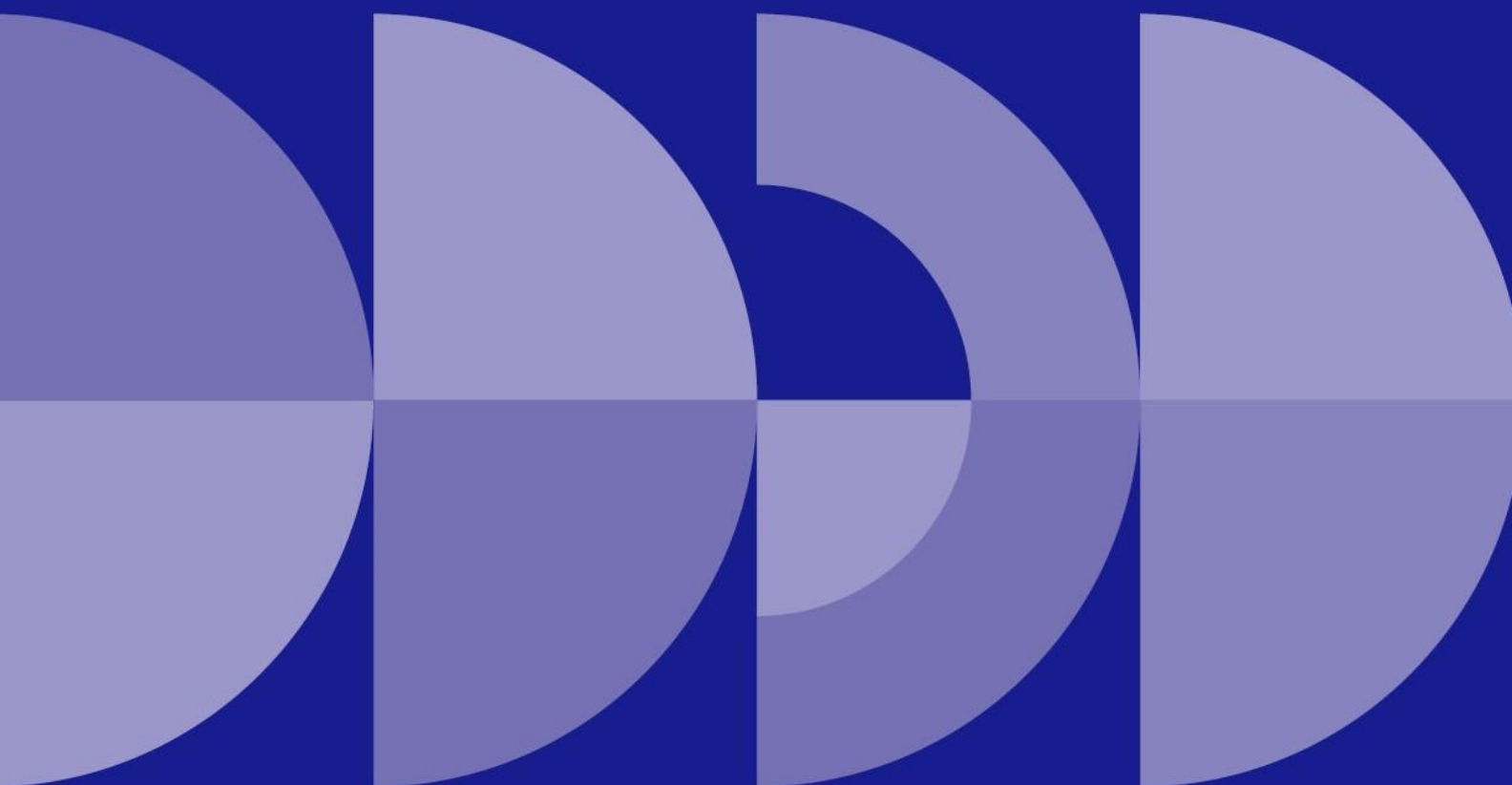# International Terminal Evacuation Scheme Summary

Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

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AIAL CONTACTS FOR MANUAL AMENDMENTS

Contacts for changes, amendments to the manual or questions regarding the system set out in this document or training should in the first instance be referred to FireSafetyCompliance@aucklandairport.co.nz or either:

Mark Hill Terminal Assets Manager Ph 022 026 4659 Mark.Hill@aucklandairport.co.nz	Shaun Sie Regulatory Assurance Manager Phone 027 221 0639 Shaun.sie@aucklandairport.co.nz	Neil Swailes Chief AES Officer Phone 027 886 4891 Neil.swailes@aucklandairport.co.nz

RECORD OF REVIEWS & APPROVAL OF CONTENTS

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Airport Emergency Service

Emergency Operations Centre

Airport Police

Airport tenants as required

Airport contractors as required

Aviation Security

Customs NZ

MPI (Biosecurity)

Each Zone Warden (relevant zone).

REVIEW PROCESS

A document review process is in place requiring content reviews at regular intervals (see bottom left-hand footers for recommended frequencies). Unique SharePoint document numbers containing evidence of review, and evidence

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of document owner approval of content and amendments, are listed below. Paragraphs affected by amendments at each review may be marked by lines in the right margin (except for consequential changes to Table of Contents, etc).

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TERMS AND ABBREVIATIONS

AED Automated External Defibrillator

AES Airport Emergency Services

AIAL Auckland International Airport Limited

Airport Auckland Airport at Mangere and includes any other land, buildings, installations and facilities that may from time to time be managed or operated as part of the Auckland Airport.

Alert Zone Evacuation zones in the building which are adjacent to a zone which has gone into evacuation. Alert zones do not require to evacuate but the PA system will play alert messages.

AMPAC The current Fire Management System for the ITB.

DR Disaster Recovery Site at 2 Walsh Brothers Place where a replica EOC facility is located.

EAP Emergency Assembly Point (or area) where evacuated persons should assemble if they are required to evacuate outside the building.

EOC Emergency Operations Centre, located in the Operations Control Centre on the 1st floor of the ITB Landside, behind the food court.

Evacuation Zones

The ITB is divided into 21 evacuation zones, each of which can evacuate independently of the other in response to activation of smoke detectors, although some older zones are linked with regard to the Fire Suppression System and will evacuate together.

FENZ Fire and Emergency New Zealand

Fire Detection System

A combination of smoke and heat detectors (as appropriate for the characteristic of the area) installed throughout the building and are linked to the occupant warning system which initiates evacuation in the affected zone if two adjacent detectors are activated (or one manual call point).

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Fire Suppression System

Systems to suppress fire such as the sprinkler pipe system and sprinkler heads (and supporting pumps to maintain pressure) which are provided throughout the ITB.

Fire Warden Staff members of Auckland Airport, tenants, concessionaires, airlines, ground handlers and border agencies who have been trained and act as Fire Wardens to assist the Zone Warden in the evacuation of the area and in managing the area while under evacuation and any evacuated persons at Emergency Assembly Points.

Head Building Warden

The AA Duty Operations Manager or Duty Supervisor present in the EOC who is acting as the EOC Response Coordinator will act also as the Head Building Warden and have overall control and coordination of AA's response (excluding the response to the actual fire event).

ICR Incident Control Room

ITB International Terminal Building

MCP Manual Call Point – buttons or switches located throughout the ITB for evacuation to be manually commenced and FENZ notified in the event of a fire or smoke where the occupant warning system has not already initiated an evacuation.

Marshalling Assistance Point

Where persons requiring assistance to evacuate should assemble or be directed to so that assistance can be provided

Mimic Panel A panel on the outside of the building showing the building outline, evacuation zones and sprinkler zones, that lights to indicate which zones are under evacuation, in alert or with faults.

OCC Operations Control Centre, located on the 1st floor of the ITB Landside, accessed by Kōtare Track, directly behind the food court.

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Smoke curtains

Specifically designed curtains which drop to prevent the spreading of smoke between adjacent zones when smoke is detected by smoke detectors located on either side of the curtain.

Warden Box Boxes located in each Evacuation Zone which contain an airport emergency phone, zone warden and fire warden vests, Zone Warden Checklists and other equipment for use during evacuations.

Zone Warden Each Evacuation Zone has a Zone Warden who controls the zone, gives Fire Wardens tasks and reports to the Building Warden.

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SECTION 1 – INTRODUCTION

1.1   He aha te mea nui o te ao? Māku e kī atu, he tangata, he tangata, he tangata.

What is the most important thing in the world? It is people, it is people, it is people.

1.2   This is why everyone working at Auckland Airport has a vital role to play in making sure workers and guests get home (or to their destination) safely every day.

1.3   Management of evacuations at an international terminal building poses many challenges in an evacuation setting not present in other buildings. The terminal operates under strict security, border processing, biosecurity and health requirements as well as being located in the midst of an active airfield environment. There are strict criteria about where the various categories of travellers, guests and workers should be evacuated to. In addition, guests may be asleep, unfamiliar with our airport environment or stressed and nervous in relation to their travel. Some guests will also not speak English.

1.4   It is therefore critically important that everyone who has a role to play in the evacuation of the International Terminal Building takes personal responsibility for ensuring they *understand* the evacuation processes for the ITB and are *prepared* at all times to play their part in an emergency evacuation.

1.5   We therefore commend this summary of the ITB Fire Evacuation Scheme to all Auckland Airport stakeholders, tenants and workers. Please:

1.   ensure you take the time to read the parts of this Evacuation Scheme Summary which are relevant to your organisation, role and location in the terminal; and

2.   become familiar with the processes it describes; and

3.   participate in all and any training that is offered to you; and

4.   play your full part in the regular trial evacuations held throughout the year, which includes providing feedback about evacuation to enable continuous improvement.

1.6   Note this document is a Summary of the ITB Evacuation Scheme. The full ITB Evacuation Scheme can be found at Downloads | Auckland Airport. Persons likely to act as Zone Wardens need to be familiar with Part A of the Full ITB Evacuation Scheme as well as the full section relevant to their zone.

1.7   On behalf of all Auckland Airport, we thank you for the assistance you provide and the role(s) you play to ensure a safe and orderly evacuation of the ITB if it is required, and in doing so keeping yourselves, your colleagues and our guests safe and healthy:

André Lovatt	Robin Cooper	James Miller
Chief Infrastructure Officer	**Head of Airport Operations**	**Head of Airport Assets & Commercial**

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Section 1 - Introduction

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SECTION 2 – FIRE PREVENTION

2.1   The first pillar of Auckland Airport's fire strategy is to endeavour to prevent any fire related issues from occurring in the first place. To this end, Auckland Airport has developed its Top 12 Life Safety Rules which it has given effect to through inclusion of these rules in the Auckland Airport 'Airport Workers Rules'. These Top 12 Life Safety Rules are also promoted through the e-learning course 'General Fire Awareness' which from 1 September 2020 all workers applying for airside access will have had to complete before airside access will be granted.

2.2   The Airside Workers Rules provides that workers must abide by the following fire safety rules:

- Keep any smoke doors closed to ensure smoke and fire does not spread quickly.

- Keep fire egress corridors, fire exits and access to fire safety equipment (eg, manual call points, fire extinguishers, fire blankets, hose reels, fire hydrants, fire smoke curtains) clear of any item(s) that would impede access and egress.

- Ensure items are stored at least 90cm below the ceiling height to ensure sprinklers have enough gap to work effectively to put out fires.

- Ensure 1-metre clearance around switchboards and servers.

- Only recharge electronic devices in an area clear of any combustible items and do not recharge after hours in areas where there are no sprinklers.

- Ensure all portable electrical devices have current test and tag labels.

- Practice good housekeeping – do not accumulate rubbish or other waste.

- Equipment for cooking and heating food (eg, toasters, sandwich makers, microwaves, etc) may not be installed in the international or domestic terminal buildings in areas that have not been approved by Auckland Airport for cooking and heating food. Workers need to be aware that toasters and microwaves have caused terminal evacuations on a number of occasions previously.

- Ensure current Dangerous Goods Regulations are followed, including storage requirements for flammable liquids and incompatible substances.

- If you see or smell smoke or fire report it immediately – either call Operations on 0800 OPS AIA (0800 677 242) ext 9; phone 98777 on an internal phone; or activate a manual call point.

- In an evacuation, promptly move to the nearest place of safety or fire exit and follow the instructions of the Fire Warden for the area.

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Section 2 – Fire Prevention

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Auckland Airport's Top Twelve Fire Life Safety Rules

Keep smoke doors closed

Keep fire egress corridors and fire exits clear

Keep access to fire safety equipment clear

Know where your life saving and fire safety equipment is

Items must be stored at least 90cm below ceiling height

Ensure 1 m clearance around switchboards and servers

Recharge electronic devices in a safe location

Test and tag

Practice good housekeeping

Areas for cooking and heating food must be approved

Store dangerous goods and flammable goods safely

If you see or smell smoke or fire report it immediately - 0800 677 242

In an evacuation promptly move to the nearest place of safety or fire exit and follow the instructions of the Fire Warden for the area.

For more information see section 2.12 of Airport Workers' Rules or contact Airport Operations 0800 677 242.

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Section 2 – Fire Prevention

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SECTION 3 – WHAT TO DO IF FIRE OR SMOKE IS SEEN

3.1   If a fire is discovered or visible smoke is seen and the automatic warning system has not already activated, the person discovering the fire should:

- Operate the nearest Manual Call Point (example pictured).

- Contact ICR to give the location of the fire by either:
  - Dialing 98777 on the nearest airport phone (poster pictured).
  - Ringing ICR on 256 8777.
  - Ringing ICR via 0800 677 242, ext 9.

- Leave the zone by the nearest exit (as per green sign pictured) to either move to an adjacent unaffected zone or to exit the building if directed to by a Fire Warden.

- Move to the nominated Assembly Area (external sign pictured) and remain there until directed otherwise by a Fire Warden or by announcements from the Emergency Operations Centre.

- Only if conditions permit, and you have had appropriate training, attempt to put out the fire using any hose reel or portable fire extinguisher (if available – example pictured). Information on the type of extinguishers and fires they may be used on is set out in Appendix D.

3.2   If there is a smell of smoke (but not visible smoke) then the person smelling the smoke should contact ICR to report this by either:

- Dialing 98777 on the nearest airport phone.
- Ringing ICR on 256 8777.
- Ringing ICR via 0800 677 242, ext 9.

3.3   If possible, and it remains safe to do so, the person reporting the smell of smoke should remain in the area to provide direction to AES when they arrive to investigate.

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Section 3 – What to do if Fire or Smoke is Seen

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SECTION 4 – TRAINING AND EVACUATION TRIALS

4.1 TRAINING OVERVIEW

4.1.1 Auckland Airport undertakes training in fire awareness, warden responsibilities and evacuation through a combination of e-learning courses and train-the-trainer familiarisation walks for Fire Wardens and trainers. Training via e-learning modules are all available on-line at: http://aial.litmos.com/online-courses

4.1.2 There are three available e-learning courses:

- General Fire Awareness.

- Fire Warden.

- Ramp Fire Awareness.

4.1.3 All workers applying for airside access must complete one of the General Fire Awareness Training course, Fire Warden training or Ramp Training (or equivalent) before airside access will be granted. Fire Warden training must be refreshed every six months. For queries regarding fire warden and awareness training and familiarisation walks email: FireSafetyCompliance@aucklandairport.co.nz

4.1.4 Fire Warden training must be completed by all workers based at the ITB who:

- work in a supervisory capacity;

- work primarily for an organization named as Zone Warden or Fire Warden in the location that organization has that responsibility;

- are responsible for boarding or disembarkation of flights;

- work by themselves; or

- work for Auckland Airport Operations Performance and Delivery.

