



GOVERNMENT  
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15 June 2017

Luke Chandler

[fyi-request-5783-e365f13a@requests.fyi.org.nz](mailto:fyi-request-5783-e365f13a@requests.fyi.org.nz)

Dear Mr Chandler

I refer to your Official Information Act request of 24 April for the "*Fire and Emergency procedures that take place at GCSB Tangimoana Station.*" I apologise for the delay in my response.

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The information you have requested is attached. Some information is withheld under the following sections of the Official Information Act:

- Section 6(a) on the basis that making the information available would be likely to prejudice the security or defence of New Zealand; and
- Section 6(d) on the basis that making the information available would be likely to endanger the safety of any person.

In accordance with section 19 of the Act, you have the right to seek an investigation and review of the refusal by way of complaint to an Ombudsman under section 28(3).

Yours sincerely

A handwritten signature in blue ink that reads "Andrew Hampton".

pp Andrew Hampton  
Director





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# GCSB (T) Occupants Emergency Response Procedures

Emergency Services	1-111
PHoP Protective Security	[REDACTED]
Communicate with Team	[REDACTED]

Last Reviewed - March 2017

# Medical Emergency

## In the event of an injury or illness:

- Assess the safety of the area before approaching the person
- Have someone call for a First Aid staff member (All team members onsite are First Aid trained)
- Stay with the person and provide reassurance
- If an ambulance is required ask someone to do this for you or dial **1-111** yourself
- Inform Manager of the incident
- Provide an incident report at the earliest opportunity to HR

NOTE: First Aid kits are located at various places around the site. The [REDACTED] all have at least one [REDACTED] all have one them as well.

An AED (defibrillator) is located in the [REDACTED]

## Medical Emergency

# Fire Found

## If you discover fire in the workplace:

- Activate the fire alarm or task someone to do so
- **If safe to do so** notify the occupants in the immediate area of the fire
- **If safe to do so** extinguish the fire using extinguishers (located at various places around the site)
- Phone the NZ Fire Service on **1- 111** (even if the fire is extinguished as the cause needs to be determined)
- Evacuate the building and meet at assembly area

Fire Found

# Fire Alarm Sounding

## If you hear the fire alarm sound:

- Cease work immediately
- **If safe to do so** secure classified material
- **If safe to do so** lock or log off computer terminals
- Evacuate building using the nearest safe fire exit
- Once egress routes are clear assist those people requiring assistance

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## After evacuation:

- Wait at the Assembly Area until:
  - the all clear is given, or
  - you receive further information

## If alarm ceases once evacuation has started:

- Evacuation must be completed
- Proceed to the Assembly Area and await further advice

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**Fire Alarm Sounding**



# Storm

## If a window is damaged or broken:

- Secure documents to ensure they won't blow around
- Be mindful of debris
- Move away from damaged window
- Advise others in the vicinity to avoid the damaged area
- [REDACTED]
- Report the damage to Manager

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## Storm

# Earthquake

- **Drop, Cover, Hold** - get under a table or desk, or near an internal wall
- Stay clear of glass and look out for objects that may fall
- **Do not evacuate unless instructed to do so by your floor warden**
- Help others around you; reassure, provide first aid
- Take note of any trapped or seriously injured people, significant building damage, and advise the floor warden
- If the alarm sounds follow the instructions given
- Follow the instruction of the floor warden

## If instructed to evacuate:

- Secure classified material and lock or log off computer
- Help evacuate those with minor injuries or with disabilities
- Evacuate in an orderly manner, as per Employee Evacuation Procedures
- Take your grab bag if practical
- Meet at the Assembly Area for further information and advice, i.e. cell phone availability, earthquake magnitude, return to work
- Be mindful of aftershocks, glass and debris, and possible electrical hazards

## Be aware after a large earthquake:

- Ensure there is no threat of tsunami before heading to low-lying areas, or toward the sea

# Earthquake



# Tsunami

## If there are warning signs for a local source tsunami:

### Warning signs:

- A very strong earthquake that is difficult to stand up in
- Weak, rolling earthquake shaking of unusually long duration (over one minute)
- A 7.0 magnitude earthquake or larger

### Action:

- Evacuate immediately past the blue tsunami line on Tangimoana Road. If you are unable to get inland or to higher ground within ten minutes stay in the building and assemble
- Do not return until the all clear is given via your work phone tree (after Civil Defence all clear)
- Inform your manager

