stay at work until ALL CLEAR given or otherwise instructed.
- Restrict telephone use to essential communication only.

## CRIMINAL ACTIVITY

**NOTIFY  
DUTY MANAGER**



**FOR EMERGENCIES  
HAPPENING NOW,  
CALL 111**

**FOR REPORTING OF  
CRIMINAL ACTIVITY THAT  
HAS ALREADY HAPPENED,  
CALL \*105 OR REPORT ON-  
LINE [WWW.POLICE.GOV.TZ](http://WWW.POLICE.GOV.TZ)**

# CARDIAC ARREST

1. Ask someone nearby to **Dial 111** from your cellphone or **1-111** from any Te Puia landline then immediately:

- a. Check response of patient
- b. Check ABC (airways, breathing, circulation)
- c. Commence CPR and ask someone to retrieve the **Defibrillator\*** from the **First Aid Room or NZMACI Whakairo space**

**\* Defib is checked monthly as part of Emergency Lighting Tests**

2. Send someone to guide the Ambulance Team to the location

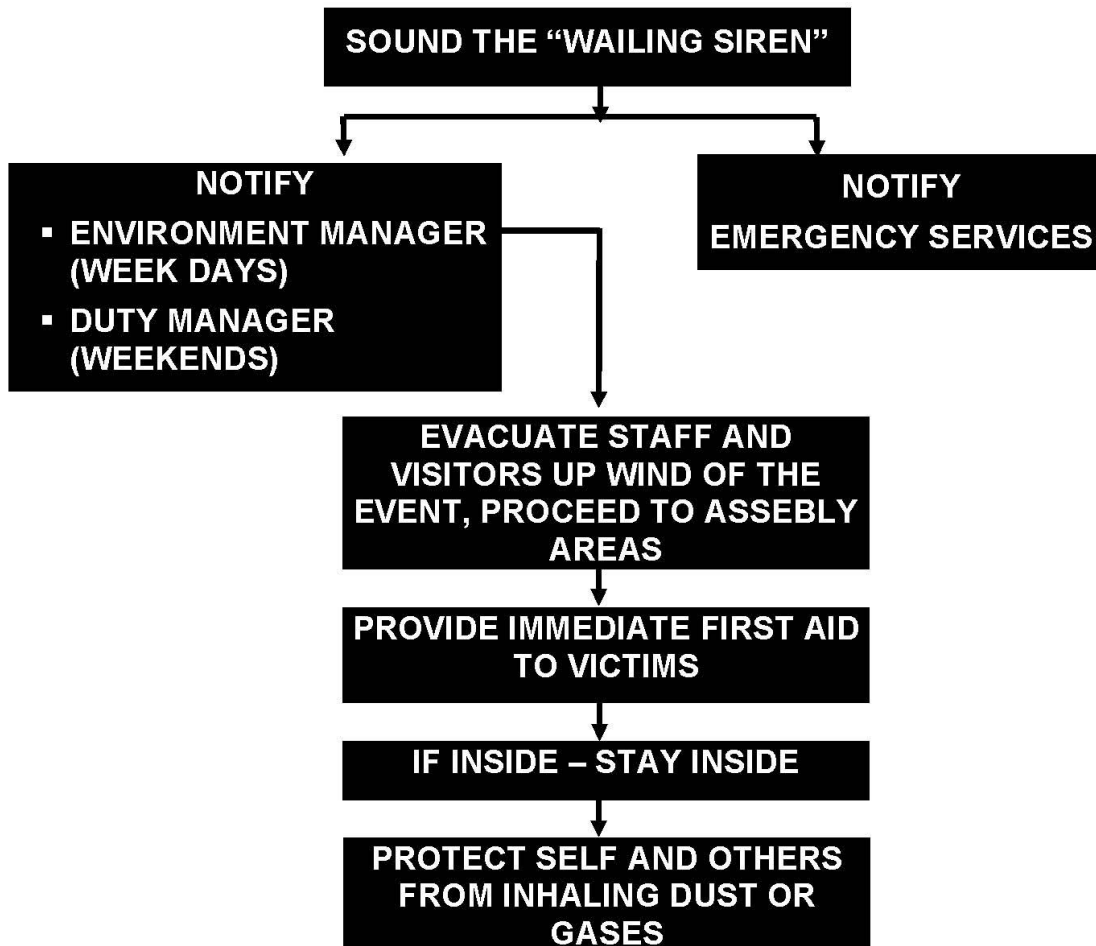
3. Continue CPR until medical or other help arrives

## First Aid Room & Defibrillator



# EVACUATION OF SITE

DUE TO ERUPTION, FIRE, GAS LEAK OR OTHER EVENT





# EARTHQUAKE

**REMAIN IN YOUR AREA –  
IF INSIDE STAY INSIDE - IF OUTSIDE STAY OUTSIDE**

**KEEP AWAY FROM WINDOWS &  
OBJECTS WHICH MAY MOVE**



**IF INSIDE – Get under a heavy piece of furniture, crouch low against inside wall or corner – Drop, Cover and Hold**

**WHEN TREMORS HAVE CEASED  
CHECK SELF & OTHERS FOR  
INJURY**



**IF OUTSIDE – Move away from buildings, trees and powerlines then Drop, Cover and Hold**

**ASSESS**  
Injury to persons  
Structural damage  
Requirement for first aid  
Be aware of after shocks  
Fill appropriate container with water for drinking