4.1.5 The Ramp Fire Awareness Training focuses on fire safety features on the ramp which workers undertaking external ground handling duties need to be familiar with such as apron alarm locations, Emergency Assembly Points, fire safety equipment, etc. This is compulsory to complete before an Airside Driving Permit will be granted.

4.2 TRIAL EVACUATIONS

4.2.1 Auckland Airport conducts fire evacuation trials on an annual basis for each zone used by members of the public and workers. Trials are held to test the evacuation process, egress routes, clarity of signage, sufficiency of Emergency Assembly Points and operational management of the evacuation & re-entry process. Trials ensure that the Building Warden, Zone Wardens and Fire Wardens are all familiar with the locations they work in (or oversee) and the procedures which must be carried out.

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Section 4 – Training and Trial Evacuations

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SECTION 5 – ITB FIRE SYSTEMS AND STRATEGY

5.1   OVERVIEW OF FIRE SYSTEM

5.1.1   The full ITB Evacuation Scheme contains detailed instructions for each individual Zone. Persons likely to act as Zone Wardens must refer to the full ITB Evacuation Scheme and familiarise themselves with the section containing their Zone (or Zones). The full ITB Evacuation Scheme can be found at Downloads | Auckland Airport.

5.1.2   The fire system as a whole is made up of a number of individuals systems, all of which contribute to the life safety and asset protection of the ITB, eg, the fire detection system, the fire protection (suppression) system, smoke control systems, etc. The automatic detection system consists of:

- Smoke detection.

- Heat detectors installed in areas that are prone to nuisance alarms from smoke detectors (eg, areas where there are microwaves, toasters or steam).

- Sprinklers, which will activate by heat.

- Manual call points which allow a person to manually start an evacuation if they notice fire or smoke.

5.1.3   The automatic detection system is linked to the occupant warning system which initiates evacuation in the affected zone and also activates smoke control measures.

5.2   EVACUATION ZONES

5.2.1   The ITB is divided into 21 evacuation zones that divide the building and allow for a phased evacuation regime. Each evacuation zone has at least two means of escape. During an evacuation, only the affected zone evacuates. Adjacent zones go into alert but do not need to evacuate (unless directed to do so).

5.2.2   Moving people to adjacent evacuation zones is preferred when this is available rather than evacuating outside, because this provides greater control of people, greater basic amenity during the time of the emergency, and does not expose guests to external hazards such as weather or moving vehicles. However, external exits of sufficient capacity exist for all evacuation zones and can be used whenever needed.

5.3   MANAGING AN EVACUATION

5.3.1   Trained Fire Wardens (comprised of Auckland Airport Staff, border agency staff, airline and ground handling staff and retail concessionaire staff) manage the procedure within the evacuation zones and direct occupants to the adjacent internal evacuation zones, or, if appropriate, the external Emergency Assembly Points, as specified for each Zone.

5.3.2   Persons likely to act as Zone Wardens must refer to the full ITB Evacuation Scheme and familiarise themselves with the section containing the detailed instructions for their Zone (or Zones). The full ITB Evacuation Scheme can be found at Downloads | Auckland Airport. For training queries and familiarisation walks contact: FireSafetyCompliance@aucklandairport.co.nz

5.3.3   The overall evacuation is managed from Auckland Airport's Emergency Operations Centre where the Duty Operations Manager or Supervisor acts as the Building Warden.

5.4   FIRE EGRESS

5.4.1   Green and white 'running man' fire exit signage is provided throughout the terminal indicating fire exits. Evacuation maps and instructions are located at key areas in the building (refer Appendix F for samples). For any map requirements contact FireSafetyCompliance@aucklandairport.co.nz .

5.4.2   Emergency egress doors are programmed to automatically release in the event of an evacuation in the Zone. Emergency Door Release (break-glass) are provided at all egress doors. If fire and emergency egress door mechanisms have NOT been released by the fire alarm sounding, the doors can be opened by breaking the white emergency door "Emergency Door Release" box located beside each door and operating the switch.

5.4.3   Lifts should not be used during evacuations.

5.4.4   Escalators continue to operate but Fire Wardens should pull tensa tape across escalators to prevent people using them during an evacuation due to the risk of falls.

5.4.5   If persons evacuating down stairs have bulky carry-on luggage with them that would impede them safety evacuating, then they should be advised to leave these bulky items behind in the area under evacuation.

5.4.6   Each Evacuation Zone has Marshalling Assistance Points (pictured below) for occupants requiring assistance to evacuate. Evacuation stair chairs are also provided at strategic locations in the terminal.

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| Assistance Marshalling Point | Fire Evacuation Chair |

5.5   EMERGENCY ASSEMBLY POINTS

5.5.1   Emergency Assembly Points are marked for people evacuated from the building to safely wait until it is safe to re-enter the building.   They are identified with green Emergency Assembly Point signs.

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5.5.2   The Emergency Assembly Points are at the following locations, also shown on the map on the following page:

Assembly Point	Location	Used by persons evacuating from the following Zones:
A & B	The Cloud Walkway across the ITB Outer Forecourt leading to the ITB public car parks	Not currently in use
C	Outside Door 1, East end of terminal	1, 4, 4A, 4B, 5, 6, 7
D	Outside Door 11, West end of terminal	1, 4, 4A, 4B, 5, 6, 7
F	Breezeway East (by carousel 6 & 7)	2
G	Breezeway Mid (by carousels 4 and 5)	2, 5
H	Breezeway West (by carousel 1) #	2, 12
J	Apron Stand 2 (by Stair Tower 6)	3, 5, 7A
K	Apron Stand 5 (departing passengers)	8, 9, 10
L	Apron Stand 6 (arriving passengers)	8, 9,
M	Bus Door 13	11, 12, 13
N	North of Pier B	17,18, 19
O	South of Pier B	17, 18, 19

While mishandled bags are a world-wide issue and are using this space as a staging area, EAP G should be used.

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Section 5 – ITB Fire Systems

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SECTION 6 – MANAGEMENT OF EVACUATIONS

6.1 KEY FUNCTIONS AND ROLES

6.1.1 The following functions or roles are key to the management of evacuations in the ITB:

Emergency Operations Centre	Opens when there is an evacuation and controls the emergency. All stakeholders should send a representative.
ICR Position	The position at the Operations Control Centre which receives emergency calls, notifies AES, interrogates and takes action on the Fire Information Panel, and communicates with AES.
Head Building Warden	The AA Duty Operations Manager or Duty Supervisor present in the EOC who is acting as the EOC Response Coordinator will act as the Head Building Warden.
Zone Warden	Each zone has nominated organisations which provide the Zone Warden who controls the zone, gives Fire Wardens tasks and reports to the Building Warden. The Zone Warden wears an orange vest marked as Zone Warden
Fire Warden	Each zone has nominated organisations which act as Fire Wardens (who report to the Zone Warden). All supervisory staff in each area should be trained as Fire Wardens. Fire Wardens wear yellow Fire Warden vests
AES (Airport Emergency Services)	Auckland Airport's on-site industry brigade who will be first responders and incident controller until FENZ arrives.
FENZ (Fire and Emergency NZ)	NZ's fire service which will send appliances from local stations and will legally assume roles and responsibility of Incident Controller upon arrival.

6.1.2 The table below provides a high-level overview of the key tasks and steps during an evacuation of the ITB. For a full description of the duties and tasks of each of these functions or roles see section 6.1 of Part A of the full ITB Fire Evacuation Scheme.

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HIGH LEVEL SUMMARY OF ITB EVACUATION ROLES AND TASKS

EOC – HEAD BUILDING WARDEN (supported by AIAL Operations Control Centre staff)	ZONE WARDENS	AES/FENZ
- Open EOC - Ensure AMPAC system interrogated - Ensure AES and FENZ notified - Ensure ATC and AOT notified (AOT send vehicles to assist apron management) - Confirm Zone Warden in place and evacuation underway (if not, send a Fire Warden) - Activate any applicable Contingent Traffic Management Plans - Ensure arriving aircraft held back off any evacuating piers - Liaise with airlines/AES/FENZ to find out if safe for pax on board aircraft on gates at any evacuating piers to remain on board and aircraft to remain at gates - Check Rooftop/plant room entry log. - Have DG Register available. - Advise AES of location and number of any persons requiring special assistance - Confirm with Zone Warden evacuation complete and all checks made - Oversee management of Building, EAPs, forecourt & traffic management by CCTV - Send additional staff if required and if available - Make any required announcements - Coordinate specialised trades required - Ensure alarms silenced upon FENZ advice - Direct and coordinate re-entry - Coordinate stand assignments and aircraft movements - Hold any debriefs	- Report to Zone Warden box - Act as chief contact point for Head Building Warden and brief FENZ/AES on evac status - Ring ICR on 98777 to say in place, alarms sounding and evac commencing. EOC on extension 98882. - Use Zone Warden Card Checklist in warden box - Ensure Fire Wardens direct people to evacuate via designated exits - Ensure Fire Warden sent to EAP to manage evacuated persons - Ensure Fire Wardens check all areas in Zone Warden Checklist and as otherwise directed - If anyone requires assistance, ensure they are assisted to Assistance Marshalling Point and report this to EOC on 98882 - Be in contact with your organisation's rep in EOC - Once all areas checked ring EOC on 98882 to report this - Ensure tensa tape pulled at relevant doors and station Fire Warden at doors to prevent re-entry (if applicable) - Ensure airside pax evacuated onto Apron are being supervised - Ensure sufficient Fire Wardens stay to manage any pax on apron when staff re-entry commences - Manage guest re-entry when instructed to commence re-entry by EOC	- Report to appropriate mimic panels upon arrival (forecourt by Door 3. Western valve room or airside valve room by stand 2) - Receive briefing from Zone Warden/AES/EOC - Take command of the incident on the ground - Determine if safe for pax to stay on board aircraft if evacuation is of Piers - Determine if any aircraft need to be pushed back off Piers if evac of Piers - AES assist any persons requiring special assistance - Escort any technical trades needing to access area (eg, electricians, mechanics) - Resolve incident - Advise EOC when incident resolved and alarms can be silenced - Provide all clear to EOC when area safe for re-entry **BAGGAGE HANDLERS, RAMP, ENGINEERS, PILOTS** - Stop apron activities around evacuation area and any EAPs being used immediately - Turn off any plant in areas under evacuation or used as EAPs - Move any GSE that would impede flow of evacuating persons if safe to do so - Turn off aircraft engines and APUs for aircraft on gates around evacuation areas - Close aircraft doors on the stand if advised by FENZ/AES that safe for pax to remain on board - Hold any arriving aircraft back off the stands in areas under evacuation or used as EAPs - Move aircraft if instructed by EOC

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6.2   ZONE WARDENS AND FIRE WARDENS

6.2.1   While the ITB evacuation is normally an automated process triggered by the Fire Management System and communicated to occupants by the building warning message systems, <u>the management of the evacuations on the ground</u> occurs through the Zone Wardens and Fire Wardens.

6.2.2   Each organisation's responsibility for providing Zone Wardens and Fire Wardens is summarised in the table below for each Evacuation Zone.

Zone	Zone description	Fire Scheme Part	Zone Warden	Fire Wardens
1 (Zone 1 is divided into 4 separate areas for evacuation management purposes)	Ground floor landside arrivals	B	Airport Operations	• Airport Operations • Skygate staff • Ground handlers • Airline staff • Retail tenants
	Mezzanine floor offices at arrivals (western) side of terminal	B	Senior Customs Officer	• Customs Officers • MPI Officers • Airline tenants
	Check-in counters and concourse	B	Airport Operations	• Airport Operations • Skygate staff • Airline Ground handlers • Concessionaires • Aviation Security including Bulk Duty Free screening
	Mezzanine floor offices departures (eastern) side of terminal	B	Senior Customs Officer	• Airport Operations • Airline tenants
2	Bag Hall reclaim	B	Senior Customs Officer	• Customs Officers • MPI Officers • Airline Bag services staff • Baggage staff • Tenants
3	Baggage Make-Up	B	Baggage Handling Team Leader (Air NZ and Menzies)	• Air NZ staff • Menzies staff • Daifuku staff • Avsec HBS staff
4	Level 1 landside food-court and retail, pre-boarding pass scanners, offices	B	Airport Operations	• Airport Operations staff • Concessionaires • Airline offices • Tenants
4A	L1 airside Customs/Avsec departure processing areas	B	Aviation Security	• NZ Customs Officers • Aviation Security Officers
4B	L1 landside Air NZ inflight services	B	Air NZ	• Air NZ staff
4C	L1 landside Operations Control Centre	B	Airport Operations	• Airport Operations Staff
5	Level 1 airside retail and dwell, 2nd floor Mezzanine airside	B	Airport Operations	• Airport Operations • Retailers including The Collection Point • Aviation Security including Transit Screening
6	Landside Level 2 tenancies, kitchens and Avsec Ready Room Airside Kiwi Track	B	Delaware North (Avsec staff and AA Airport Operations if Delaware North not present)	• Delaware North staff • Airport Operations staff • Kiwi Discovery staff • Airline office staff • Aviation Security staff including Ready Room

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Zone	Zone description	Fire Scheme Part	Zone Warden	Fire Wardens
7	Level 2 VIP lounges (Strata, QF & EK)	B	VIP Lounge Supervisors	• VIP lounge staff • Aviation Security staff support airside/landside boundaries
7A	Level 2 VIP Air NZ Lounge	B	Air NZ Lounge Supervisor	• Air NZ VIP lounge staff • Aviation Security staff support airside/landside boundaries
8	Pier A North – ground floor and GL 4A-D	C	Ground floor – Air NZ Ramp	• Air NZ ramp staff
	Pier A North – L1 Arrivals GL 1-4		Level 1 – Aviation security	• Airline staff • Aviation Security staff • Retail Staff
	Pier A North – L2 Departures GL 1-4		Level 2 – Retail store manager or supervisor	• Retail Staff • Operations staff
9	Pier A South – ground floor and GL 4E	C	Ground floor – Airfield Operations	• Airfield Operations • Kauri Lounge staff
	Pier A South – L1 Arrivals GL 5-10		Level 1 – Aviation Security	• Airline Staff
	Pier A South – L2 Departures GL 5-10		Level 2 – Air NZ International Transfer Desk	• Air NZ staff • Retail staff • Tenant staff
10	External ground level undercroft of building under GL 8 & 10	C	AIAL Airfield Operations	• AIAL Airfield Operations • AIAL Airfield Administration Office Staff • Swissport
11	Ground level West Plant rooms & bus door 13	D	Airfield Operations	• AIAL Airfield Operations staff • Ground Handler / Bus operations Door staff • Engineering Services staff (if present) • Customs (upstairs)
12	Level 1 airside Customs & Duty-free arrivals	D	Senior Customs officer on duty	• Customs staff • Immigration staff • Duty Free retail staff
13	Pier B L2 departures corridor to GL15-18	D	Airport Operations or Level 1 mezzanine retail supervisor	• Airport Operations staff • Level 1 mezzanine retail staff (if present)
17	Pier B ground floor Bus lounges 16A-D	D	Airport Operations (or airline rep. if bus lounge in use)	• Airline staff • AIAL Airfield Operations Staff • Terminal Operations Staff • Skybus Staff • Engineering Services (Plantrooms)
18	Pier B L1 Arrivals Airbridges 15-18	D	Airport Operations (or airline rep. if Pier B arrivals gates are in operation)	• Airline staff • Terminal Operations Staff • Menzies Staff • Swissport Staff
19	Pier B L2 Departures GL 15 -18	D	Airport Operations (or airline rep if Pier B gate lounges in operation)	• Airline staff • Terminal Operations Staff • Retail Staff
20	Level 2 Avsec Imaging Room & Airside Kea Track	B	Avsec	• ES staff if present in plant room • Avsec staff in Imaging Room

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6.2.3   Zone Wardens report to the Head Building Fire Warden and are responsible for:

- Reporting to the Zone Warden Box upon an evacuation or alert occurring, donning the orange Zone Warden vest, reporting in to EOC that they are present and familiarizing themselves with the Zone Checklist.

