

CARRUS

Evacuation Procedure

Assembly Points

- **Tauranga Office – Letterbox at 61 Westmorland Rise, Tauranga**
- **Aotea – Subdivision walls outside the sales office**
- **Silverwood – Right of way at the entrance to the sales office**
- **The Lakes - The playground in front of the sales office**

Fire

If you discover a fire

- Raise an alarm immediately – for all areas this can be done by voice

If you hear the fire alarm or are warned of a fire

- Leave immediately by the nearest safe exit. Move quickly but do not run
- Assist any person with a disability
- Report to the Assembly area (see above)
- Stay outside the building until the 'all-clear ' is given by the acting Warden or The NZ Fire Service

Safety Note:

Unless you are certain you can extinguish the fire, do not attempt it

Earthquake:

During an earthquake

- Drop, cover and hold. Cover your head with your arms
- Warn others
- Stay clear of tall objects, windows and other glass
- Stay under cover as aftershocks may follow
- If outside – stay outside and take shelter clear of buildings, trees, power lines or anything that could fall on you.

Following an earthquake and aftershocks

- Aid others where necessary – provide first aid if qualified
- Where possible turn off all appliances
- If smoke or gas is present, stay low. Crawl on hand and knees to the nearest safe exit
- Only evacuate if no immediate danger and report to the assembly point

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Tsunami and or flooding:

If you feel a prolonged (greater than one minute) or strong earthquake a Tsunami may follow

- As soon as possible move inland or to higher ground
Higher Ground
Mayfield Office – Lot 99, Hansard Place, Mayfield
The Lakes Office – Kennedy Road, Mortlake Heights Intersection
Aotea Office – The Look Out, Baxters Knob, Aotea
Silverwood Office – Lot 197 Rural Residential, Silverwood
- Where possible provide assistance to the acting Warden
- Do not go to the seafront

Following a Tsunami and or Flood

- Check for injuries and apply first aid if needed
- Check emails for emails from Civil Defence
- Turn on a radio and listen for Civil Defence advice
- Stay where you are until given the official all clear