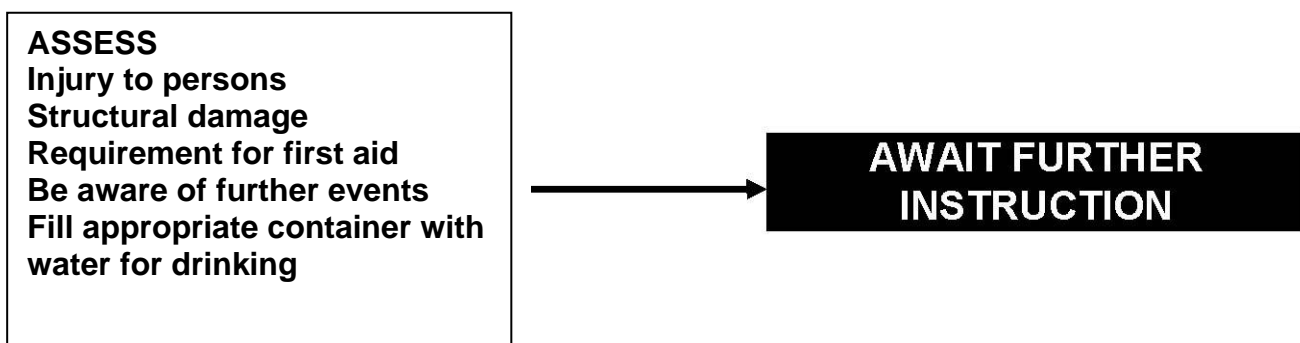


**AWAIT FURTHER  
INSTRUCTION**

# ELEVATED GEOTHERMAL ACTIVITY

## EVACUATE IMMEDIATE AREA (IF POSSIBLE) AND SEEK IMMEDIATE COVER.

Try to ensure your body is covered from any falling debris  
 Cover your face (mouth / nose) with cloth (dampen if possible) to filter breathing  
 Head up wind of event (evacuate in up-wind direction if possible)

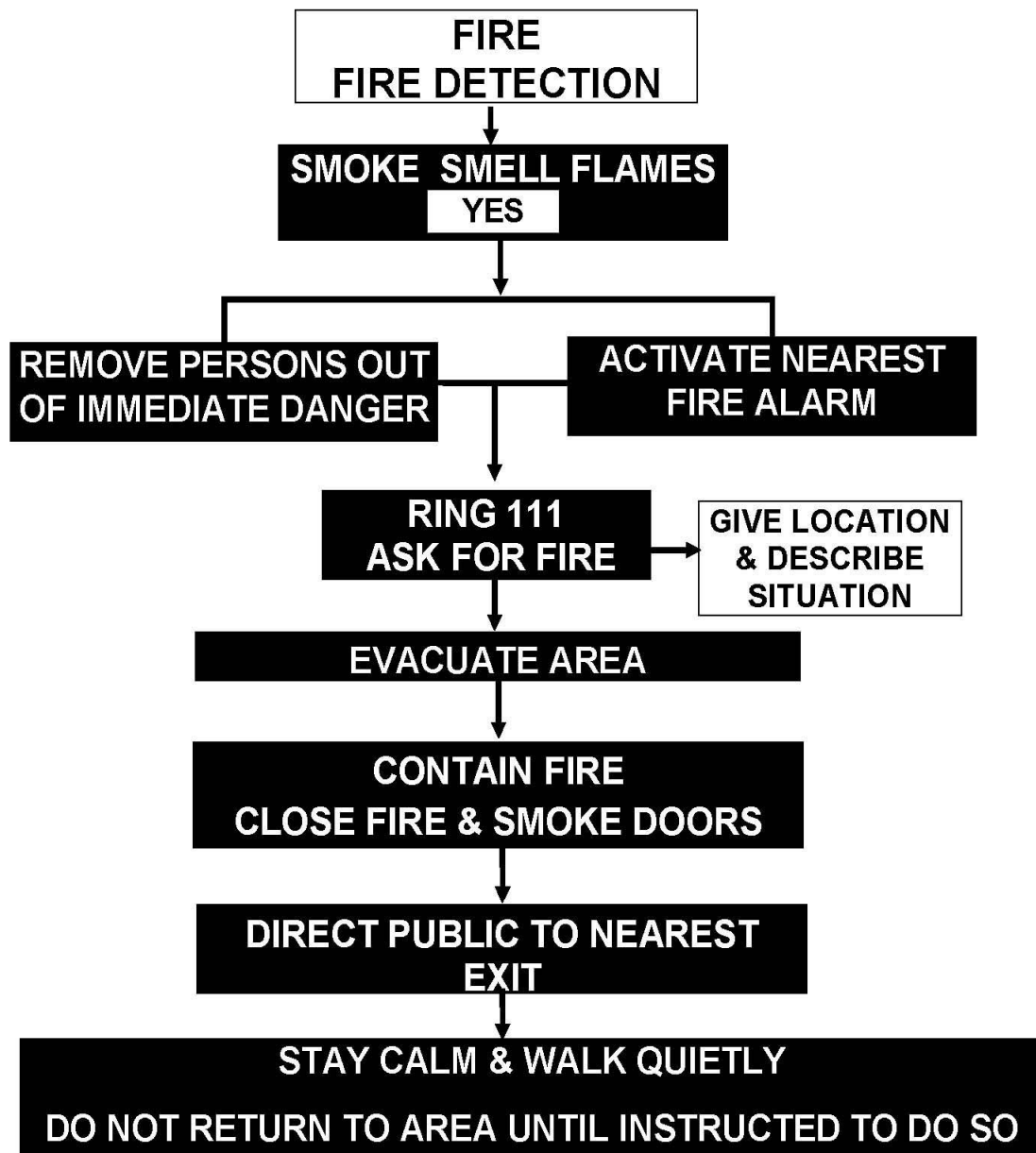


### Hazards associated with volcanic phenomena (in alphabetical order)

Hazard type	Brief description	Potential health effects
Acid rain	Rain becomes acidic when falling through volcanic gas and acid particle emissions and may dissolve metal roofs	Irritant to eyes, skin. Secondary effects on vegetation, property, and water quality. (Rainwater collected from metal roofs may be contaminated with metals such as lead.)
Ash and tephra	Ash is a collective term for fine pyroclasts (solid fragments <2 mm diameter, ejected from volcanoes). Tephra is the collective term for solid fragments such as ash or pumice ejected from volcanoes that have fallen to ground from eruption clouds	Airborne ash—respiratory and cardiovascular hazard (asthma, bronchitis, pneumoconiosis). Irritant to eyes and skin. Ash falls—can lead to property damage, contaminate water (e.g. with fluorine carried on ash or by causing turbidity), contaminate or bury agricultural land  Mesothelioma risk reported from weathered volcanic ash in certain areas
Ballistics (bombs, blocks)	Rocks or mud ejected during major and minor eruptions	Impact injuries, burns. Secondary property damage
Earthquakes	Earthquakes can be associated with volcanic activity	Property damage resulting in impact injuries.
Gas and acid particle emissions	Emissions of SO <sub>2</sub> , sulphuric acid aerosol, HCl, HF, CO <sub>2</sub> , H <sub>2</sub> S, radon and other gases may occur in association with eruptions or through degassing activity  Soil gas emissions of gases such as	Acid gases: bronchoconstriction, aggravation of respiratory disease; eye and skin irritation  CO <sub>2</sub> : asphyxiation; secondary effects on