- Co-ordinating and directing the fire wardens within their particular zone.

- Ensuring the evacuation of the zone and the movement of evacuated persons to an Emergency Assembly Point (if evacuated externally).

- Ensuring that any person requiring assistance is helped to an Assistance Marshalling Point and that the Head Building Warden is informed of this.

- Ensuring that all tasks in the Zone Warden checklist for the zone (found in the Zone Warden fire box) have been completed.

- Ensuring that any contractors working in the area have vacated their worksite and obtaining the number of contractors evacuated to confirm to the Head Building Fire Warden.

- Communicating with the Head Building Fire Warden regarding completion of tasks and status within the Zone.

- Overseeing the supervision of passengers at any airside Emergency Assembly Area

- Ensuring Fire Wardens are placed at appropriate doors and entrance points to ensure that no-one attempts to enter the evacuated zone.

- Receiving/carrying out any instructions of the Heading Building Fire Warden (eg, transferring guests to another zone that is not in evacuation in order to ensure zones do not exceed capacity).

- Supervising the re-entry process when directed to by EOC.

6.2.4   Fire Wardens are staff who regularly work in a particular zone, such as airport staff members, retail, tenancies, ground handler and border agency organizations. They are responsible to the Zone Warden.

6.2.5   All Fire Wardens must have completed Auckland Airport's e-learning module Fire Warden Awareness. This training needs to be refreshed annually. In addition, Fire Wardens must complete an annual familiarisation walk of their zone, resulting in a combined position of training every six months.

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6.2.6   The key roles of Fire Wardens are to:

- Assist staff and visitors to evacuate by directing them to the appropriate exit.

- Checking all areas are clear and free of staff and visitors (keeping themselves safe while doing so) and report to the Zone Warden that the areas they have checked are clear.

- Taking up position at the points throughout the zone as shown with an F on the Zone Evacuation Map while the zone is in evacuation (unless directed or necessary to evacuate themselves).

- Staffing the Marshalling Assistance Point if requested to do so by the Zone Warden.

- If requested to do so, assisting with passenger management control on the ramp or forecourt areas for Health & Safety requirements, provide reassurance or any information or updates to evacuated guests, or escort passengers on the apron back landside via the green evacuation line to the airside/landside emergency gates.

- Controlling doors to ensure that evacuated persons (or any other person) do not enter the evacuated area, until EOC (at the direction of AES and/or FENZ) announces it is safe to do so.

- Providing reassurance or any information or updates to evacuated guests.

- Assisting the Zone Warden in any way.

- Assisting with the re-entry process.

6.2.7   When entering areas under evacuation or checking that areas behind closed doors are clear and free of staff and visitors, Wardens need to be mindful of signs of heat, smoke and fire and be aware of their surroundings and risk signs:

- Visually look for evidence of smoke coming from under or around the door or down stairs.

- Touch the door with the back of a hand to check for any warmth.

- If the door is cool, touch the handle with a finger to check for any heat.

- If there are no signs of heat or smoke, then crack the door open to make a final check.

- Close the door after checking the area.

If there is any evidence of heat or smoke, report this to EOC or the Fire & Emergency NZ by ringing 111. Leave the door closed. Do not enter the area yourself. If all is clear, enter to confirm the area has been evacuated and complete your Fire Warden duties.

6.2.8   As a general principle, zone wardens and fire wardens need to be security screened when responding to an evacuation in a sterile area. However, if any Fire or Zone Warden needs

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to enter quickly to carry out Warden duties for life safety reasons then this may occur, but must be reported to EOC as soon as safe to do so, so that Avsec are aware that the area will need to be rescreened.

6.3   THE EVACUATION PROCESS

6.3.1   Unique Airport Environment

6.3.1.1   Management of evacuations at an international terminal building, which sits in the midst of an active airfield environment, poses many challenges and risks in an evacuation setting not present in other buildings.

6.3.1.2   The international terminal also operates under:

- Strict security requirements set by the Civil Aviation Authority and managed by the Aviation Security Service;

- Border processing requirements specified by Immigration NZ and Customs NZ and managed by the NZ Customs Service;

- Biosecurity requirements specified by MPI and the Ministry of Health and managed by MPI and Auckland Regional Public Health Service; and

- Public health requirements specified from time to time by the Ministry of Health and managed by Auckland Regional Public Health Service.

6.3.1.3   Therefore:

- Departing passengers who have been security screened cannot be mixed with passengers or staff who have not been security screened or who are arriving passengers (or else all passengers will require rescreening).

- Departing passengers who have been processed through Emigration and therefore 'left the country' should ideally not be evacuated landside, or they will need to be re-processed.

- Conversely, arriving passengers who have not processed through Immigration border controls or MPI risk assessment should be avoided from being evacuated landside or else border controls and biosecurity controls designed to prevent risk goods entering New Zealand will have been bypassed.

- If there is a global pandemic health emergency, the Ministry of Health may require transiting passengers or passengers arriving from a country of risk to be segregated from other passengers and NZ based workers.

6.3.1.4   As a result (other than in critical life safety emergency situations), there are strict criteria about where the various categories of passengers, guests and workers should be evacuated to.

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6.3.2 Remember Evacuated Persons are Airport Guests

6.3.2.1 Airports can be stressful for travellers. A fire evacuation process will only increase stress levels for some travellers. Zone Wardens and Fire Wardens need to be mindful of this as you go about your tasks. You have a key role to play in directing guests during an evacuation but please do so in a way that is human and friendly. Endeavour where-ever possible to help make our travelling guests and other visitors feel reassured and safe during any evacuation process.

6.3.2.2 The characteristics of occupants requiring evacuation from an international airport terminal differ from occupants in more conventional settings. The perception of travelling guests is likely to be that airports are highly-managed spaces. As such, travellers may be unlikely to evacuate unless directed to do so – particularly if they are waiting in a queue to be processed or if they are in a border processing area where fines are imposed for breaching border requirements and rules. Often also these travellers will be very committed to the process they are undertaking (and their place in a queue).

6.3.2.3 Travellers may also be asleep or preoccupied and may be unfamiliar with the airport environment. There will also be a large number of travellers who are emotional, nervous or stressed in relation to their travel. Some guests will also not speak English.

6.3.2.4 Auckland Airport is a participant in the Hidden Disabilities Sunflower Lanyard programme. This allows guests with disabilities or conditions that may not be visually obvious to signal that they require additional assistance or time. Please be alert for any guests wearing a Hidden Disabilities Sunflower Lanyard and endeavour to provide that bit more help in an evacuation situation and check whether assistance is required.

6.3.2.5 It is important that Zone and Fire Wardens be aware of these special characteristics and tendencies and provide clear instructions and guidance to travelling guests unfamiliar with the airport and evacuation processes. Appendix E sets out some commonly asked questions by guests during evacuation processes and suggested responses.

6.3.3 Persons Requiring Special Assistance

6.3.3.1 Persons requiring assistance to evacuate within the ITB should be gathered at sign posted Assistance Marshalling Points. The location of the Assistance Marshalling Points are shown in each evacuation zone map and instructions as well as on the Zone Warden

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Checklist found in each Zone Warden Box. Assistance Marshalling points are marked on the evacuation maps with an "M" in a blue circle.

6.3.3.2   Zone Wardens should report the numbers of persons requiring assistance and their location to the Head Building Warden in EOC. EOC will advise AES to provide evacuation assistance.

6.3.3.3   Passengers under the responsibility of the airline/ground handler will continue to be cared for by the airline/ground handler in the passage to a safe zone or place of safety.

6.3.3.4   Special evacuation chairs are available at strategic points (listed in Appendix B) to assist with passenger's evacuation.

M Assistance Marshalling Point	C Fire Evacuation Chair

6.3.3.5   All organisations operating regularly in the ITB must maintain a Register of Persons Requiring Assistance During an Evacuation. A sample Register Template is contained at Appendix G. In the event of an evacuation, each Organisation must ensure that any of its workers requiring assistance to evacuate receives this assistance, or alternatively is helped to a Marshalling Assistance Point with this reported to the Zone Warden.

6.3.4   Evacuation of Tenants and Concessionaires

6.3.4.1   If an evacuation alarm sounds, tenants and staff of concessionaires must direct any passenger or guest in their premises to evacuate to a safe area (either the nearest adjacent zone in alert or the nearest appropriate emergency exit). Any visitor under a Temporary Avsec Identity Card must remain under escort while airside during any evacuation.

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6.3.4.2 Tenants and concessionaires must have their supervisory and management staff trained to act as Fire Wardens for their tenancy or concession and assist with ensuring that any occupants evacuate the premises in accordance with the Fire & Emergency NZ Act 2017, Fire Safety, Evacuation Procedures & Evacuation Schemes Regulations 2018.

6.3.5 Evacuation of Contractors

6.3.5.1 Contractors holding permanent Civil Aviation Authority Identity Cards must have completed the online induction course modules on either general Fire Awareness (all staff) or Fire Warden Training (all supervisory staff). They must also be familiar with the evacuation instructions for the evacuation zone they are working in.

6.3.5.2 Contractors airside on Temporary Airport Identity Cards must always be under the supervision of a permanent Civil Aviation Authority Identity Card holder who is responsible for ensuring they are informed of the appropriate emergency exits for the area they are working in and, if an evacuation alarm sounds, escorting this temporary contractor to the appropriate emergency exit or safe adjacent alert zone and continuing to supervise them.

6.3.5.3 Any tenant, concessionaire or Auckland Airport Contract Manager who has engaged contractors to be on site must ensure that the Contractor has been provided with relevant evacuation instructions prior to commencing work, including relevant maps.

6.3.5.4 All work sites of medium risk or greater or impacting on public facing areas must hold a Permit to Work issued by Auckland Airport and the Operations Control Centre advised of the location of works.

6.3.5.5 Any worker entering a plantroom, electrical room or the roof top in the ITB must advise Monitoring before entering these areas. Upon evacuation of the ITB, any worker in the plantroom, electrical room or on the rooftop must contact Monitoring to report that they have evacuated (and if they cannot get through to Monitoring, then instead report to the Zone Warden who will relay the message to EOC).

6.3.5.6 All contractors must vacate the zone affected during any evacuation and follow the instructions of the Fire Wardens and Zone Wardens.

6.3.5.7 Contractors must report to the Zone Warden after vacating any zone in evacuation. The Zone Warden will communicate the number of contract staff accounted for to the Head Building Fire Warden in EOC.

6.3.5.8 Any tenant, concessionaire or Auckland Airport Contract Manager who has engaged contractors to be on site must take all reasonable steps to verify that their contractor has evacuated the ITB and, if this is unable to be verified, notify either the Head Building Warden or EOC.

6.3.6 Process for Aircraft during Terminal Evacuations

6.3.6.1 When airside evacuation zones of the ITB are in evacuation, ATC must advise international aircraft approaching the terminal that "an evacuation is underway, people

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may be evacuating onto the apron, and the aircraft must hold on the taxiway or at remote stands, unless otherwise directed".

6.3.6.2   Aircraft at the gate in zones under evacuation must shut off engines and cease boarding or disembarkation of passengers. The Ramp Coordinators must ensure that pilots are aware of this process. EOC (in conjunction with or upon instruction from AES or FENZ) will advise if passengers need to evacuate the aircraft, or whether the aircraft needs to be disconnected from the airbridge and moved off the gate.

6.3.6.3   If boarding is underway and can be completed within several minutes, then passengers in airbridges or the terminal can complete aircraft boarding if it is safe to do so.

6.3.6.4   Passengers who have boarded, or who have not yet disembarked, must be seated, and told to await further instructions. The aircraft door should be closed. Passengers must not disembark and enter the ITB.

6.3.6.5   In the event of a piece of ramp equipment catching fire whilst attached to the aircraft it will be the pilot's decision whether to evacuate the passengers from the aircraft. In this case, passengers evacuate off the aircraft into the ITB and return to the gate lounge.

6.3.6.6   In the unlikely event that a terminal fire alarm occurs at the same time as a ramp fire alert, then EOC will need to determine the appropriate safe location and use special PA announcements to direct people to safe zones.

6.3.7   Workers Outside the ITB

6.3.7.1   Staff working on the Apron should not enter the building when the evacuation alarms are sounding. Speakers installed outside the building will advise apron people of the emergency message within the building.

6.3.7.2   There are also warning lights installed near entrances to the ITB on the apron. Red flashing lights indicate that an alarm is taking place within the building and not to enter this part of the building. Amber flashing lights indicate that an alarm is sounding in an adjacent evacuation zone and you should enter the building with caution.

6.4   THE RE-ENTRY PROCESS

6.4.1   The re-entry process is managed by the Head Building Warden in EOC via a 3 stage process. Once the FENZ or AES Officer in Charge has cleared the building for re-entry to begin, AES will inform the Head Building Warden to start the re-entry process and to dispatch any building system or baggage system technical staff if they are not already in attendance.

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6.4.2 **Stage one (resetting services)** involves resetting the fire alarm system and preparing the building systems including security, baggage systems, HVAC, lifts, escalators, and travellators. AES or FENZ advise EOC that Stage 1 re-entry may commence. Airport Operations staff will be able to reset or check some of these systems – for other systems technical staff may be required. Note – technical staff must be specifically authorised by the Head Building Warden, AES or FENZ to re-enter the evacuated areas in Stage 1.

6.4.3 **Stage two (staff re-entry)** involves allowing essential staff to re-enter the building to prepare for processing of passengers. Avsec will undertake any re-sterilisation of sterile areas at this time. A public PA announcement will be made at this stage. The Head Building Warden makes the decision for Stage Two to commence based upon receiving clearance from any technical staff undertaking checks. If no essential building systems need checking or restarting, then the Head Building Warden can determine Stage 2 re-entry themselves.

6.4.4 **Stage three** involves all remaining staff and evacuated guests returning to the evacuated areas. The Head Building Warden makes the decision for Stage Two to commence based upon receiving (or visually determining through CCTV) confirmation that all relevant border agencies or essential operational services in the evacuated zone are ready to resume passenger services. Zone Wardens, Fire Wardens, and sufficient workers will need to remain with passengers evacuated externally onto apron areas to help manage the Emergency Assembly Points and the security and safety of these evacuated persons.

6.4.5 All emergency service personnel and Wardens need to be aware of this process and not allow public to re-enter prior to this final stage. Instructions for staff and public re-entry may only come via EOC. Do not commence re-entry on verbal advice from AES or FENZ. This creates confusion during the re-entry process in large scale evacuations. If in doubt, check with EOC.

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SECTION 7 – PROCESSES FOR SPECIFIC ZONES

7.0   SUMMARY OF ALL EVACUATION ZONES

7.0.1   The ITB is divided into 21 evacuation zones that divide the building and allow for a phased evacuation regime.

7.0.2   Summary maps of the terminal as a whole, showing it divided into these 21 different zones, are reproduced on the following pages. These plans are shown for each of the five floors (namely Ground, Ground Mezzanine, First, Second and Third floors). Note some zones cover several floors (eg Zones 1, 8 and 9).

7.0.3   The full ITB Evacuation Scheme contains detailed instructions for each individual Zone. Persons likely to act as Zone Wardens must refer to the full ITB Evacuation Scheme and familiarise themselves with the section containing their Zone (or Zones). The full ITB Evacuation Scheme can be found at Downloads | Auckland Airport.

7.0.4   The evacuation zones (wherever possible) have been designed to reflect functional requirements and align with security zones so that, subject to life safety requirements, landside and airside occupants do not mix and semi-sterile or non-sterile occupants do not mix with sterile occupants.

