



## Pegasus House – Information for Contractors

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### Smoking/Vaping

Pegasus House is smokefree and vape-free so no smoking or vaping is allowed either in the building or anywhere on the grounds.

### Sign-in Process

- *Ground Floor (24 Hour Surgery)* - complete sign-in sheet at Reception
- *Levels 1 and 2* - complete electronic sign-in process at Reception

### In the Event of a Fire

- Upon hearing the continuous sounding of the fire alarms all occupants should leave the building immediately.
- If you discover a fire, raise the alarm in the building and if time permits call the Fire brigade. State the address, the nature and location of the fire. Only use fire-fighting equipment if no danger is involved. Follow the instructions of the safety warden.
- A fire evacuation plan has been developed for Pegasus House and approved by the New Zealand Fire Service. The plans for each level are at the end of this document.
- The central staircase cannot be used during an emergency as it is not fire protected.

Doors and fire exits will automatically unlock in emergencies.

People with disabilities who are unable to evacuate the building via the stairs will gather at either the Level 1 Reception area or the external staircase on the west side of the building.

Other instructions:

- If a warden gives an instruction to evacuate the building occupants must do so even if alarms cannot be heard
- **DO** follow all fire exit signs.
- **DO NOT** use the lift during an evacuation under any circumstances
- **DO NOT** use the lift stairwell at Pegasus House during an evacuation under any circumstances
- **DO NOT** carry drinks or food during an evacuation (if spilt this may cause an accident and delay the evacuation)
- **DO NOT** delay the evacuation to grab your belongings, you are allowed to take your bag if it is readily accessible

- **ASSEMBLE** in the car park next to in front of the red Emergency Assembly Point sign
- **DO NOT** return to the building for any reason until the Chief Warden indicates it is safe to do so

## In the Event of an Earthquake

### During an earthquake

- if you are inside a building, move to a safe place
- if you are outside, move no more than a few steps, then drop, cover and hold
- move away from windows and brick walls
- only if instructed by the wardens, vacate the building, following the evacuation procedures
- at all times follow the instructions of the wardens or civil defence offices
- fire alarms may be activated during an earthquake. Await instructions from the warden prior to vacating the building



### After an earthquake

- vacate the building only if instructed by the wardens. Follow evacuation procedures.
- you should expect to feel aftershocks
- help those around you if you can
- if you are in a damaged building, try to get outside and find a safe, open place
- if you smell gas, try to turn off the gas main outside the building if it is safe to do so
- if you see sparks, broken wires or evidence of electrical system damage, turn off the electricity at the main fuse box if it is safe to do so
- watch for broken glass, fires, live electric cables, and gas and water leaks
- listen to the radio for information and advice

## In the Event of an Accident

- Administer first aid where possible
- If medical aid is required contact the 24 Hour Surgery Shift Leader 022 044 7165
- Notify the Pegasus Health contact person for the job
- Follow the accident and incident reporting system

Ambulance / Fire / Police	Access an outside line and dial 111
Doctor – 24 Hour Surgery	Contact the Shift Leader 022 044 7165
Worksafe New Zealand	0800 030 040
Water / Sewage (ChCh City Council)	(03) 941 8999
National Poisons Centre	0800 POISON 0800 464 766

## In the Event of Electric Shock or Electrocutation

Whatever the cause of electrical injury NEVER TOUCH THE CASUALTY with bare hands until you are sure there is no further danger to yourself and that the casualty is no longer in contact with the source. In the case of injury from high-voltage electricity, do not approach the casualty until the police or similar authority inform you that it is safe to do so.

- Break the current or remove the casualty from the source if it is safe to do so
- If the casualty is unconscious, open the airway and check breathing
- Complete CPR if required and place the casualty in the recovery position
- Treat any burns if appropriate
- Arrange medical care – contact the 24 Hour Surgery Shift Leader 022 044 7165

# EMERGENCY PROCEDURES

FOR

## PEGASUS HEALTH 401 MADRAS STREET CHRISTCHURCH

GROUND ASSEMBLY AREA

### FIRE

#### IF YOU DISCOVER FIRE

DO

- ❖ Activate nearest Fire Alarm
- ❖ Phone Fire Service "Dial 111" (From a safe area)  
"You may need an outside line"
- ❖ Evacuate the Building

