

Emergency and safety information

You are located at 12 Grafton Road, Auckland 1010

Building name: Owen G Glenn Building (OGGB)

Emergency Services dial: (1) 111 (Dial 1 first from University extensions)

University urgent security: x966 or 0800 373 7550

University general security: x85000 or 0800 373 7550

OGGB Level 1 Reception: x83300 or 09 923 3300

Building evacuation instructions

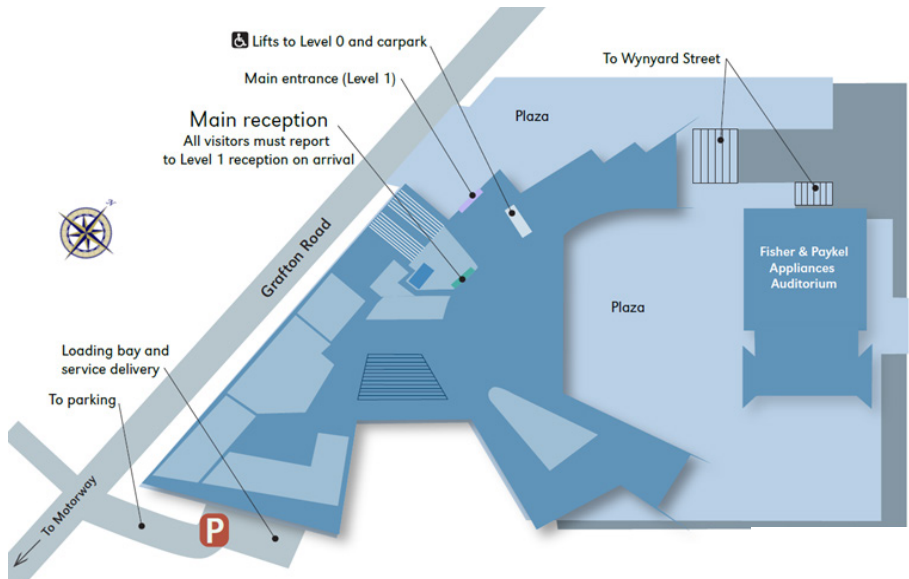
In case of an emergency, a continuous alarm siren will sound followed by voice instructions to “please evacuate the building”. If you hear this message, please exit the building via the closest emergency exit.

Evacuation instructions are located in each classroom, meeting rooms and kitchens.

Stairwells are located in each wing of the building and either exit at Level 0, 1 or 2.

Please follow the instructions of the building wardens during an evacuation.

Assembly points are located on Wynyard Street and Grafton Road.





Defibrillator location

Outside the ASB Bank on Level 1.



Medical emergency

Call an ambulance for life-threatening emergencies (1) 111.

Advise staff at Level 1 Reception who will arrange to direct the ambulance. If it's after hours, call University Urgent Security.



First aid

If you require first aid, contact Level 1 Reception who will contact a trained first aider to provide assistance. If it's after hours, call University Security.



Natural disaster/Civil Defence emergency

A Civil Defence cabinet is located behind Level 1 Reception in room 260-104C.

In a Civil Defence emergency, tune into one of the following radio stations:

National Radio [101.4FM or 756AM] Classic Hits [97.4FM]

News Talk ZB [89.4FM] More FM [91.8FM]

Radio Live [100.6FM or 702AM]

For further information: www.civildefence.govt.nz



Incident forms

If an accident occurs resulting in injury to people or property, please report this to Level 1 Reception or Security as soon as possible so the appropriate help can be provided and an incident form completed.

The incident form is available from Level 1 Reception or from your University contact.



External contractor information

Contractors who plan to carry out work on the building or are installing equipment for an event or similar are required to complete an External Contractor Health and Safety Form in advance; this form is available from Level 1 Reception or your Business School contact.

Please note this does not apply to temporary office workers employed by departments or contractors who are carrying out work on behalf of Property Services.



Hazards

If you accidentally create a hazard while working or identify one, please advise Level 1 Reception or call Security as soon as possible so the hazard can be controlled.