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A1581297

15 June 2017

Luke Chandler

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.

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

Andrew Hampton

Director



GCSB (T) Occupants Emergency Response Procedures

Emergency Services	1-111
PHoP Protective Security	
Communicate with Team	

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	
all have at least one	all have one them as well.
An AED (defribulator) is located in the	

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

After evacuation:

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

If alarm ceases once evacuation has started:

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

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
- Report the damage to Manager

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 <u>local source</u> 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

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)

Tsunami

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

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

Explosion

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 guickly as possible and ask them to :
 - o pass you the bomb threat checklist (over the page)
 - o Inform Police 1-111
 - o advise PHoP Protective Security Officer

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



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

Flooding / Leak

Power Failure



Power Failure

Suspicious Item or Package

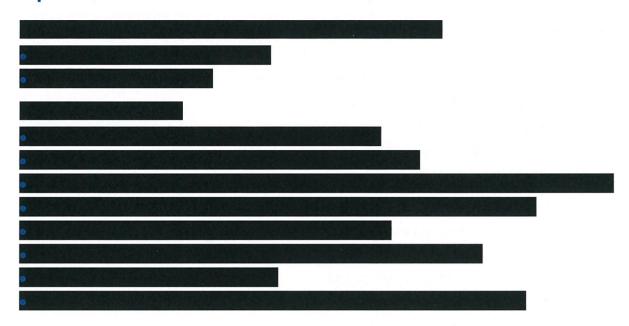
If you identify an item or package in your work area that is suspicious:

- 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

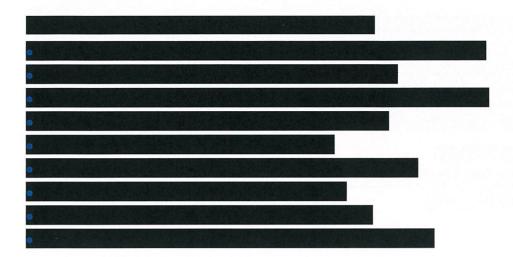
If you notice or suspect white powder:

- 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
 procedures

Suspicious Person



Active Shooter



After Hours Emergency and Evacuation



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