7.0.5   The management 'on the ground' of the evacuation zone is the responsibility in the first instance of the Zone Warden (assisted by Fire Wardens), overseen by the Head Building Warden.

7.0.6   It is vitally important that Zone and Fire Wardens familiarise themselves with the relevant instructions for any area they will have a responsibility in as a Zone or Fire Warden if an evacuation of the international terminal building occurs.

7.0.7   Maps and summary instructions for each of the 21 zones are set out in this section. Fuller instructions for each evacuation zone are contained in Parts B, C and D of the ITB Fire Evacuation Scheme. Zone Wardens need to be very familiar with the full set of instructions from the ITB Fire Evacuation Scheme for the zones they are responsible for. Download the full ITB Evacuation Scheme at Downloads | Auckland Airport.

7.0.8   There are Warden Checklists for each zone within the Zone Warden Box (example pictured) for each Zone. Where there is no Zone Warden Box, then these checklists are directly held by the organisation who will act as Zone Warden. Zone and Fire Wardens should also familiarise themselves with these check-lists.

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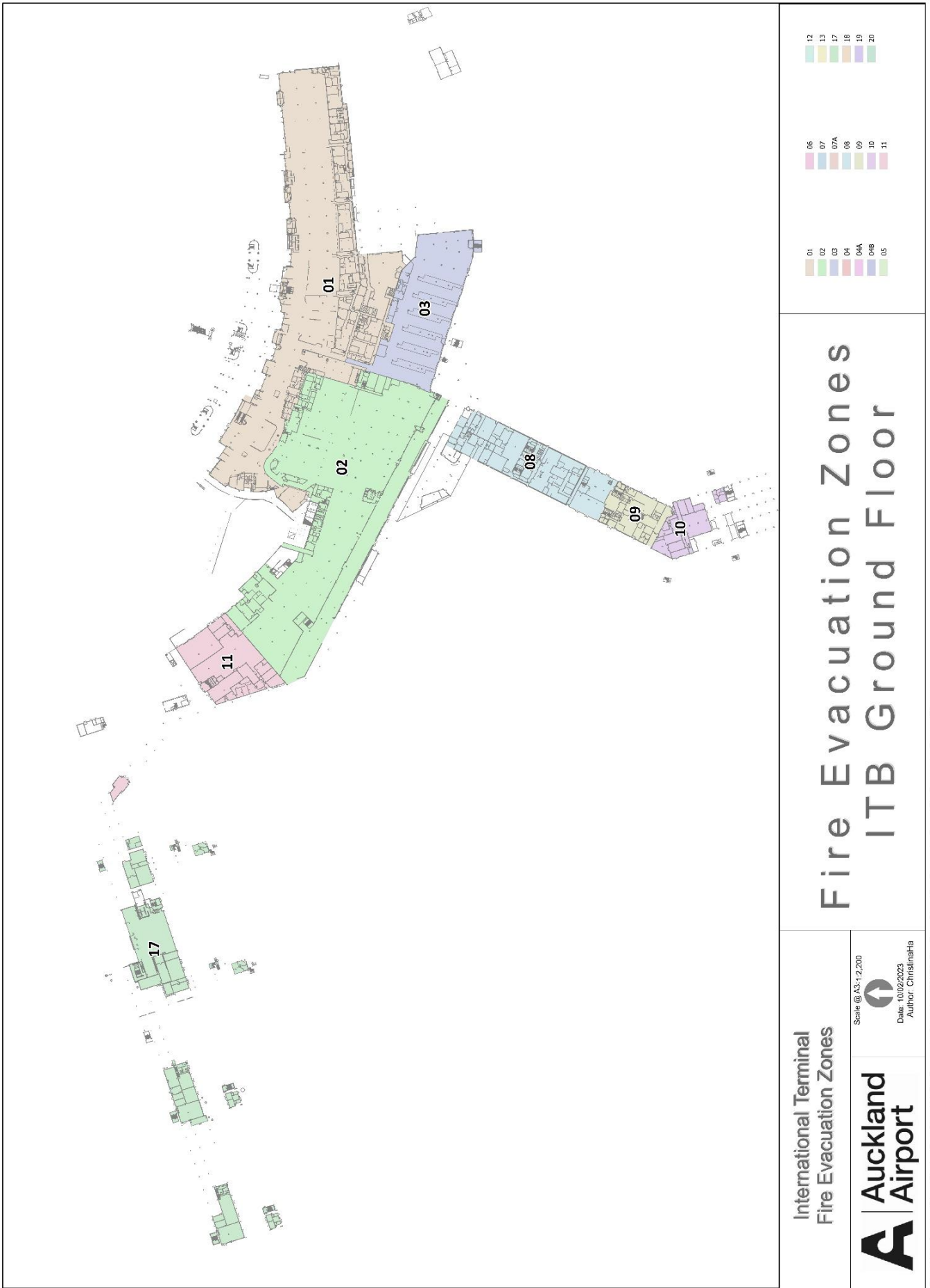
Fire Evacuation Zones
ITB Ground Floor

International Terminal
Fire Evacuation Zones

Scale @ A3: 1:2,200
Date: 10/02/2023
Author: ChristinaHa

Auckland Airport

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Fire Evacuation Zones
ITB Ground Mezzanine

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Fire Evacuation Zones

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Author: Christina Ha

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Fire Evacuation Zones
ITB First Floor

International Terminal
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First Floor

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Fire Evacuation Zones
ITB Second Floor

International Terminal
Fire Evacuation Zones

ITB Second Floor Mezzanine

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Fire Evacuation Zones
ITB Third Floor

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Scale @ A3: 1:1,200
Date: 25/06/2021
Author: michaelpri

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01	04B	08	13
02	05	09	17
03	06	10	18
04	07	11	19
04A	07A	12	20

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7.1A   ZONE 1A – GROUND FLOOR ARRIVALS LANDSIDE (WEST END OF TERMINAL)

Zone Coverage:	Landside Ground floor arrivals public concourse, arrivals meeters and greeters, Ground floor retail (arrivals end) & inner forecourt transport vendors (arrivals end)
Zone Warden:	Airport Operations
Fire Wardens:	• Airport Operations • Skygate staff • Airline Ground handlers • Concessionaires and tenants
Zone Warden Box:	Next to Flight Centre (Departures End Warden Box is by Door 4)
Marshaling Assistance Point:	Nil as it is expected that any mobility challenged people can evacuate on the ground level
Any Unusual Areas or Features	• Zone 1 encompasses entire landside ground floor (arrivals and departures) plus full Ground Mezzanine floor with three Zone Wardens for zone management purposes. However, the whole zone evacuates. • Zone 1 includes the Avsec Bulk Delivery and Staff Screening Facility • Shower Room ground floor next to McDonald's by Door 11. • The Forecourt Contingency Plan will need to be activated and vehicles stopped from using the Forecourt – other than emergency vehicles.
Adjacent internal safe zones:	• Note passengers <u>may not</u> evacuate upstairs to the Ground Mezzanine as this is the same evacuation zone
Final Fire Exits:	• Automatic Opening Doors 8 to 11 to the outer forecourts and Emergency Assembly Points
Emergency Assembly Points:	• EAP D – Outside Door 11, West end of Terminal • (EAP A & B – ITB Outer Forecourts and Carpark Unavailable for 2023)
Zones in Alert	• Zone 2 baggage reclaim hall, Zone 3 baggage make up, Zone 4 Landside First Floor Dwell
Important Phone Numbers	• Head Building Warden on internal phone, use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

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7.1D   ZONE 1D – GROUND FLOOR DEPARTURES LANDSIDE (EAST END OF TERMINAL)

Zone Coverage:	Ground Floor Public Concourse at Departures end of floor (eastern end), including check-in, Avsec ground floor Bulk Delivery and Staff Screening Facility (BDF), retail and transport vendors on the inner forecourt
Zone Warden:	Auckland Airport Operations
Fire Wardens:	• Airport Operations/ • Skygate staff • Airline Ground handlers • Concessionaires • Aviation Security including Bulk Duty Free screening
Zone Warden Box:	By Door 4 (Note Arrivals end Warden Box is adjacent to Flight Centre)
Marshaling Assistance Point:	Nil as it is expected that any mobility challenged people can evacuate on the ground floor level.
Any Unusual Areas or Features	• Zone 1 encompasses entire landside ground floor (arrivals and departures) plus full Ground Mezzanine floor with three Zone Wardens for zone management purposes. However, the whole zone evacuates as one. • Zone 1 includes the Avsec Bulk Delivery and Staff Screening Facility • FOH HBS will halt automatically (BOH in Zone 3 continues to operate) • The Forecourt Contingency Plan will need to be activated and vehicles stopped from using the Forecourt – other than emergency vehicles.
Adjacent internal safe zones:	• Nil (Note passengers <u>may not</u> evacuate upstairs to the Ground Mezzanine as this is the same evacuation zone)
Final Fire Exits:	• Automatic Opening Doors 1 to 7 to the outer forecourts and Emergency Assembly Points
Emergency Assembly Points:	• EAP C – Outside Door 1 East end of ITB • (EAP A & B – ITB Outer Forecourt and Carpark Unavailable for 2023)
Zones in Alert	• Zone 2 baggage reclaim hall, Zone 3 baggage make up, Zone 4 Landside First Floor Dwell
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #

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PLAN OF ZONE 1 GROUND FLOOR

Legend:
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (F) Fire Wardens
- (C) Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

ZONE 01 Landside ground floor including Check-in, Airlines, Arrivals, Bulk Duty Free, Ground floor and Mezzanine floor
MAIN WARDEN: Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: A, B, C, ITB Forecourt, Western Forecourt
NOTE: If zone 1 is in evacuation, alert area zone 2 must stop processing.

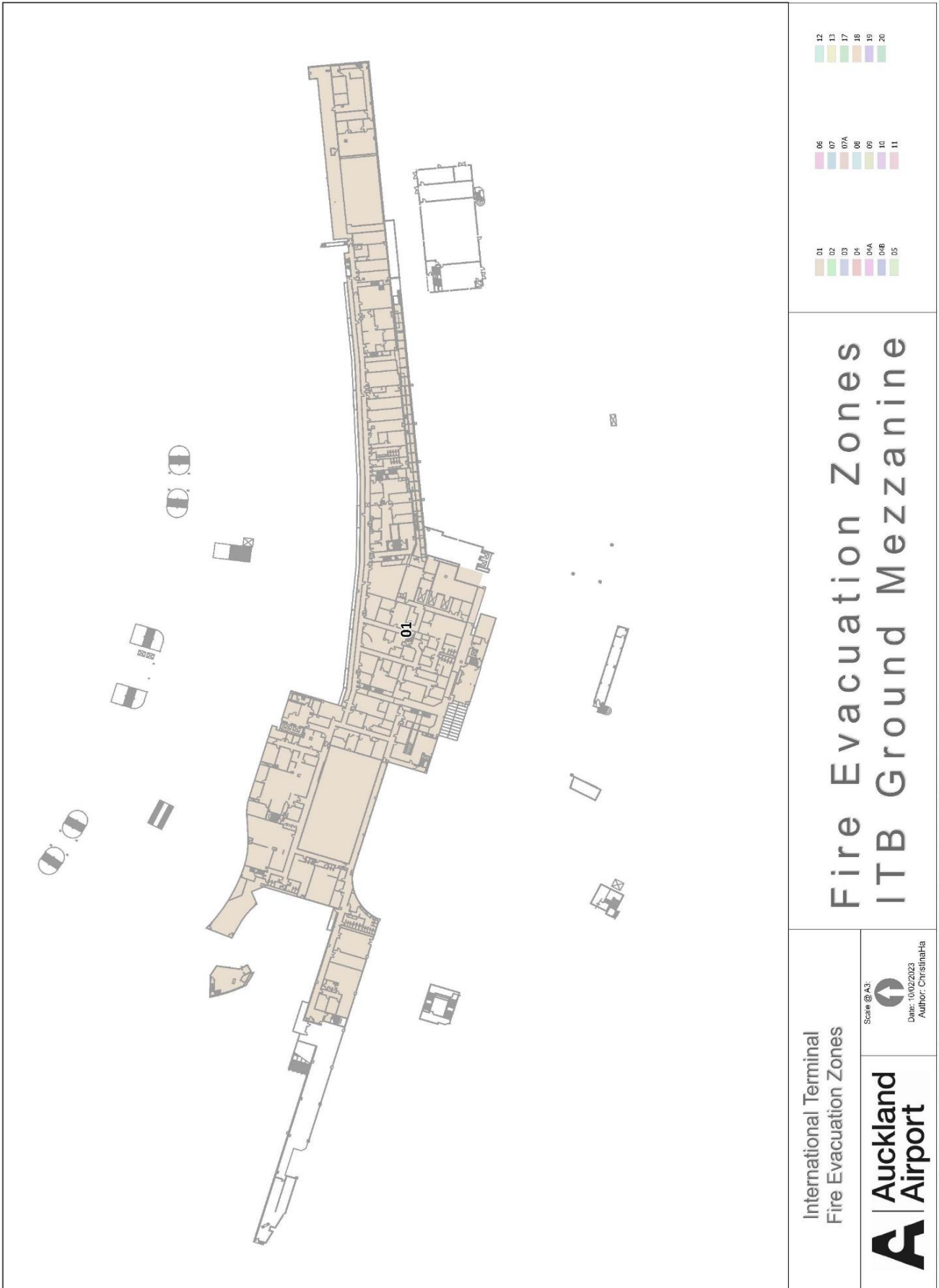International Terminal
Fire Evacuation Zone 01

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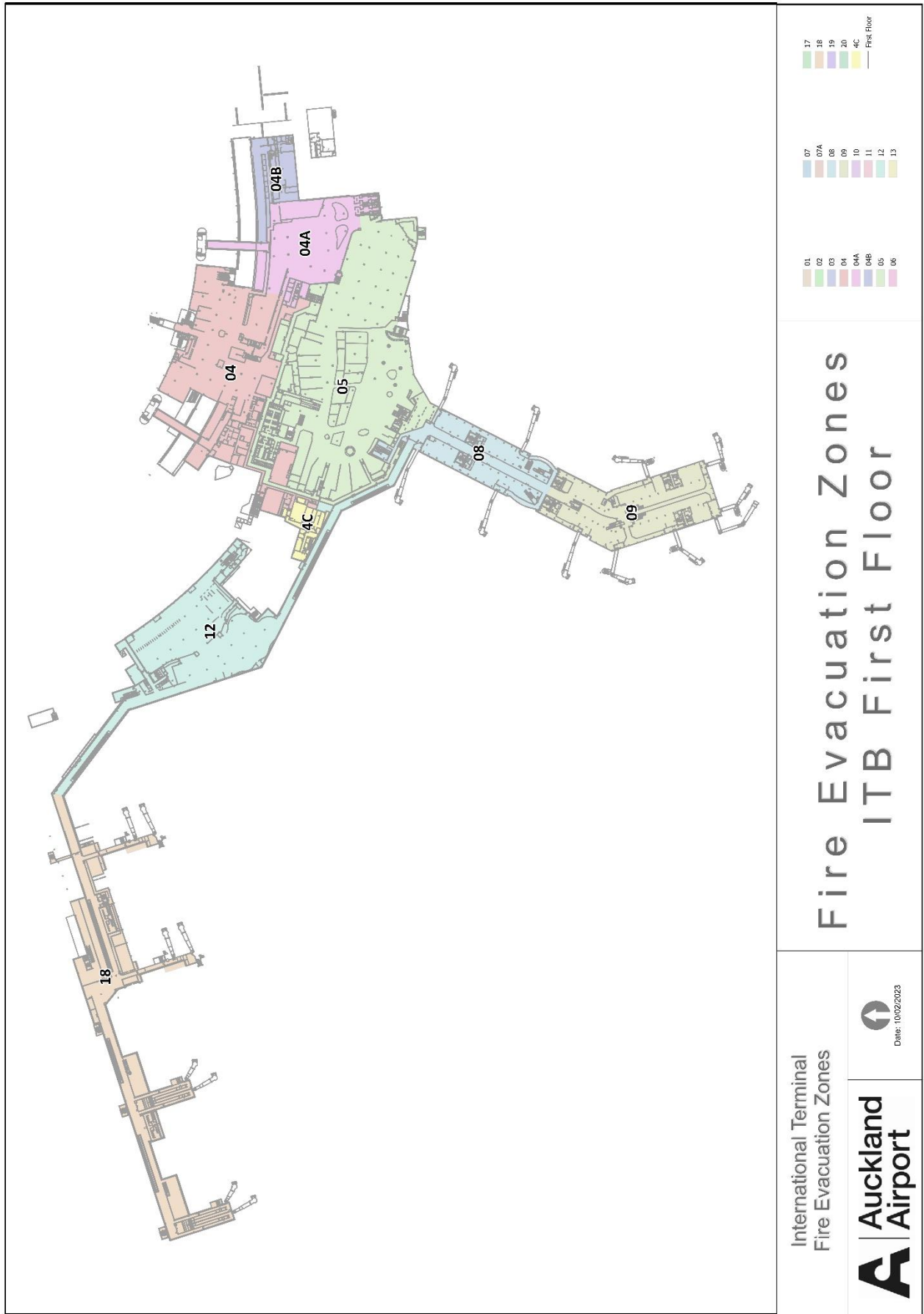Date: 17/02/2023
Author: ChristinaHa