Hazard type	Brief description	Potential health effects
Ground deformation	CO <sub>2</sub> , H <sub>2</sub> S, and radon are common in many volcanic areas (radon emissions are problematic only in houses with ground gas diffusion where CO <sub>2</sub> forms a carrier gas)	<p>vegetation, e.g., areas of “tree-kill” H<sub>2</sub>S: asphyxiation; low-level long-term population exposures potentially impacting on respiratory, cardiovascular, and nervous system</p> <p>Radon: lung cancer risk with long term exposure</p>
	Subsidence and ground cracking	Secondary effects on property and roads

# FIRE DETECTION



# ARMED CONFRONTATION / ROBBERY

**ESCAPE**  **HIDE**  **TELL** 

KEEP CALM – DON'T PANIC

<b>Calm</b>	DO as you are told (obey)
<b>Obey</b>	Move carefully Explain your actions as you move
<b>Observe</b>	Don't take risks Don't be a hero
<b>Preserve</b>	Preserve Evidence  Document Observations immediately Complete check list (see next page)

**ESCAPE**  Move quickly and quietly away from danger, but only if it is safe to do so.

**HIDE**  Stay out of sight and silence your mobile phone.

**TELL**  Call the Police by dialling 111 when it is safe.

In an emergency everyone should call 111

If the information is not time-critical, people can report suspicious or unusual behaviour to their local Police by:

- completing a report at [105.police.govt.nz](https://www.police.govt.nz) or calling New Zealand Police's non-emergency number [105](https://www.police.govt.nz)
- visiting their nearest [Police station](#)
- calling [Crimestoppers](https://www.police.govt.nz) if you wish to remain anonymous on [0800 555 111](https://www.police.govt.nz)

To report information of national security concern, call the [NZSIS](#) on [0800 747 224](https://www.nzsis.govt.nz) or use their [Public Contribution Form](#)

# CONFRONTATION

## CHECK LIST QUESTIONS THAT CAN BE ASKED

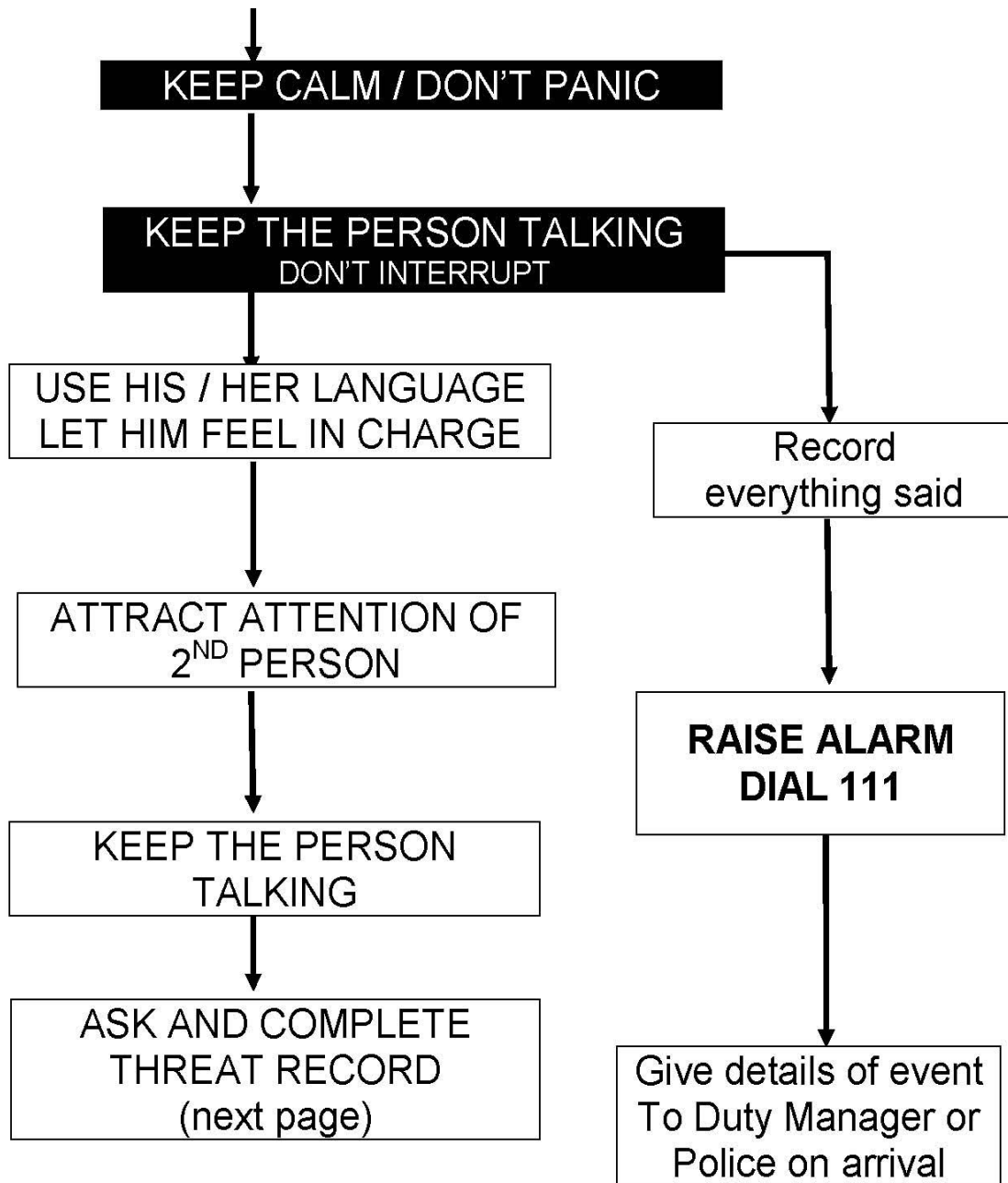
What did this person want?
Was this person known to you?
Did they use a name?
Which direction did they come from?
Which direction did they go in? e.g., took lift to third floor-went to toilet, took stairs
Were they alone?
Did they have a weapon? Describe it
What was their mental state? e.g., calm, aggressive, confused
Were they showing signs of being under the influence of drugs, alcohol, or solvents? Please describe
Did they leave in a vehicle? [ Rego, Make / Model, Colour – distinguishing features? ]