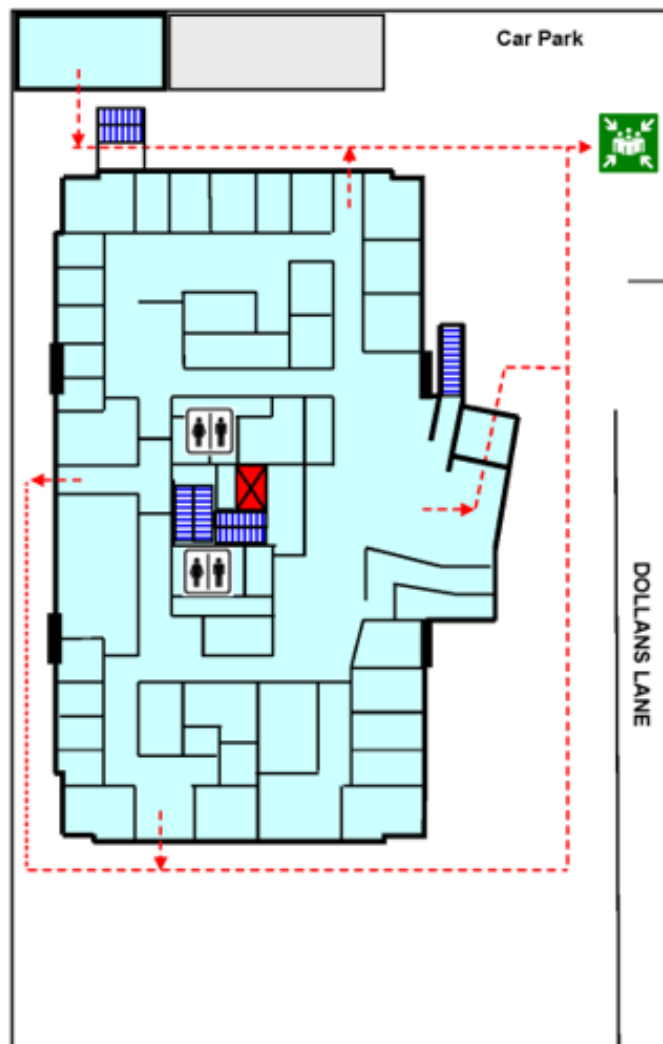
#### IF THE FIRE ALARM SOUNDS

DO

- ❖ Evacuate using the nearest Fire Exit
- ❖ Follow all instructions given by Wardens
- ❖ Help disabled people to a safe area
- ❖ Go to the Assembly Area

#### DO NOT!

- Use Lifts (if applicable)
- Run or carry drinks and food



FIRE SAFETY NET – PH: 03 359-2111 or email: [office@fsn.co.nz](mailto:office@fsn.co.nz)

# EMERGENCY PROCEDURES

## FIRE

IF YOU DISCOVER  
FIRE

**DO**

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- ❖ Phone Fire Service "Dial 111" (From a safe area) - You may need to obtain an outside line.
- ❖ Evacuate the Building

IF THE FIRE  
ALARM SOUNDS

**DO**

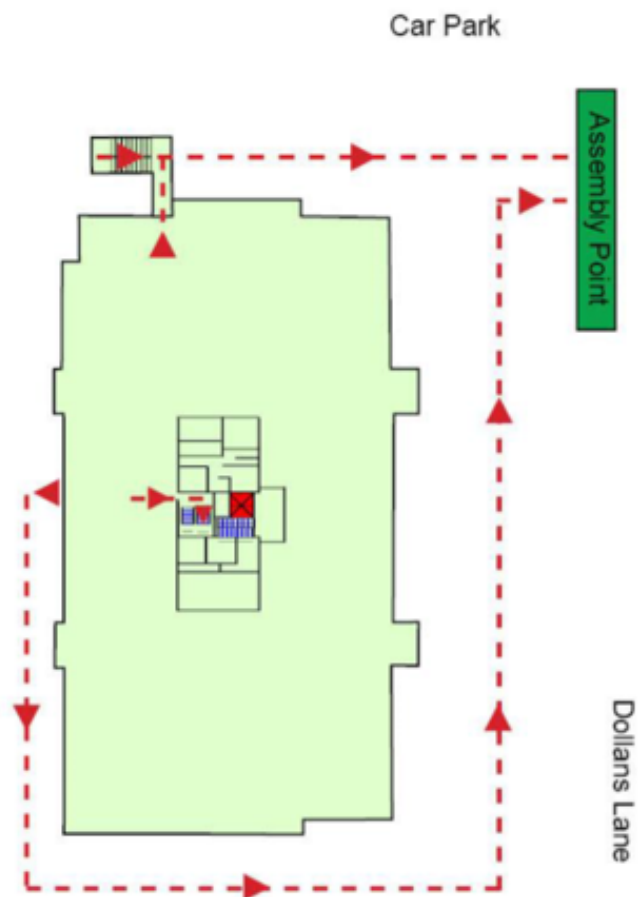
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PEGASUS HEALTH  
401 MADRAS STREET  
CHRISTCHURCH

Level 1



# EMERGENCY PROCEDURES

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FIRE

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- ❖ Evacuate the Building

IF THE FIRE  
ALARM SOUNDS

**DO**

- ❖ Evacuate using the nearest Fire Exit
- ❖ Follow all instructions given by Wardens
- ❖ Help disabled people to a safe area
- ❖ Go to the Assembly Area

### DO NOT!

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PEGASUS HEALTH  
401 MADRAS STREET  
CHRISTCHURCH

Level 2