Auckland Airport

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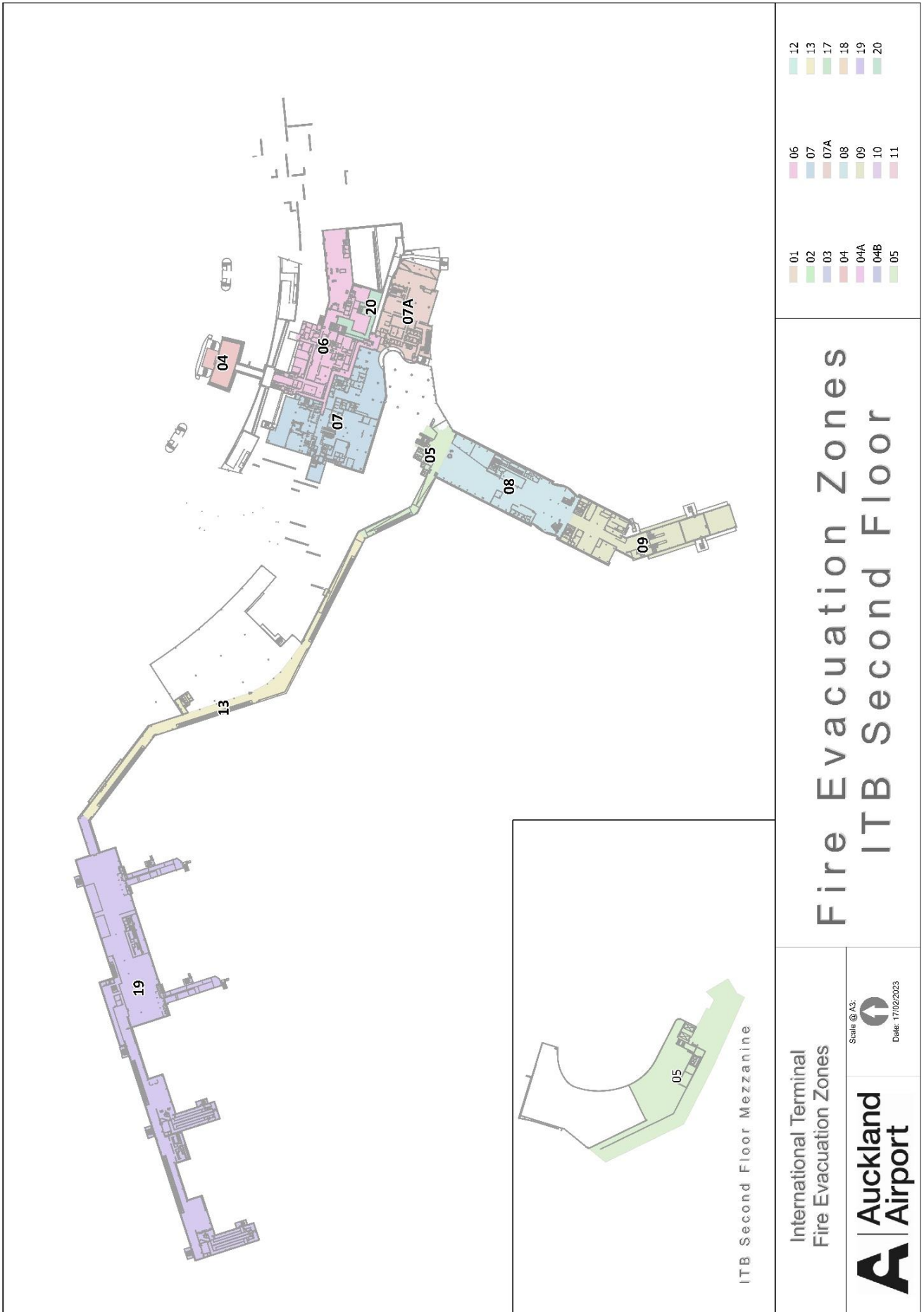
Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.1GM   ZONE 1 – GROUND MEZZANINE FLOOR

Zone Coverage:	Ground Mezzanine Floor of ITB
Zone Warden:	Senior Customs Officer
Fire Wardens:	• Customs Officers • MPI Officers • Tenants
Zone Warden Box:	Evacuation Warden Station/Zone Marshalling Point on the Kotuku Track at the top of stairs GM5 through Door IGM38 (ext 90733)
Marshaling Assistance Point:	• At the top of stair GM5 on the Kotuku Track near the Joint Border Agency service desk on Ground Mezzanine • At the top of stair GM2
Any Unusual Areas or Features	• Zone 1 encompasses entire landside ground floor (arrivals and departures) plus full Ground Mezzanine floor with three Zone Wardens for zone management purposes. However, the whole zone evacuates. • Zone 1 includes the Avsec Bulk Delivery and Staff Screening Facility • Customs/MPI gym and shower area on Ground Mezz • The Forecourt Contingency Plan will need to be activated and vehicles stopped from using the Forecourt – other than emergency vehicles.
Adjacent internal safe zones:	Nil
Final Fire Exits:	Stairs to Ground Floor then through to outer forecourts and Emergency Assembly Points through: • Automatic Opening Doors 8 to 11 for the arrivals end • Automatic Opening Doors 1 to 7 for the departures end
Emergency Assembly Points:	• EAP C – Outside Door 1 East end of ITB • EAP D – Outside Door 11, West end of Terminal • (EAP A & B – ITB Outer Forecourt and Carpark Unavailable for 2023)
Zones in alert	• Zone 2 baggage reclaim hall, Zone 3 baggage make up, Zone 4 Landside First Floor Dwell
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
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7.1GM   PLAN OF ZONE 1 GROUND FLOOR MEZZANINE

Legend:
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- Fire Wardens
- Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

ZONE 1 Landside Ground floor mezzanine includes Customs, MPI, Airline offices and Tenants
MAIN WARDEN: Customs Officer
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: A and C, Assistance Marshalling Point
NOTE:

International Terminal
Fire Evacuation Zone 1

Scale @ A3: 1:800
Date: 11/11/2022
Author: ChristinaHa

A | Auckland Airport

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Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

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7.1   ZONE 2 – GROUND FLOOR AIRSIDE ARRIVALS

Zone Coverage:	Airside Ground floor arrivals processing areas (including baggage carousels, Customs and MPI Inspection areas, Airline Baggage Services, Police counter and tenants)
Zone Warden:	Senior Customs Officer
Fire Wardens:	• NZ Customs Officers • MPI Officers • Ground handler and Airline Bag Services staff • Baggage staff • Tenants (including Collection Point staff)
Zone Warden Box:	MPI Search Area
Marshaling Assistance Point:	Next to Carousel 5
Any Unusual Areas or Features	First Aid room at IG157B
Adjacent internal safe zones:	• Nil for most passengers - pax who have not completed MPI clearance **cannot** evacuate back to L1 Customs processing area or the ramp between L1 and G and **cannot** exit to landside public arrivals area (other than for life safety reasons which will be managed through EOC with Agency involvement). • Passengers who have just cleared MPI x-rays or risk assessment if in the express lane can exit to the public arrivals area in Evacuation Zone 1
Final Fire Exits:	• Breezeway doors between baggage reclaim carousels 1 to 7
Emergency Assembly Points:	• EAP F – Breezeway East (by carousel 6 and 7 for MPI & Customs pax of interest and for persons waiting to have their bags x-rayed) • EAP G – Breezeway middle (between carousels 4 and 5) • EAP H – Breezeway West (by carousel 1) (Note – EAP H not available for parts of 2023 while mishandled bags are being staged in this area).
Zones in Alert	• Zones 1, 3, 11 and 12 are in alert mode while Zone 2 is evacuating.
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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7.2 PLAN OF ZONE 2 GROUND FLOOR AIRSIDE ARRIVALS

ZONE 02 Airside Ground floor Baggage Hall, Customs Search Area,
MPI Inspection area, Police counter, Airline Baggage Services and tenants
MAIN WARDEN: Customs Officer
HEAD WARDEN: EOC Shift Manager. Phone 256-8882.
ASSEMBLY POINT: Apron areas marked for Customs and MPI near Stand 2, Breezeway West near carousel 1
NOTE:

International Terminal
Fire Evacuation Zone 02

Scale @ A3: 1:600
Date: 15/12/2022
Author: Christina Ha

Auckland Airport

File: U:\06_StandardPlans\FireAndEvacPlans\00-FireEvacuationPlans\01_ITB\ITB Fire Zone Plans\FireEvacuationZones\FireEvacuationZones_ITB.aprx

Legend:
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (F) Fire Wardens
- (C) Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
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7.3 ZONE 3 – BAGGAGE MAKE-UP HALL

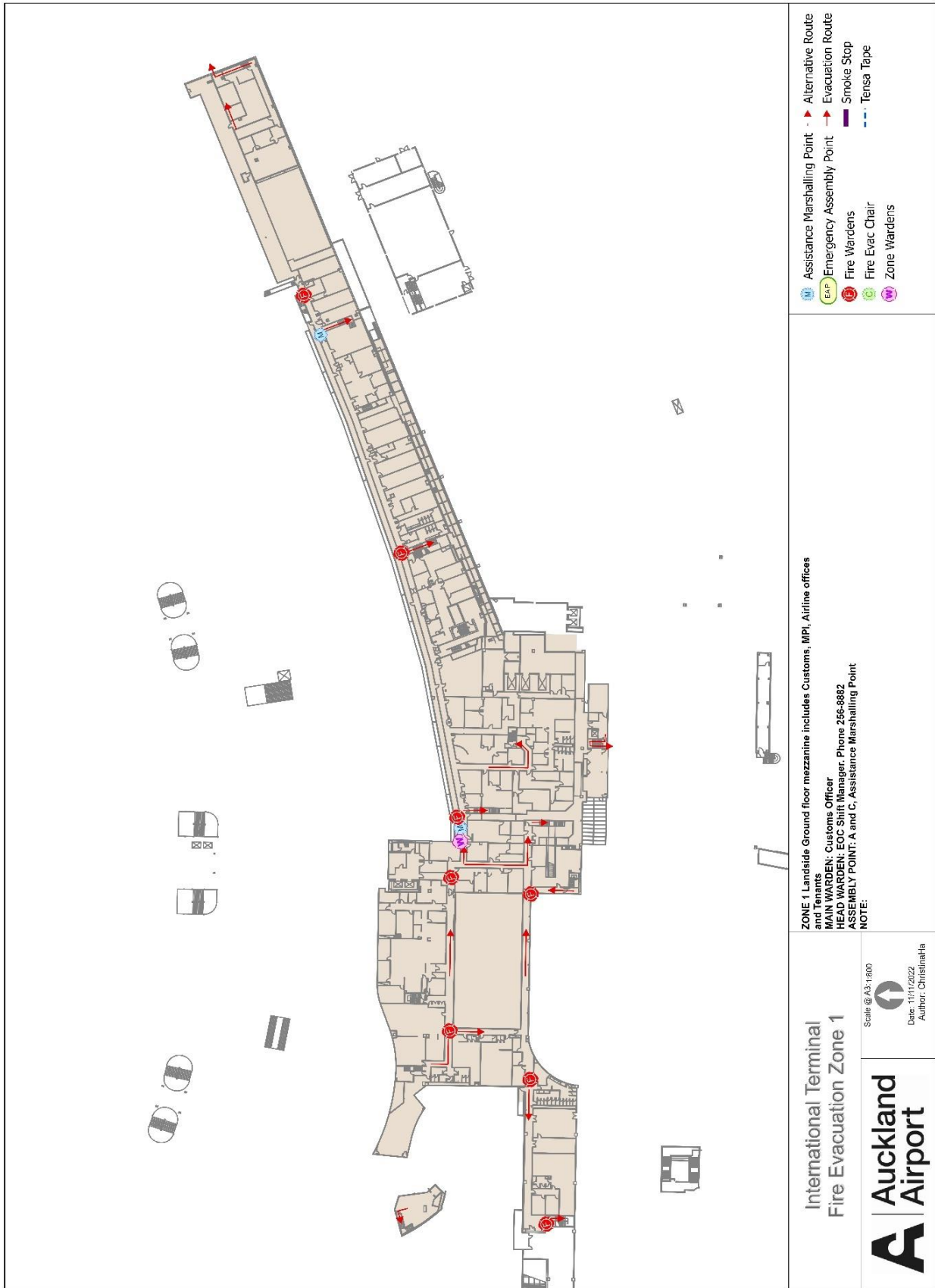|	
Zone Coverage:	Airside Ground Floor Baggage Make-up areas (both buildings) and Ground Mezzanine Daifuku Control Room and Avsec Level 4 HBS screening
Zone Warden:	Air NZ & Menzies Baggage Handling Team Leaders/Supervisors
Fire Wardens:	• Air NZ staff • Menzies staff • Daifuku staff • Avsec HBS staff
Zone Warden Box:	West Baggage Makeup, between Laterals 6 & 7 (ext 90737)
Marshaling Assistance Point:	Due to the nature of the work it is not expected that there will be any persons requiring assistance
Any Unusual Areas or Features	• Avsec Level 4 Room on Ground Mezzanine (restricted access) • Daifuku BHS Control Room on Ground Mezzanine (restricted access) • The HBS catwalks are part of this evacuation zone (see map of HBS exits) • The BOH HBS will halt while Zone 3 is in evacuation
Adjacent internal safe zones:	The preferred evacuation route is airside onto Apron Emergency Assembly Point areas to ensure Team Leaders are aware that all staff in area have evacuated. If not practical, then exit into nearby alert Zone 1 (Check-in concourse)
Final Fire Exits:	• Through vehicular entrance doors to Apron in either building • Mezzanine floor down stair FM4, then out to apron • Mezzanine floor down stair FM3, then out to apron
Emergency Assembly Points:	• EAP J – Apron Stand 2 (by Stair Tower 6)
Zones in Alert	• Zones 1 and 2 are in alert mode while Zone 3 is evacuating
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

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7.3   PLAN OF ZONE 3 – BAGGAGE MAKE-UP HALL