<b>Intruder's Appearance / Size</b>	Med	Fat	Skinny	Tall	Short	
<b>Hair</b>	Short	Long	Curly	Close cropped	Straight	
	Dark	Fair	Multi-coloured	Grey	Kept	Unkempt
<b>Clothing</b>	Shorts	Jersey	T Shirt	Hat		
	Longs	Jacket	Open Shirt	Hospital clothing	Other	
<b>Colour of Clothing</b>						
<b>Race</b>	Caucasian	Maori	Asian	Pacific Islander	Other	Unknown
<b>Sex</b>	Male	Female	Other	Unknown		
<b>Age Group</b>	Approx					
<b>Distinguishing marks (identify body part)</b>	Scars	Tattoos	Marks	Glasses	No Glasses	
<b>Facial Hair</b>	Moustache	Beard	Other			

**ALWAYS PROTECT OWN SAFETY**

# BOMB – ARSON THREAT

ALWAYS TREAT THE THREAT AS GENUINE & SERIOUS



# BOMB – ARSON THREAT

BOMB THREAT CHECK LIST QUESTIONS THAT CAN BE ASKED	CALLERS VOICE
1. When is the bomb going to explode?	Accent (specify): _____ Any impediments (specify): _____ Voice (loud, soft, etc): _____ Speech (fast, slow, etc): _____
2. Where did you put the bomb?	Diction (clear, muffled): _____ Manner (calm, emotional, etc): _____ Did you recognise the voice? _____
3. What does the bomb look like?	If so, who do you think it was? _____ Was the caller familiar with the area? _____
4. What kind is it?	<hr style="border: 1px solid black;"/>
5. What will make the bomb explode?	<b>THREAT LANGUAGE</b> Well spoken: _____ Incoherent: _____ Irrational: _____ Taped: _____ Message read by caller: _____ Abusive: _____ Other: _____
6. Did you place the bomb?	<hr style="border: 1px solid black;"/>
7. Where did you place the bomb?	<b>BACKGROUND NOISES</b> Street noises: _____ House noises _____ Aircraft: _____ Voices _____ Local call: _____ Long distance: _____ Machinery: _____ STD: _____ Other: _____
8. What is your name?	<hr style="border: 1px solid black;"/>
9. Where are you?	<b>OTHER</b> Sex of caller: _____ Estimates age: _____
10. What is your address?	<hr style="border: 1px solid black;"/>
<b>EXACT WORDING OF THREAT</b>	<hr style="border: 1px solid black;"/>
	<hr style="border: 1px solid black;"/>
	<hr style="border: 1px solid black;"/>
	<hr style="border: 1px solid black;"/>
<b>ACTION</b> Report call immediately to:	<b>CALL TAKEN</b> Date: _____ Duration of call: _____ Time: _____ Number called: _____
Phone number:	<hr style="border: 1px solid black;"/>
	<b>RECIPIENT</b> Name (print): _____ Telephone number: _____ Signature: _____
<b>REMEMBER KEEP CALM – DON'T HANG UP</b>	



## IN THE EVENT OF A DEATH ON SITE

Should there be a death on site Te Puia has a duty of care, by way of Manaakitanga, out of respect for the deceased, and to provide wellbeing and support to their whanau, any manuhiri and our staff.

The area where the event has occurred will be closed immediately and a Rāhui, will be put in place for at least 24 hours (depending on the time of day the event has occurred).

Affected whanau and staff are invited to be part of the Karakia.

The area where the event has occurred will be cordoned off with temporary fencing and pou Rāhui.

There will be Karakia at dawn, the day after the incident and then again at dawn the following morning, when the Rāhui will be lifted and the affected area can be opened for business as usual. Te Puia will have a list of Tohunga from Ngāti Whakaue and Tuhourangi Ngāti Wāhio who have the expertise to do the required Karakia.

Te Puia to provide Employee Assistant Programme services and debriefs for all affected staff.

### NOTE

Only a Civil Defence emergency can over-ride a Rāhui.

# SITE GPS TAG SYSTEM

– monitoring, compliance, prevention & response rolled into one.

Te Puia has a site wide GPS located tag system. These are spread throughout the site, including all our tracks, structures within the Valley and any egress / Fire Exit Doors within the buildings.



This system is monitored through Watch Dog Security and provides reports/notification as required.

As required by law, prior to opening to the public each day, staff undertake a sweep of the site checking that all areas are safe and in good operational conditions. A report is automatically generated from the morning track check providing details of each point scanned, including location, time and if there were any issues.

E.g.

06/11/20 08:08	31: BRIDGE 30	TEPUIA	4031	A-OK: All OK
06/11/20 08:09	35: TRACK 35	TEPUIA	4035	A-OK: All OK
06/11/20 08:11	34: TRACK 34	TEPUIA	4034	A-OK: All OK
06/11/20 08:12	30: TRACK 30	TEPUIA	4030	A-OK: All OK
06/11/20 08:13	29: TRACK (HILL)	TEPUIA	4029	A-OK: All OK
06/11/20 08:13	28: SOUTHERN TRACK GATE	TEPUIA	4028	A-OK: All OK
06/11/20 08:15	72: MAIN BLOCK TOILETS	TEPUIA	4072	A-OK: All OK
06/11/20 08:16	27: PIKIRANGI	TEPUIA	4027	A-OK: All OK
06/11/20 08:18	22: ADMIN EXIT GATE	TEPUIA	4022	A-OK: All OK

The locations cannot be captured without being at that specific location – this system is a simple way that we have absolute proof that a staff member has been and checked the locations. Staff can log issues including photo's etc which then comes through on the report for action.