## If there is a tsunami warning/advisory for a distant source tsunami:

- Information on the tsunami warning will be supplied via email
- Inform work colleagues around you of the warning
- Monitor your email for updates, particularly the estimated time of arrival

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### If the tsunami threat becomes imminent:

- Information on the imminent threat will be provided via email and/or telephone
- Inform your work colleagues and visitors
- Prepare to leave the building
- Secure classified materials, lock or log off computers
- Liaise with your managers in regard to leaving the building
- Do not return until the all clear is given via your team phone tree (after Civil Defence all clear)

# Explosion

## If an explosion occurs:

- Remain calm and alert
- Be prepared for secondary explosions
- Activate the fire alarm
- Phone **1-111** for the Fire Service
- Secure classified material and lock or log off computer
- Assist those with minor injuries or that require assistance
- Be prepared for fire or power failure
- Inform PHoP Protective Security Officer [REDACTED] incident

## When evacuating:

- Don't move seriously injured people unnecessarily - inform floor warden of their location
- Evacuate the building carefully following the Employee Evacuation Procedures
- Meet at Assembly Area for further information

# Bomb Threat

## If you receive a bomb threat by phone:

- Remain calm and polite during the call
- Do not interrupt or hang up on the caller
- Get the attention of a colleague as quickly as possible and ask them to :
  - pass you the bomb threat checklist (over the page)
  - Inform Police **1-111**
  - advise PHoP Protective Security Officer [REDACTED] and
- Take down as much detail as possible

## When caller hangs up:

- Do not discuss with other staff
- Complete the bomb threat checklist
- liaise with Police on arrival, or via phone
- Inform PHoP Protective Security Officer

## When all staff are notified of the bomb threat

- Cease work immediately
- Secure classified material and lock or log off computer
- Do not touch or move anything suspicious
- Follow the instruction of the floor warden

## If instructed to evacuate:

- Follow the Employee Evacuation Procedures, or as directed by floor warden
- Take personal items such as coat and bag
- Check for suspicious items as you evacuate building and notify the floor warden and/or PHoP Protective Security Officer of any suspicious items

# Bomb Threat

[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

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[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]  
[REDACTED]

[REDACTED]

# Flooding / Leak

## If there is a water leak:

- Take care around electrical equipment and electric outlets
- Take action to mitigate the damage to equipment, i.e. move or cover equipment **if safe to do so**
- Inform your manager and provide details

## If there is a sewage leak:

- **If safe to do so**, move any equipment in the line of damage
- Clear the area
- Inform Manager and advise of exact location and severity

## Severe Weather Warning – flooding/heavy rain:

- Monitor the appropriate Emergency Management site to maintain awareness of situation
- Follow the instruction of Emergency Services



## Power Failure

- [Redacted]
- [Redacted]
  - [Redacted]
  - [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



# Suspicious Item or Package

## If you identify an item or package in your work area that is suspicious:

- Keep people away from item
- Do not handle or go near the suspicious parcel or package
- Contact the Police **1-111**
- Follow any instructions given by the Emergency services
- Write down all the details you can remember to provide to the Police
- Liaise with Police as requested

## If you notice or suspect white powder:

- Place the item on a flat surface away from other items
  - Keep your hands away from your mouth, nose and eyes
  - Do not try and clean anything up that has spilt
  - Avoid tracking any spilled powder to other locations
  - Wash your hands with soap and water
  - Contact Police
  - Advise PHoP Protective Security Officer [REDACTED] who will advise on handling and procedures
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## Suspicious Person

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## Active Shooter

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
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## After Hours Emergency and Evacuation

[Redacted]

- [Redacted]

- [Redacted]

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[Redacted]

- [Redacted]

- [Redacted]



# Employee Evacuation Procedure

- Secure classified material and lock or log off computer
- Shut down any equipment as required
- Evacuate the building using the nearest safe exit (unless otherwise advised)
- Follow instruction from floor warden
- You may take keys, purse, bag, coat and grab bag (if you can do so safely)
- Do not take large items or carry drinks
- Assist those needing help once egress routes are clear
- Assemble in the designated Assembly Area
- Await further instruction

**DO NOT USE UNSAFE EXITS    DO NOT RUN    DO NOT TAKE FOOD OR DRINK**

[REDACTED]

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