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Review frequency: Annual
Owner: Terminal Assets Manager   Page **46**
This document last amended: 02-08-23

7.3   PLAN OF BAGGAGE HANDLING SYSTEM CATWALKS & EXITS

= entrances to & exits from BHS

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
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7.4   ZONE 4 – FIRST FLOOR LANDSIDE

Zone Coverage:	Landside first floor concessionaires, including airline offices, retail shops, food court, tenants and Departures Preparation area
Zone Warden:	Airport Operations
Fire Wardens:	• Airport Operations staff • Concessionaires • Airline offices and other tenants
Zone Warden Box:	• Central Sky Bridge (90714)
Marshaling Assistance Points:	• Western Sky Bridge (Weka Track) (90738) • Central Sky Bridge (90714) • Kōtare Track (90842)
Any Unusual Areas or Features	• Parenting Room • Goods deliveries via lift 53 • Premium travelling guests coming up lift 4 from Air NZ VIP check-in • Smoke curtains between Zones 4 and 4A and at Avsec Temporary ID office • Customs Plantrooms 1 & 2 both need to evacuate if Zone 4 is in evacuation • Customs Plantroom 1 is airside & exits to evac Zone 5 in BOH staff corridor • Rooftop Plant Room (see Appendix C for evacuation instructions) • The Forecourt Contingency Plan will need to be activated and vehicles stopped from using the Forecourt – other than emergency vehicles
Adjacent internal safe zones:	• Ground Floor landside (evacuation Zone 1) • For Customs Plantroom 1 only, evacuation Zone 5 is a safe adjacent zone. • Operations Control Centre (for staff only or if needed for life safety reasons)
Final Fire Exits:	• Western & Central Sky Bridges • Secondary exit if real emergency via Stairs S7 onto western forecourt via Operations Control Centre
Emergency Assembly Points:	• EAP C – Outside Door 1 East End of the ITB • EAP D – Western forecourt outside Door 11, West end of terminal • (EAP A & B – ITB Outer Forecourts and Carpark Unavailable for 2023)
Zones in Alert	• Zones 1, 4A, 4B, 4C, 5 & 6 are in alert mode while Zone 4 is evacuating
Important Phone Numbers	• Head Building Warden on internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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7.4 PLAN OF ZONE 4 – FIRST FLOOR LANDSIDE

Auckland Airport Summary of ITB Evacuation Scheme
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7.4A ZONE 4A – DEPARTURES EMMIGRATION PROCESSING

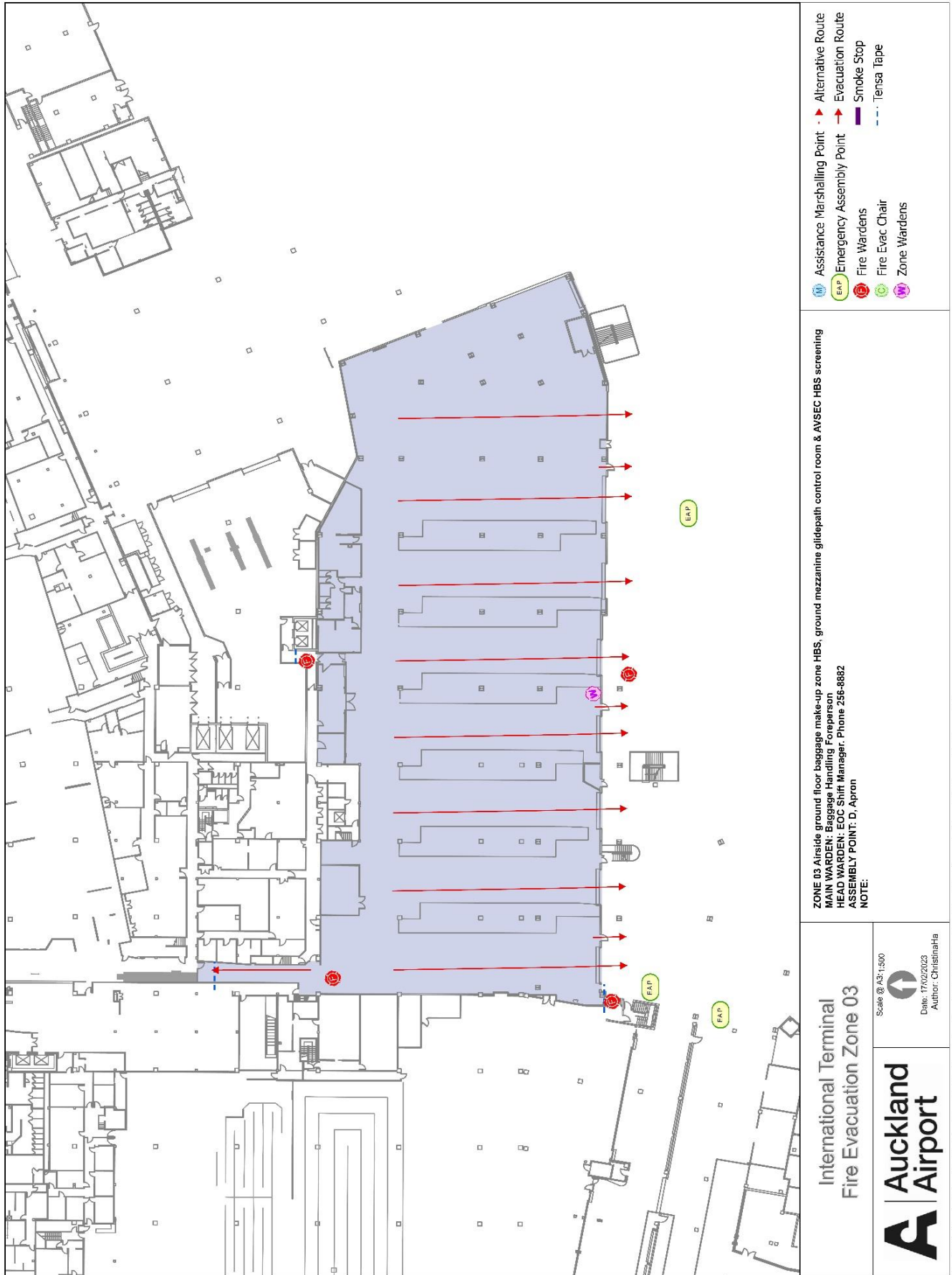|	
Zone Coverage:	NZ Customs & Avsec departures, ponding area & X-Rays, guest recomposition area
Zone Warden:	Aviation Security (assisted by Customs).
Fire Wardens:	• NZ Customs Officers • Aviation Security Officers
Zone Warden Box:	At Customs Departures beside entry to Joint Border Agency Offices
Marshaling Assistance Point:	Eastern Sky Bridge (Tui Track) (Ext 90739)
Any Unusual Areas or Features	• Halt premium travelling guests coming up lift 4 from Air NZ VIP check-in • Smoke curtains at entry and exit of Zone (between Zones 4 & 4A at boarding pass scanners, and Zones 4A and 5 after passenger recomposition area)
Adjacent internal safe zones:	• Passengers in pre-emigration queue ponding area move back to food court area. • Passengers between NZ Customs kiosks & Avsec x-rays to be taken to Eastern Sky Bridge corral area via fire doors IF188A, IF188B and held at Eastern Sky Bridge corral area if it is safe to do so • Passengers at Avsec X-Rays to be processed through to Zone 5 alert zone • Passengers in recomposition area to be sent to Zone 5 alert zone
Final Fire Exits:	• Eastern Sky Bridge (Tui Track)
Emergency Assembly Points:	• EAP C – Outside Door 1, East end of the ITB • EAP D – Western forecourt outside Door 11, West end of the ITB • (EAP A & B – ITB Outer Forecourts and Carpark Unavailable for 2023)
Zones in Alert	• Zones 4, 4B, 5 & 6 will be in alert mode while Zone 4A is evacuating
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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This document last amended: 02-08-23

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7.4A PLAN OF ZONE 4A – DEPARTURES EMMIGRATION PROCESSING

ZONE 04A Custom departures, Avsec departures, ponding areas and X-Rays
MAIN WARDEN: Aviation Security
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: A and B, Assistance marshalling point
NOTE:
1: Pax in customs ponding area directed through to foodcourt area
2: Pax post customs, pre-avsec X-Rays to East Skybridge

Legend:
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (F) Fire Wardens
- (C) Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

International Terminal
Fire Evacuation Zone 04A

Auckland Airport

Scale @ A3 -1:500
Date: 11/11/2022
Author: ChristinaHa

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Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

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7.4B ZONE 4B – AIR NZ INFLIGHT SERVICES

Zone Coverage:	Air NZ In-Flight Services
Zone Warden:	Air NZ
Fire Wardens:	Air NZ staff
Zone Warden Box:	Use Marshalling Point Eastern Sky Bridge (Tui Track) (Ext 90739) Warden Vests and Checklists held by Air NZ In-Flight Services
Marshaling Assistance Point:	Eastern Sky Bridge (Tui Track) (Ext 90739)
Any Unusual Areas or Features	• Activation of the sprinklers in the Power Centre 11 building (PC11) next to the Operations Control Centre will trigger an evacuation of Zone 4B as well
Adjacent internal safe zones:	• Main exit is via the main Air NZ entry door through the Eastern Sky Bridge to the Eastern Sky Bridge corral area in adjacent alert Zone 4A • Alternative exit use stair F5 to reach the ground mezzanine floor in adjacent alert Zone 1
Final Fire Exits:	• Eastern Sky Bridge • Evacuation Zone 1 exits onto the forecourt
Emergency Assembly Points:	• Forecourt at the base of the Eastern Sky Bridge (if a small number of people and safe to do so) • EAP C – Outside Door 1, East end of the ITB • (EAP A & B – ITB Outer Forecourts and Carpark Unavailable for 2023)
Alert Zones	• Zones 1, 4, 4A will be in alert mode while Zone 4B is evacuating
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #

Auckland Airport Summary of ITB Evacuation Scheme
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Owner: Terminal Assets Manager
This document last amended: 07-03-23

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7.4B PLAN OF ZONE 4B – AIR NZ INFLIGHT SERVICES

Auckland Airport

International Terminal
Fire Evacuation Zone 04B

Scale @ A3 1:350

Date: 11/11/2022
Author: Christina-Ha

ZONE 04B Air NZ Inflight Services
MAIN WARDEN: Air NZ
HEAD WARDEN: EOC Shift Manager, Phone 256-8882
ASSEMBLY POINT: A and B Assistance Marshalling Point
NOTE:

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Legend:
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (F) Fire Wardens
- (C) Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

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7.4C ZONE 4C – OPERATIONS CONTROL CENTRE, 1ST FLOOR

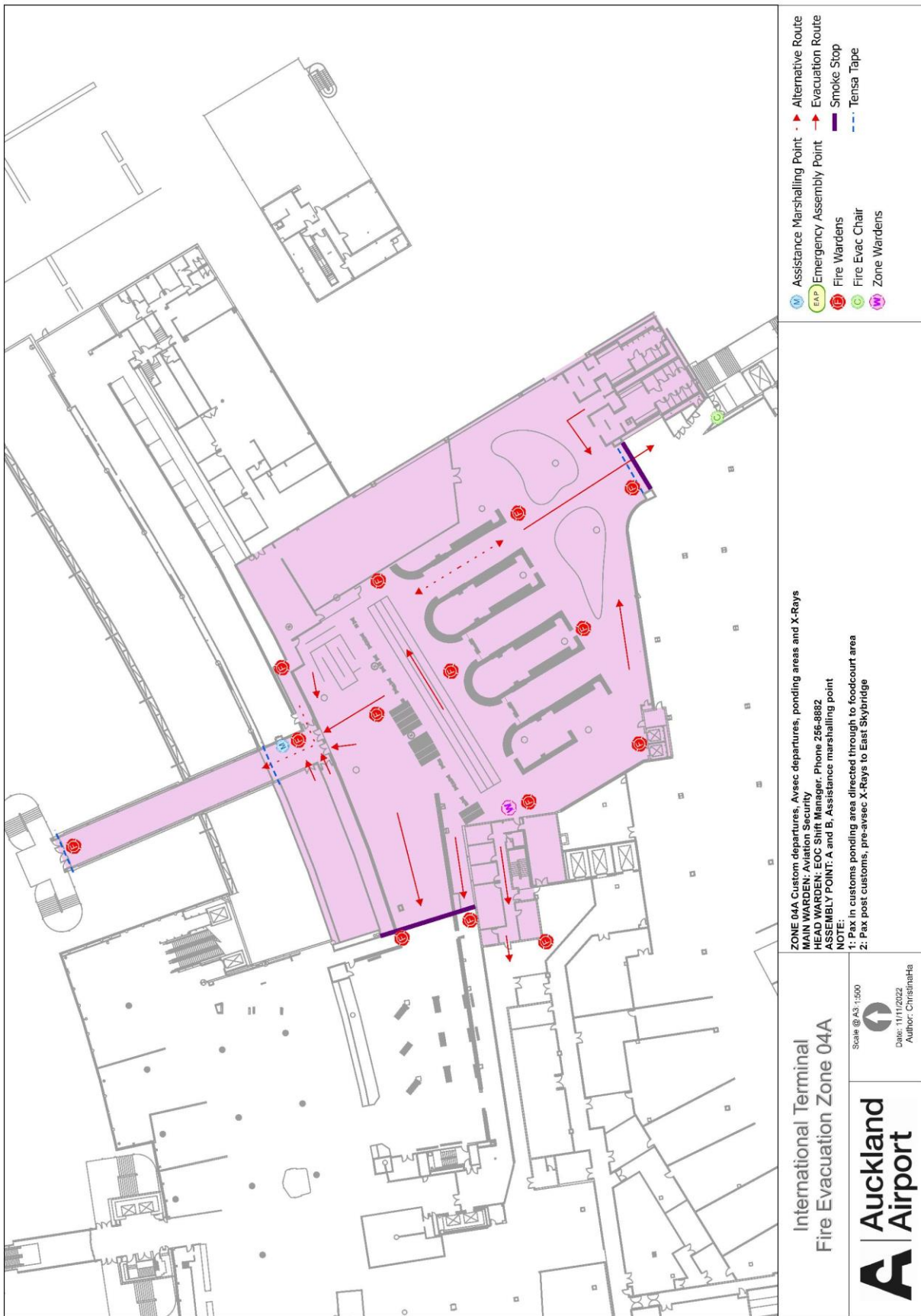|	
Zone Coverage:	Landside first floor, Operations Control Centre
Zone Warden:	Airport Operations
Fire Wardens:	Airport Operations staff
Zone Warden Box:	Kāhu Track
Marshaling Assistance Point:	• Kāhu Track • Kōtare Track (90842)
Any Unusual Areas or Features	• The Comms Room (Door IF36) and the Electrical Room (Door IF34) has gas suppression system – all occupants must exit the Comms Room if the gas suppression is activated as the gasses will displace the oxygen in the room and may cause occupants in the room to suffer from low levels of oxygen or even asphyxiation. There is a 30 second audible and visual warning before the gas suppression system activates with a timer countdown. • This zone contains the Operations Control Centre and the Emergency Operations Centre – if it evacuates the staff must relocate to the DR site at 2 Walsh Brothers Place. This means Zone Wardens will need to use airport radios to communicate with the Head Building Warden or ICR until the relocation processes has finished (estimated 10 minutes).
Adjacent internal safe zones:	• First Floor food-court (Evacuation Zone 4)
Final Fire Exits:	• Stairs S7 onto western forecourt
Emergency Assembly Points:	• EAP D – Western forecourt outside Door 11, West end of terminal
Alert Zones	• Zones 4 and 12 are in alert mode while Zone 4C is evacuating
Important Phone Numbers	• Head Building Warden on internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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7.4C PLAN OF ZONE 4C – OPERATIONS CONTROL CENTRE, 1ST FLOOR