The system also provides Staff to send an 'emergency alert' to Watch Dog Monitoring (24/7) which will automatically create a response with a phone call to the GM Ops - if uncontactable an immediate onsite response with a Guard.

# EVACUATION REPORT



Send the completed report to the Fire Information Unit, by email [evacuation@fireandemergency.nz](mailto:evacuation@fireandemergency.nz) or post to Fire Information Unit, Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142.

Part A		Building description	
Building name		Scheme reference	
Address	Te Puia, 20 Hemo Road, Rotorua		

Part B		Contact person details	
Contact person's name			
Phone number		Mobile number	
Email address			

Part C		Evacuation details		
Date of evacuation		Time of evacuation		am/pm
Time taken to evacuate		minutes		seconds

Part D		Assessment outcomes		
		Yes	No	N/A
1	Did any injuries occur during this trial evacuation? If yes, detail the injuries that occurred during the trial evacuation	<input type="checkbox"/>	<input type="checkbox"/>	
2	Was the evacuation alarm/method of alerting occupants clearly heard in all areas of the building? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
3	Were all exit ways clear? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	

Part D, continued		Assessment outcomes		
		Yes	No	N/A
4	Were 'FIRE ACTION NOTICES' in place? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
5	Were systems in place to assist anyone who could not self-evacuate and if so, did the systems function? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
6	Did any equipment to assist with the evacuation work as intended? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Occupants accounted for or building determined to be clear in accordance with the evacuation scheme? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
8	When was the last training session for permanent occupants held?			

Part E	Additional comments

<b>Contact person signature</b>	
<b>Follow up</b>	

# SITE MAP – RF Tag locations



**Daily Security & Track Checks** – All aspects of Health & Safety, including Pathways, Structures, Gates, Fences, Lighting and Egress

**30** General Area  
**68** Structures  
**23** Egress / Fire Exits

**TE PUIA**  
 HOKITIKA, NEW ZEALAND

**NEW ZEALAND**  
 MADE WITH GREAT RESOURCES  
 FROM THE GREAT OUTDOORS



**SITE MAP – Helicopter Landing / Water Sites**

# INDIVIDUAL FIRE EVACUATION (BUILDING ZONES)

## Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

The owner and every tenant of a building must maintain the means of escape from fire for the building so as to ensure that—

- (a) the means of escape are kept clear of obstacles at all times; and
- (b) exit doors are unlocked and free of barriers or blockages so that the building's occupants can leave the building in the event of a fire emergency; and
- (c) smoke-control and fire-stop doors are kept closed unless they are kept open in a way that complies with the building code; and
- (d) stairwells and passageways are free of stored items and accumulation of waste.

(1) The owner of a building must have a procedure in place (**evacuation procedure**) for the safe, prompt, and efficient evacuation of the building's occupants in the event of a fire emergency requiring evacuation.

(2) The procedure must—

- (a) provide for the occupants to be evacuated to a **place or places of safety**; and
- (b) without limiting paragraph (a), provide for the safety of any person who requires particular assistance.

(3) The owner of a building must ensure that information about the evacuation procedure is readily available to the building's occupants, including information about—

- (a) the routes of travel to the place or places of safety for the building; and
- (b) the fire alarm signals or other methods that are used for alerting occupants or that are available for use by the occupants; and
- (c) any firefighting equipment that is available for use by the occupants; and
- (d) the provision for any person who requires particular assistance; and
- (e) how to alert FENZ to a fire emergency.

(4) The owner of a building must erect clear, distinct, and legible signs and notices at appropriate places in the building that clearly summarise the matters specified in subclause (3)(a) to (e).

(5) Without limiting subclause (4), the signs and notices required by that subclause must comply with the following requirements:

- (a) the signs and notices must have a safety blue background and a white border; and
- (b) lettering on the safety blue background must be white; and
- (c) printed lettering on the signs and notices must be no less than 5 mm high; and
- (d) any spaces on the signs or notices that are designed to contain hand-written information must be white and at least 10 mm high.

(6) The place or places of safety for a building that is a relevant building must meet the requirements of [regulation 26](#).

(1) The 1 or more places of safety designated in an evacuation scheme must—

- (a) be inside or outside the building if the building has an automatic sprinkler system; or
- (b) be outside the building, in any other case.

(2) A place of safety inside a building must—

- (a) meet the requirements set out in paragraph (b) of the definition of place of safety in clause A2 of the building code; and
- (b) be a place from which the occupants are able to safely exit the building.

ALL Te Puia evacuation procedures require ALL PEOPLE to evacuate / leave the building that is in Alarm to specified places of safety.

As we are a visitor attraction – visitors once safely evacuated (from a specific building) can be encouraged to continue their experience elsewhere on site: unless Senior Manager / Evacuation Warden have made the decision to close the site.

**Te Puia individual Fire Zones are.**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Wananga (7) &amp; Wananga Admin / Gallery (9)</li> <li>• Retail Building (1-5 + 16)</li> <li>• Whakaruruhau (17)</li> <li>• Wharekai (14)</li> <li>• Admin Building / Pohutu Function / Basement (10, 11, 12)</li> <li>• Wharenui (Meeting House) (30-33)</li> <li>• Te Poari (21-25)</li> <li>• Tapere (27,28)</li> <li>• Kiwi House (The Dome)</li> <li>• Kiwi Conservation Centre</li> </ul> | <p><b>Auto Dial Fire Service</b></p> <p>Auto</p> <p>Auto</p> <p>Auto</p> |
|--|--|

**Regardless of auto dial – staff must call Fire Service**

**Evacuation Zones**



The areas above are grouped by colours showing evacuation zones by their Fire Alarms. (E.g. An alarm in a yellow area, means **all** these ‘yellow’ buildings need to be evacuated – Meeting House, Te Poari & Tapere etc)



# EVACUATION BUILDING ZONES



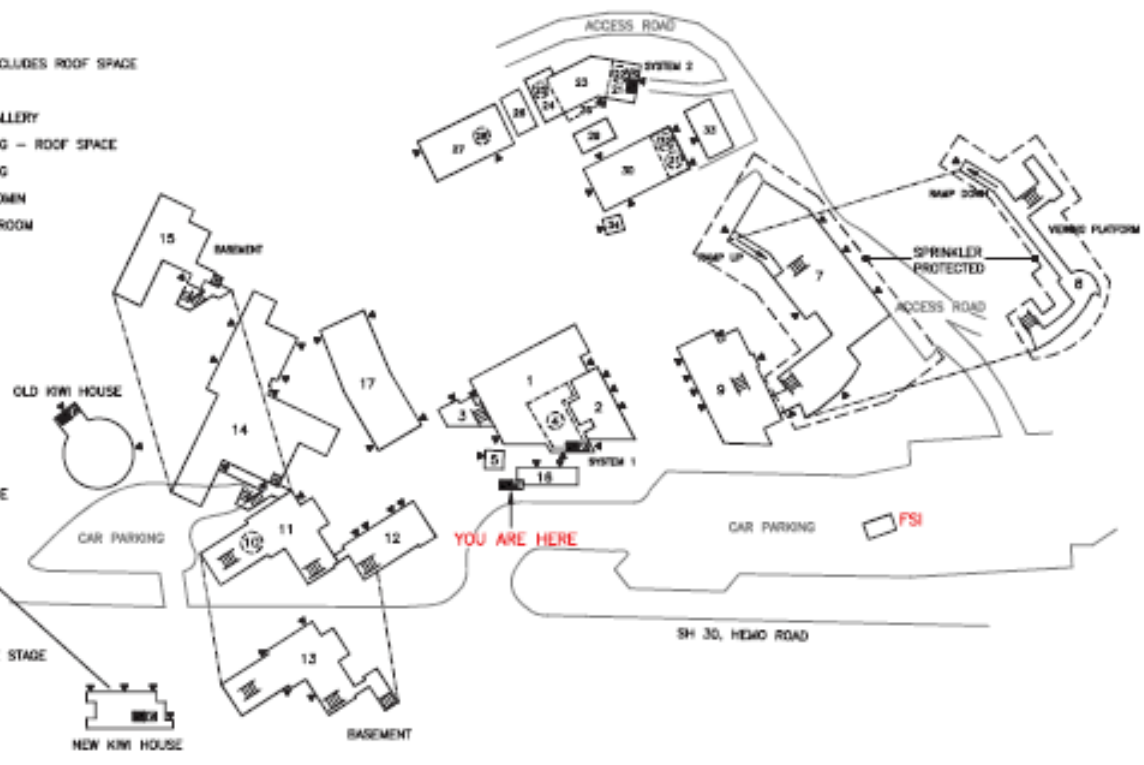
# Site Wide Fire Index

(Panel at main car park entrance)

SITE FIRE SYSTEM

- FIRE
- DEFECT
- NORMAL

- SYSTEM 1
- WANANGA SPRINKLER – ZONES 7 AND 8 ONLY
  - 1 RESERVATIONS/RETAIL
  - 2 VISITOR EXPERIENCE STAFF AREA
  - 3 MAIN TOILETS AND UPSTAIRS PLANT
  - 4 RETAIL BUILDING ROOF SPACE
  - 5 FIREWORK COMPUTER
  - 7 WANANGA AND MEZZANINE – INCLUDES ROOF SPACE
  - 8 WANANGA VIEWING PLATFORM
  - 9 NZMACHI ADMIN / KITCHEN / GALLERY
  - 10 ADMIN / FINANCE / MARKETING – ROOF SPACE
  - 11 ADMIN / FINANCE / MARKETING
  - 12 POHUTU FUNCTION ROOM / ADMIN
  - 13 ADMIN BASEMENT / TRAINING ROOM
  - 14 WHAREKAI / PATAKA KAI
  - 15 WHAREKAI BASEMENT
  - 16 HOST WHARE
  - 17 WHAKARURUWHU
- SYSTEM 2
- 21 TE POARI BAR
  - 22 TE POARI ROOF SPACE
  - 23 TE POARI FUNCTION ROOM
  - 24 TE POARI KITCHEN
  - 25 TE POARI KITCHEN ROOF SPACE
  - 26 TE POARI PATIO AREA
  - 27 TAPIERE FUNCTION SPACE
  - 28 TAPIERE ROOF SPACE
  - 29 HATUPATU
  - 30 WHARENUI MEETING HOUSE
  - 31 WHARENUI ROOF SPACE ABOVE STAGE
  - 32 WHARENUI UNDER STAGE
  - 33 WHARENUI TOILETS
  - 34 PATAKA
  - 36 TE POARI VERANDAH
- OLD KIWI HOUSE – SEE LOCAL FIRE PANEL
- NEW KIWI HOUSE – SEE LOCAL FIRE PANEL



Fire Panel	Relay Name	Site Fault	Retail Fire	Admin Fire	Wananga Precinct Fire	Wharekai Fire	Te Poari Kitchen Fire	Meeting House Fire	Old Kiwi House Fire	New Kiwi House Fire
CAB1, Shop	CAB1 – SGD Fire Relay				✓	✓		✓		
	CAB1- SGD Defect Relay	✓								
	CAB1- Services Relay		✓		✓					
	CAB1 - Bell Relay		✓							
	Door 1 – Retail		✓							
	Door 2 – Retail		✓							
	Door 3 – Main Gate		✓	✓		✓	✓	✓		
	Security – Fire CAB1		✓	✓		✓	✓	✓	✓	✓
	Security – Defect CAB1	✓								
	HVAC – Retail		✓							
	Door – Admin			✓						
	HVAC – Admin			✓						
	HVAC – Wananga				✓					
	Gas – Wananga				✓					
	Security – Fire Wananga				✓					
	HVAC – Wananga				✓					
	Door – Wananga				✓					
CAB2, Kitchen	Services Relay - Kitchen						✓	✓		
	Spare Relay - Kitchen						✓	✓		

# WĀNANGA (GALLERY & ADMINISTRATION)

## COMPLIANCE SCHEDULE

### SS 1 - Automatic Systems for Fire Suppression

Inspections - ARGUS

Monthly inspection by competent and qualified personnel

Annual inspections by an independent qualified person

### SS 2 – Emergency Warning Systems

2016 -Type: 4 Make Edwards EST-3 - NZS 4512:2010 Located: Carving school and Workshops

Monthly Inspection of Alarms are carried out by: ARGUS

(Alarms, Call Points, Signage, Back-up Batteries)

### SS 3/1 – Automatic Doors

1 x Auto Doors

Quarterly Inspections by Delacox Electrical

Daily check by Wananga Staff

### SS 4 – Emergency Lighting Systems

Annually Survey by ARGUS

Monthly checked by Operations

### SS 7 - Automatic Backflow Preventers

1. Main Toby box located outside the double gates by carving school/workshops

2.. Main Toby box located outside the double gates by carving school/workshops.