Legend:
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (F) Fire Wardens
- (C) Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

ZONE 04C Operations Control Centre
MAIN WARDEN: Airport Operations
HEAD WARDEN: EOC Shit Manager. Phone 256-8882
ASSEMBLY POINT:
NOTE:

International Terminal
Fire Evacuation Zone 04C

Scale @ A3 : 1:150
Date: 21/02/2023
Author: ChristinaHa

Auckland Airport

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Auckland Airport Summary of ITB Evacuation Scheme
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Section 7 – Processes for Specific Zones

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7.5   ZONE 5 – AIRSIDE RETAIL DWELL

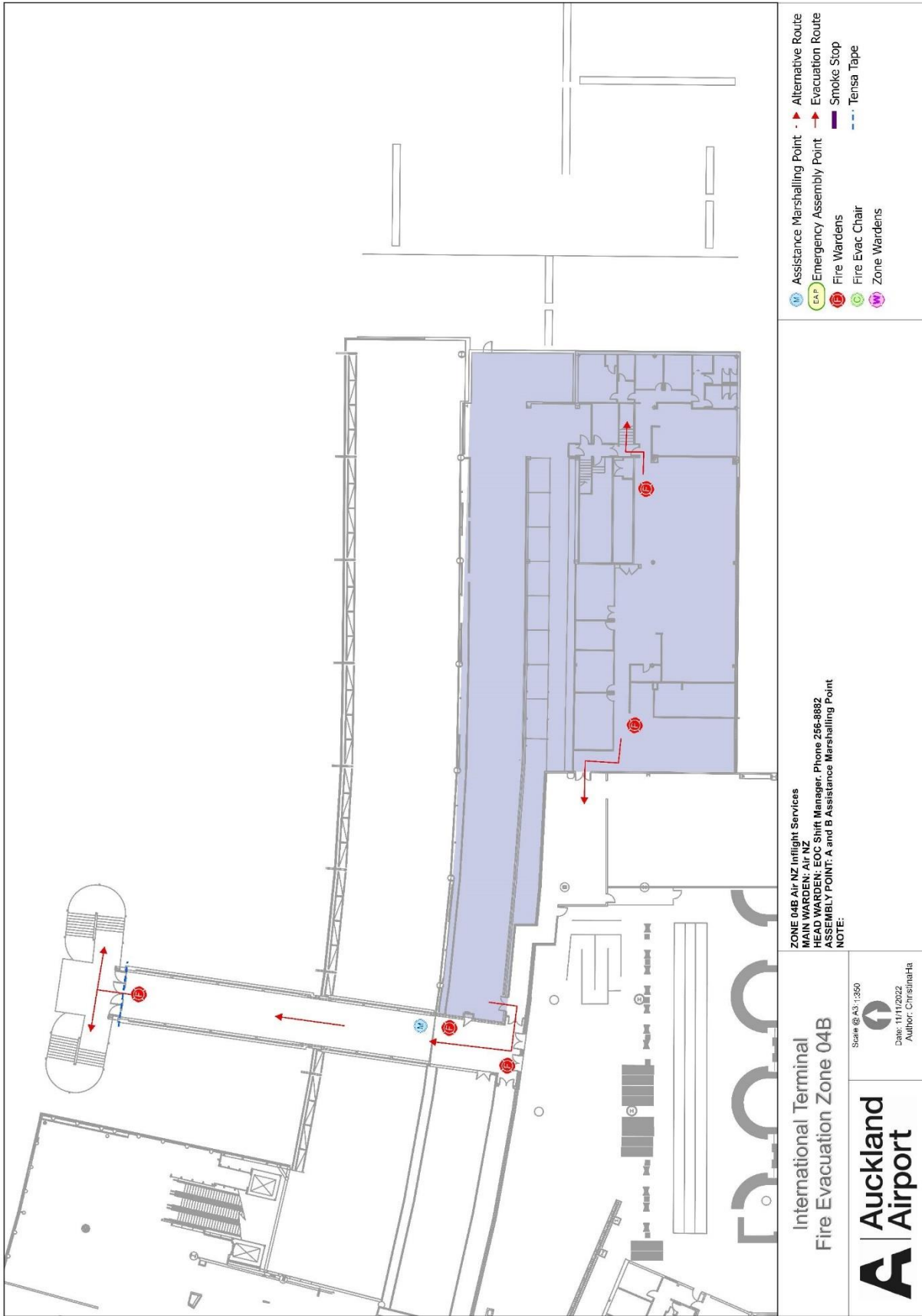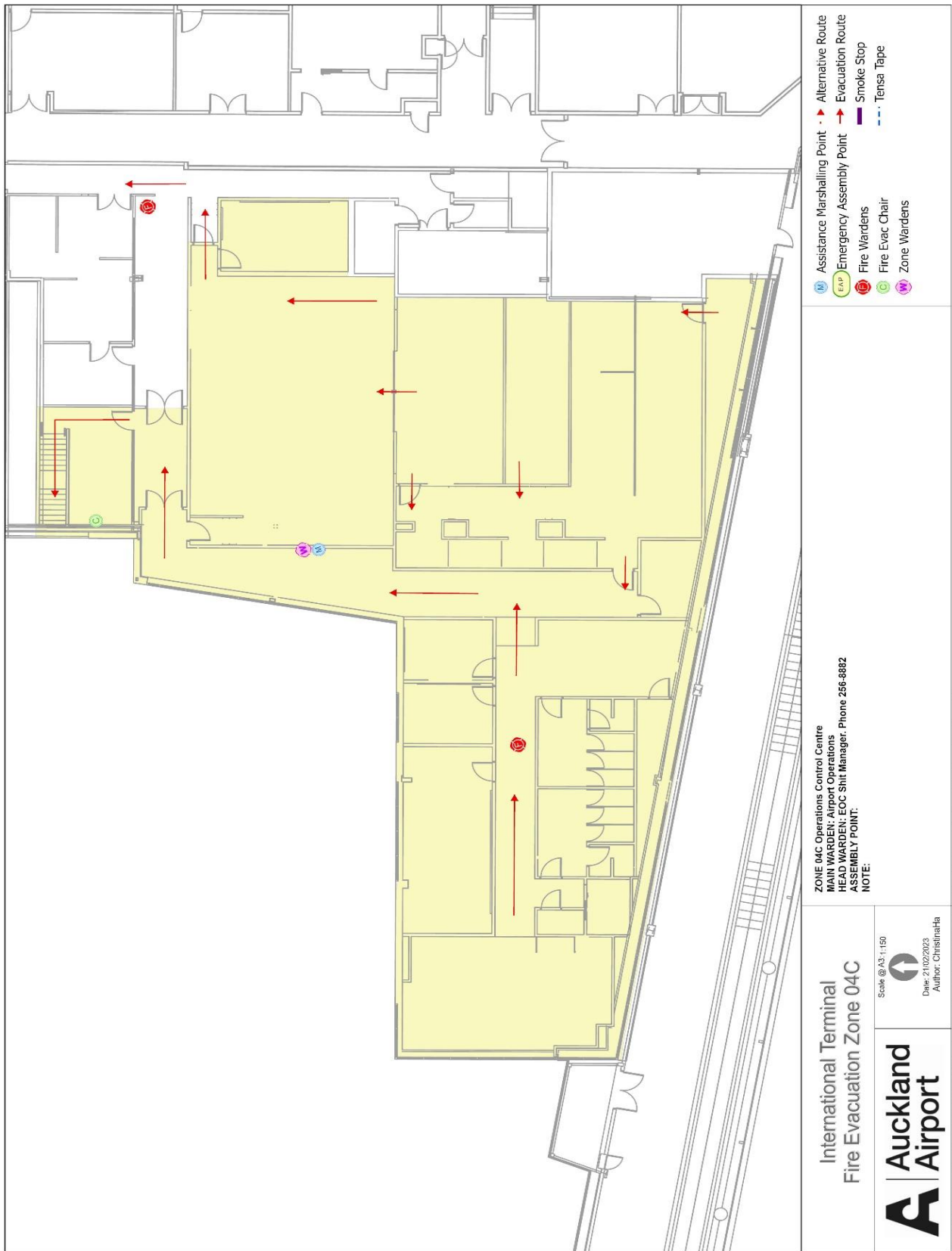|	
Zone Coverage:	• First floor airside departure area retail shops, toilets, and dwell areas. • First Floor Avsec Transit Screening • Second Mezzanine Floor airside retail
Zone Warden:	Auckland Airport Operations
Fire Wardens:	• Airport Operations • Retailers including The Collection Point • Aviation Security including Transit Screening
Zone Warden Box:	• After Avsec Screening Point (ext 90717) • Beside Mountain Jade top of Stair S4, in front of door IF15A (ext 90837)
Marshaling Assistance Point:	• After Avsec Screening Point • Top of Stair S4 via Godwit Track (door IF15B West egress down to the breezeway) • Top of Stair S6 (door IF22, below Air NZ VIP lounge)

Any Unusual Areas or Features	• There is a main access route for staff and goods from the BDF Screening Point in Zone 1 directly to Zone 5 via goods lift 54 & 55 which must be halted by Avsec at the BDF
	• Parenting Room, Prayer Room, and shower facilities
	• Smoke curtains at:
	    o entrance to Zone (between Zones 4A & 5 after re-composition area)
	    o exit of Zone on Level 2 to Pier A (before Help Desk and Travelex)
	    o exit of Zone on Level 2 at bend in Pier B connector after travelator
	• Customs Plant room which is part of Zone 4 must evacuate if Zone 5 evacuates
	• Rooftop Plant Room and Catwalk Area (see Appendix C for evacuation instructions)

Adjacent internal safe zones:	• To avoid passengers needing to evacuate to the Apron, evacuation internally to safe adjacent zones is strongly preferred:
	    o For guests at retail – Alert Zone 4A (guest re-composition area after Avsec)
	    o For guests in the dwell area – Alert Zone 8 level 2 (Pier A departures) and Zone 13 level 2 (Pier B connector)
	    o For passengers awaiting transit screening – return along to Zones 8 (Pier A level 1 arrivals) and 12 (Pier B level 1 arrivals)

Final Fire Exits:	• West Stair Tower 4 via Godwit Track to breezeway (Carousels 4 and 5) • South Stair Tower 6 to apron (Stand 2) • Landside via door IF12 by Western toilets to Fire Doors IF9B • Landside via doors IF17 and IF17A in Godwit Track or staff backtrack corridor
Emergency Assembly Points:	• EAP G – Breezeway between Carousels 4 and 5 (West Stair Tower 4) • EAP J – By Stand 2 (South Stair Tower 6)
Zones in alert	• Zones 4, 4A, 7, 7A, 8 and 13
Important Phone Numbers	• Head Building Warden on internal airport phone ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
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7.5   PLAN OF ZONE 5 – AIRSIDE RETAIL DWELL

ZONE 05 First floor, Avsec Transfer Screening and Second Mezzanine airside departure area including retail shops and dwell areas.
MAIN WARDEN: Terminal Operations
HEAD WARDEN: EOC Shift Manager, Phone 256-8882
ASSEMBLY POINT: Pier 2nd Floor, Apron Stand 2. Assistance Marshalling Points
NOTE: Stair 2 in the South East leads to assembly point or Stair 4 in the west leads to baggage reclaim carousel's 4 and 5 Breezeway

Assistance Marshalling Point · · Alternative Route
Emergency Assembly Point   Evacuation Route
Fire Wardens   Smoke Stop
Fire Evac Chair   Tensa Tape
Zone Wardens

International Terminal
Fire Evacuation Zone 05

Scale @ A3: 1:600
Date: 17/02/2023
Author: Christina Ha

Auckland Airport

File: U:\06 _StandardPlans\FireAndEvacPlans\Plans\00-FireEvacuationPlans\01 _ITB\ITB Fire Zone Plans\FireEvacuationZones\FireEvacuationZones _ITB.aprx

Auckland Airport Summary of ITB Evacuation Scheme
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7.6 ZONE 6 – 2ND FLOOR LANDSIDE TENANCIES & KITCHENS

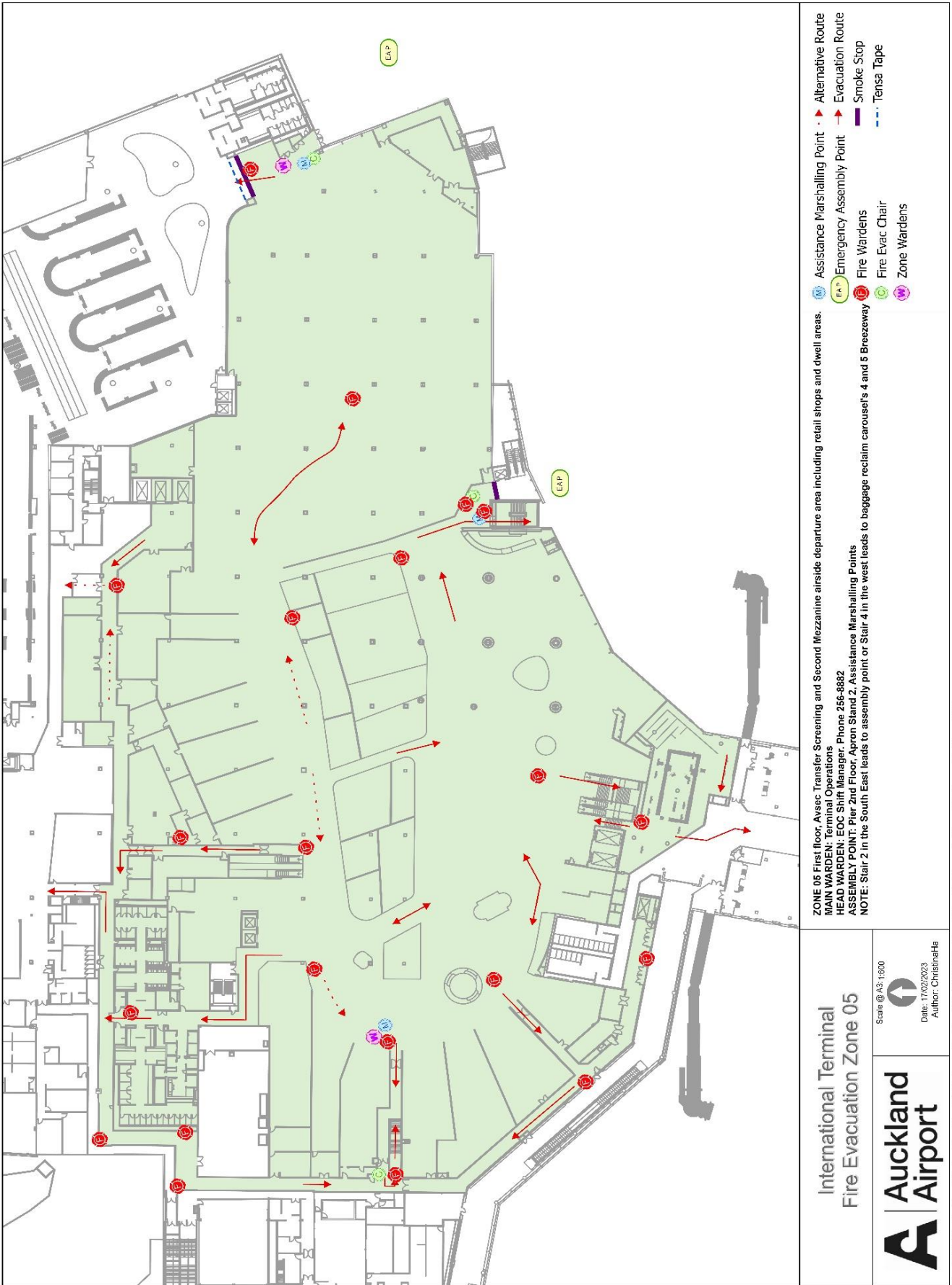|	
Zone Coverage:	**Zone 6:** Second floor landside tenancies, retail kitchens, AvSec Ready Room & Airside Kiwi Track **Zone 20:** Second floor airside AvSec Imaging Room & Kea Track
Zone Warden:	Delaware North (AvSec staff or Airport Operations in absence)
Fire Wardens:	• Tenants (Delaware North, Kiwi Discovery, airline staff) • Airport Operations staff • Aviation Security staff including Ready Room and Imaging Room
Zone Warden Box:	Located between Male and Female toilets of Zone 6 Landside (ext 90515)
Marshaling Assistance Point:	**Zone 6 Landside:** Corridor between Male and Female toilets (ext 90515) **Zone 6 Airside Kiwi Track & Zone 20:** Kiwi Track near Door IS32
Any unusual areas or features:	• Zone 20 (AvSec Imaging Room & Kea Track) evacuates simultaneously with Zone 6. • A rooftop plant room is located above and accessed through Zone 6 (see Appendix C for evacuation instructions).
Adjacent internal safe zones:	**Zone 6 Landside:** • Zone 4 – In front of AvSec Temporary ID Office by Landside Goods Lift 53 or Level 1 Food Court via Western Skybridge **Zone 6 Airside Kiwi Track & Zone 20:** • Zone 5 – Airside retail dwell via Stair Tower 2 and entering door on Level 1. (Note – this option is available from November 2023). In the meantime, assemble on the rooftop at the entrance of Stair Tower 2 under Fire Warden supervision.
Final Fire Exits:	**Zone 6 Landside:** use Zone 4 final exits (ie Sky Bridges) reached by • Door IS34 leading to Northeast internal stairwell which reaches the Zone 4 Level 1 fire evacuation corridor by Avsec temporary ID office • Door IS3 leading to an open path on the roof leading to Door IS1 and Stair Tower FM2 which reaches the Zone 4 Level 1 food court area **Zone 6 Airside Kiwi Track & Zone 20:** • Door IS32 to assemble on the rooftop at the entrance of Stair Tower 2. If further evacuation is required from the rooftop, evacuate down Stair Tower 2 in groups to the apron where occupants will be transported by bus to Door 118 (next to Gate Lounge 4E). This is to be arranged with EOC.
Emergency Assembly Points:	**Zone 6 Landside:** • Internal: Zone 4 by AvSec Temporary ID office or the Food Court. • External: EAP C – Outside Door 1 East End of the ITB **Zone 6 Airside Kiwi Track & Zone 20:** • Assemble on the rooftop at the entrance of Stair Tower 2 under Fire Warden supervision. If further evacuation is required, evacuate down Stair Tower 2 in groups to the apron where occupants will be transported by bus to Door 118 (next to Gate Lounge 4E). This is to be arranged with EOC.
Zones in alert	Zones 4, 4A, 7 and 7A
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 02-08-23