Annual Inspection: Rawlinson Plumbing & Gas

### SS 8 / 1 - Passenger Carrying Lifts

Type: Schindler Lift - Model: 3300EU

Inspections

Monthly Inspections by competent and qualified personnel – Service Contract Schindler

Annual survey to be undertaken by an independent qualified person – Flagstaff Electrical.

### SS 9 / 1&2 – Mechanical Ventilation / Air Conditioning Systems

Quarterly/Six monthly inspection by: G B TEAT

Annual Survey: G B TEAT

### SS 14/2 – Signs Relating to, a System or Feature specified in Clauses

Monthly by Staff

Annual Survey: ARGUS (Building Compliance IQP Services)

**SS 15/2 – Final Exits**

Daily Inspection (as opening process) by Staff  
Monthly as part of Emergency Lighting Checks by Operations  
Annual Survey: ARGUS (Building Compliance IQP Services)

**SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation**

Annually Survey by ARGUS  
Monthly checked by Operations  
Daily by Staff

**AUTO GATES** – Main Wananga Gate & Wharenui side Gate will open.

# RETAIL BUILDING (RESERVATIONS)

## COMPLIANCE SCHEDULE

### SS 1 - Automatic Systems for Fire Suppression

Inspections - ARGUS

Monthly inspection by competent and qualified personnel

Annual inspections by an independent qualified person

### SS 2 – Emergency Warning Systems

2016 -Type: 3e Make Edwards EST-3 - NZS 4512:2003 Located: Retail/Reservations – Panel 1

Monthly Inspection of Alarms are carried out by: ARGUS  
(Alarms, Call Points, Signage, Back-up Batteries)

### SS 3/1 – Automatic Doors

2 x Auto Doors

Quarterly Inspections by Delacox Electrical

Daily check by Wananga Staff

### SS 4 – Emergency Lighting Systems

Annually Survey by ARGUS

Monthly checked by Operations

### SS 9 / 1&2 – Mechanical Ventilation / Air Conditioning Systems

Quarterly/Six monthly inspection by: G B TEAT

Annual Survey: G B TEAT

### SS 14/2 – Signs Relating to, a System or Feature specified in Clauses

Monthly by Staff

Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/2 – Final Exits

Daily Inspection (as opening process) by Staff

Monthly as part of Emergency Lighting Checks by Operations

Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation

Annual Survey by ARGUS

Monthly checks by Operations

Daily by Staff

# WHAREKAI (& WHAKARURUHAU)

## COMPLIANCE SCHEDULE

### SS 2 – Emergency Warning Systems

2018 -Type: 3 Make Edwards EST-3 - NZS 4512:2010 Located: Restaurant Loading Basement Carpark w/Heat Detection in Zone 17 (Whakaruruhau)

Type: 4 Make Edwards EST-3 -NZS 4512:2010 Functions A,B,C,D,E,G - Zones 2 Located: Cafe Ground Floor

Monthly Inspection of Alarms are carried out by: ARGUS  
(Alarms, Call Points, Signage, Back-up Batteries)

### SS 3/1 – Automatic Doors

4 x Auto Doors - Assa Abloy Unislides W/Battery Failsafe Backup Located In Zone 17 - Whakaruruhau

Quarterly Inspections by Delacox Electrical  
Daily check by Staff

### SS 4 – Emergency Lighting Systems

Annually Survey by ARGUS  
Monthly checked by Operations

### SS 7 - Automatic Backflow Preventers

1. Inlet to water main, Mounted right wall of front room in basement - Restaurant
2. Inlet to boiler unit, Mounted on side wall in plant room in basement - Restaurant
3. Inlet to kitchen, mounted on back wall in plant room of basement – Restaurant

Annual Inspection: Rawlinson Plumbing & Gas

### SS 8 / 2 - Service Lift

Type: Schindler Lift - Model 3300AP Servicing New Restaurant -2018

Inspections

Monthly Inspections by competent and qualified personnel – Service Contract Schindler  
Annual survey to be undertaken by an independent qualified person – Flagstaff Electrical.

### SS 9 / 1&2 – Mechanical Ventilation / Air Conditioning Systems

Quarterly/Six monthly inspection by: G B TEAT  
Annual Survey: G B TEAT

### SS 14/2 – Signs Relating to, a System or Feature specified in Clauses

Monthly by Staff  
Annual Survey: ARGUS (Building Compliance IQP Services)

**SS 15/2 – Final Exits**

Daily Inspection (as opening process) by Staff  
Monthly as part of Emergency Lighting Checks by Operations  
Annual Survey: ARGUS (Building Compliance IQP Services)

**SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation**

Annually Survey by ARGUS  
Monthly checks by Operations  
Daily by Staff

**AUTO GATES** – Main Wananga Gate, Wharenui Side Gate and Admin Gate will open.



# ADMIN BUILDING/POHUTU FUNCTION

## COMPLIANCE SCHEDULE

### SS 2 – Emergency Warning Systems

2016 -Type: 3e Make: Edwards EST-3 - NZS 4512:2010 Located:  
Administration/Pohutu/Administration Basement/ – Panel 1

Monthly Inspection of Alarms are carried out by: ARGUS  
(Alarms, Call Points, Signage, Back-up Batteries)

### SS3/2 – Access Controlled Doors

#### Location – Administration Building

#### System Description

1. Swipe Card access
2. Push Key Pad Release

#### Inspections

Daily inspections for crowd type occupancies while the building is in use by competent and qualified personnel.

Annual inspections by an independent qualified person.

### SS3/3 – Interfaced Fire Doors - Located

#### Inspections

Daily inspections for crowd type occupancies while the building is in use by competent and qualified personnel.

Annual inspections by an independent qualified person.

### SS 4 – Emergency Lighting Systems

Annually Survey by ARGUS  
Monthly checked by Operations

### SS 9 / 1&2 – Mechanical Ventilation / Air Conditioning Systems

Quarterly/Six monthly inspection by: G B TEAT  
Annual Survey: G B TEAT

### SS 14/2 – Signs Relating to, a System or Feature specified in Clauses

Monthly by Staff  
Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/2 – Final Exits

Daily Inspection (as opening process) by Staff  
Monthly as part of Emergency Lighting Checks by Operations  
Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation

# WHARENUI (MEETING HOUSE)

## COMPLIANCE SCHEDULE

### **SS 2 – Emergency Warning Systems**

2016 -Type: 4 Make Edwards EST-3 - NZS 4512:2010

Monthly Inspection of Alarms are carried out by: ARGUS  
(Alarms, Call Points, Signage, Back-up Batteries)

### **SS 3/1 – Automatic Doors**

1 x Auto Doors

Quarterly Inspections by Delacox Electrical  
Daily check by Wananga Staff

### **SS 4 – Emergency Lighting Systems**

Annually Survey by ARGUS  
Monthly checked by Operations

### **SS 9 / 1&2 – Mechanical Ventilation / Air Conditioning Systems**

Quarterly/Six monthly inspection by: G B TEAT  
Annual Survey: G B TEAT

### **SS 14/2 – Signs Relating to, a System or Feature specified in Clauses**

Monthly by Staff  
Annual Survey: ARGUS (Building Compliance IQP Services)

### **SS 15/2 – Final Exits**

Daily Inspection (as opening process) by Staff  
Monthly as part of Emergency Lighting Checks by Operations  
Annual Survey: ARGUS (Building Compliance IQP Services)

### **SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation**

Annual Survey by ARGUS  
Monthly checks by Operations  
Daily by Staff

# TE POARI

## COMPLIANCE SCHEDULE

### SS 2 – Emergency Warning Systems

2016 -Type: 3e Make: Edwards EST-3 - NZS 4512:2010 Located: Te Poari

Monthly Inspection of Alarms are carried out by: ARGUS  
(Alarms, Call Points, Signage, Back-up Batteries)

### SS3/2 – Access Controlled Doors

#### System Description

1. Swipe Card access
2. Push Key Pad Release

#### Inspections

Daily inspections for crowd type occupancies while the building is in use by competent and qualified personnel.

Annual inspections by an independent qualified person.

### SS 9 / 1&2 – Mechanical Ventilation / Air Conditioning Systems

Quarterly/Six monthly inspection by: G B TEAT

Annual Survey: G B TEAT

### SS 14/2 – Signs Relating to, a System or Feature specified in Clauses

Monthly by Staff

Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/2 – Final Exits

Daily Inspection (as opening process) by Staff

Monthly as part of Emergency Lighting Checks by Operations

Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation

Annual Survey by ARGUS

Monthly checks by Operations

Daily by Staff

# TE WHARE TAPERE

## COMPLIANCE SCHEDULE

### SS 2 – Emergency Warning Systems

2016 -Type: 3e Make: Edwards EST-3 - NZS 4512:2010

Monthly Inspection of Alarms are carried out by: ARGUS  
(Alarms, Call Points, Signage, Back-up Batteries)

### SS3/2 – Access Controlled Doors

#### System Description

1. Swipe Card access
2. Push Key Pad Release

#### Inspections

Daily inspections for crowd type occupancies while the building is in use by competent and qualified personnel.

Annual inspections by an independent qualified person.

### SS 4 – Emergency Lighting Systems

Annually Survey by ARGUS  
Monthly checked by Operations

### SS 9 / 1&2 – Mechanical Ventilation / Air Conditioning Systems

Quarterly/Six monthly inspection by: G B TEAT  
Annual Survey: G B TEAT

### SS 14/2 – Signs Relating to, a System or Feature specified in Clauses

Monthly by Staff  
Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/2 – Final Exits

Daily Inspection (as opening process) by Staff  
Monthly as part of Emergency Lighting Checks by Operations  
Annual Survey: ARGUS (Building Compliance IQP Services)

### SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation

Annual Survey by ARGUS  
Monthly checks by Operations  
Daily by Staff

# KIWI CONSERVATION CENTRE

## COMPLIANCE SCHEDULE

### SS 2 – Emergency Warning Systems

Kiwi Conservation Centre - Type: 2f Make Pertronic - NZS 4512:2010 - Zone: 1 Functions C, E,

Old Kiwi House - Type: 4 Make: Pertronic F4 - NZS 4512:2003 - Panel 3

Monthly Inspection of Alarms are carried out by: ARGUS  
(Alarms, Call Points, Signage, Back-up Batteries)

### SS 3/1 – Automatic Doors

4 x Assa Auto Doors

Quarterly Inspections by Delacox Electrical  
Daily check by Kiwi Conservation Centre Staff

### SS 4 – Emergency Lighting Systems

Annually Survey by ARGUS  
Monthly checked by Operations  
Daily by Kiwi Conservation Staff

### SS 9/1 – Mechanical Ventilation

Quarterly/Six monthly inspection by: G B TEAT  
Annual Survey: G B TEAT

### SS 14/2 – Signs Relating to, a System or Feature specified in Clauses

Monthly by Kiwi Conservation Centre Staff  
Annual Survey: ARGUS

### SS 15/2 – Final Exits

Daily Inspection (as opening process) by Kiwi Conservation Staff  
Monthly as part of Emergency Lighting Checks by Operations  
Annual Survey: ARGUS

### SS 15/4 – Signs for Communicating Information intended to Facilitate Evacuation

Annually Survey by ARGUS  
Monthly checked by Operations  
Daily by Kiwi Conservation Staff

**AUTO GATES** – Admin Auto Car Park will open.  
(Staff need to open KCC Admin Gate and Valley entrance gate)