Section 7 – Processes for Specific Zones

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7.6   PLAN ZONES 6 & 20 – 2ND FLOOR LANDSIDE TENANCIES & AIRSIDE TRACKS

ZONE 6 & 20: Second floor tenants, retail kitchens, AVSEC Ready Room & AVSEC Imaging Room
MAIN WARDEN: Delaware North (AvSec or Airport Operations)
HEAD WARDEN: EOC Shift Manager. Phone 256-8882.
ASSEMBLY POINT: Level 1
NOTE: Zone 6 encompasses landside areas and airside kiwi track.
Zone 20 encompasses AVSEC imaging room and airside Kia track.
Zone 6 and Zone 20 evacuate together.

Assistance Marshalling Point - Alternative Route
Emergency Assembly Point - Evacuation Route
Fire Wardens — Smoke Stop
Fire Evac Chair --- Tensa Tape
Zone Wardens

International Terminal
Fire Evacuation Zones 6 & 20

Scale @ A3: 1:400
Date: 13/02/2023
Author: Christina Ha

Auckland Airport

File: U:\06_StandardPlans\FireAndEvacPlans\00•FireEvacuationPlans\01_ITB\ITB Fire Zone Plans\FireEvacuationZones\FireEvacuationZones_ITB.aprx

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 02-08-23

Section 7 – Processes for Specific Zones

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7.7 ZONE 7 – VIP LOUNGES & SMOKERS DECK

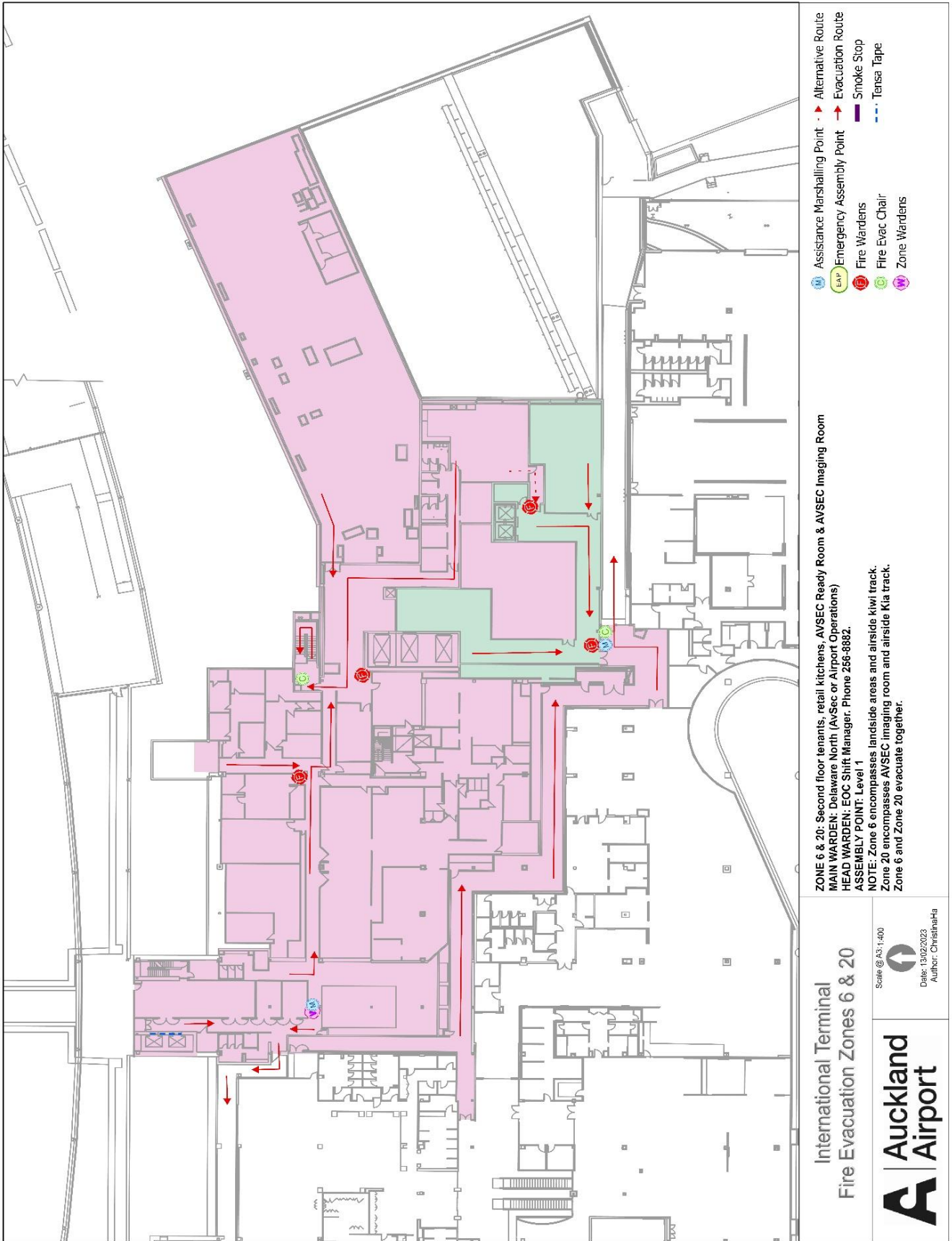|	
Zone Coverage:	Strata, Qantas, Emirates Lounges and Smokers Deck
Zone Warden:	• VIP Lounge Supervisors (assisted by Lounge Staff and Avsec). • Airport Operations if Lounges closed.
Fire Wardens:	• VIP Lounge Staff • Aviation Security support airside/landside boundaries
Zone Warden Box:	Opposite Strata Lounge (ext 90742)
Marshaling Assistance Point:	Opposite Strata Lounge (ext 90742)
Any Unusual Areas or Features	• All Lounges have shower areas. • A small rooftop plant room accessed via Zone 6 plantrooms sits within Zone 7
Adjacent internal safe zones:	• **Primary Egress Route** exit Lounge/Smokers Deck via main entry doors then use Stair Tower 8 between Smokers Deck and Qantas VIP Lounge to reach Zone 5. • **Secondary Egress Route** exit Lounge/Smokers Deck to assemble inside Zone 6 Airside Kiwi Track via Door IS3A, located between Qantas & Emirates VIP lounges. • **Emirates VIP Lounge** – exit lounge via back door (Door IS2) to assemble inside Zone 6 Airside Kiwi Track. • **Qantas VIP Lounge –** exit lounge via back door to reach internal Stair Tower FM2 and enter Zone 4 (Western Skybridge, 1st floor Landside)
Final Fire Exits:	• **Primary Egress route –** via Stair Tower 8 to use Zone 5 fire exits. • **Secondary Egress Route** – Evacuate via Door IS32 from Zone 6 Airside Kiwi Track to assemble on the rooftop at the entrance of Stair Tower 2. If further evacuation is required, two options are available: • If Zone 5 is unaffected by fire, occupants can be evacuated down Stair Tower 2 and into Zone 5 via the door at Level 1. (Note – this option is available from November 2023). • In the unlikely event that Zone 5 is affected simultaneously, occupants can be evacuated down Stair Tower 2 in groups to the apron where occupants will be transported by bus to Door 118 (next to Gate Lounge 4E). This is to be arranged with EOC. • **Emirates VIP Lounge –** same as Secondary Egress Route. • **Qantas VIP Lounge** – secondary egress route via rear internal stair tower to Western Skybridge egress corridor, 1st floor landside (Zone 4)
Emergency Assembly Points:	Internal: • Zone 5 retail area, 1st floor airside. • Zone 6 Airside Kiwi Track, 2nd floor. • Zone 4 Western Skybridge External: • EAP D – Western forecourt outside Door 11, West end of ITB
Zones in alert	Zones 5 (airside dwell), 6 (2nd floor tenancies & kitchens) and 7A (Air NZ VIP Lounge) and 20 (Avsec Imaging Room and airside corridor)
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme Section 7 – Processes for Specific Zones
Review frequency: Annual
Owner: Terminal Assets Manager Page **60**
This document last amended: 02-08-23

7.7 PLAN OF ZONE 7 – VIP LOUNGES & SMOKERS DECK

ZONE 07 Strata, Qantas and Emirates Lounges
MAIN WARDEN: Lounge Supervisor
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: A and Assistance Marshalling Point
NOTE: Dashed red arrows show secondary egresses for Qantas and Emirates Lounges

Third Floor Plant Rooms (Rooftops)

International Terminal
Fire Evacuation Zone 07

Scale @ A3 -1:500
Date: 11/11/2022
Author: ChristinaHa

Auckland Airport

File: U:06_StandardorPlans\FireAndEvacPlans\100-FireEvacuationZones\00-FireEvacuationZones.aprx

Legend:
- Assistance Marshalling Point
- Emergency Assembly Point
- Fire Wardens
- Fire Evac Chair
- Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.7A ZONE 7A – AIR NZ VIP LOUNGE

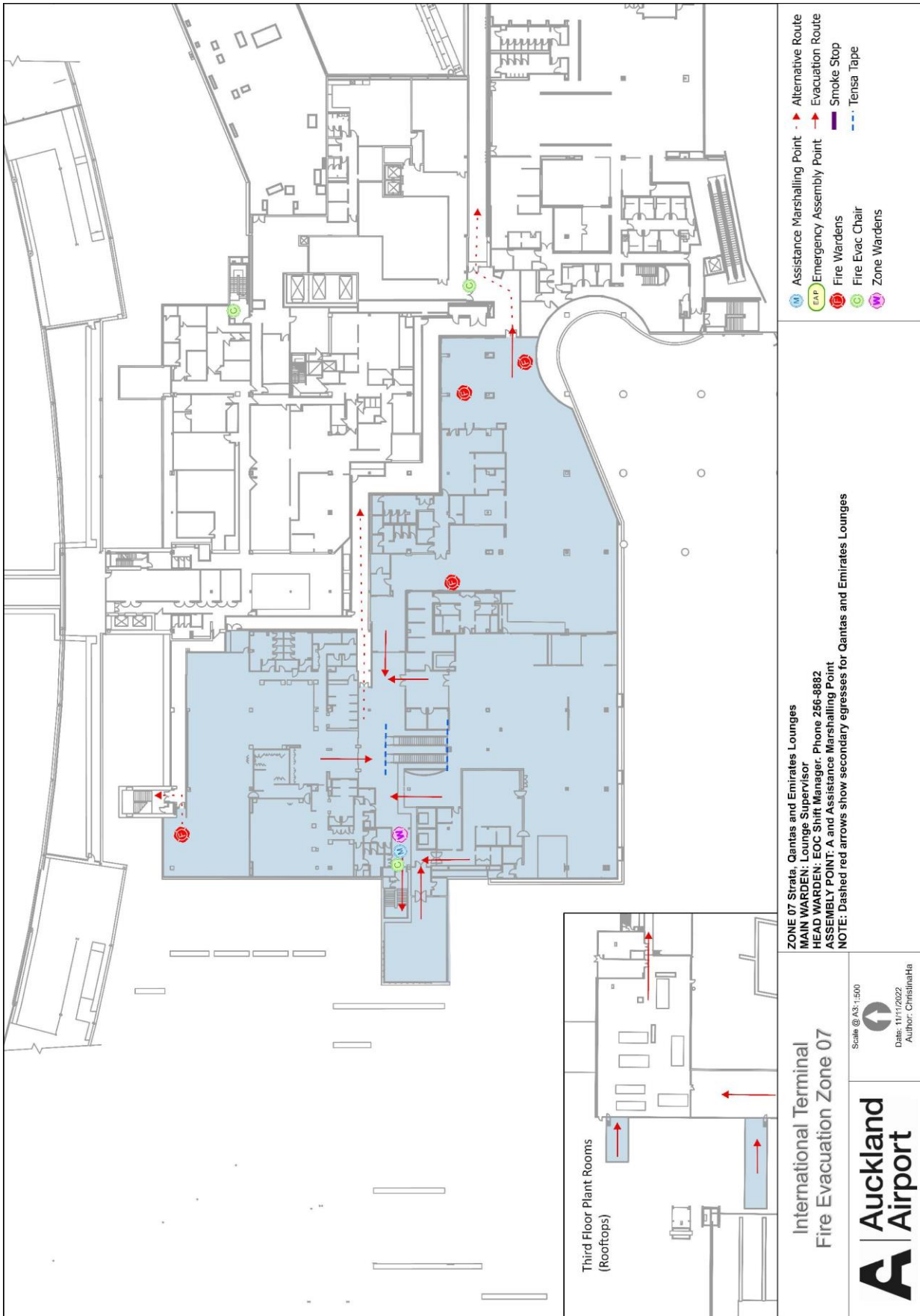|	
Zone Coverage:	Second floor airside Air New Zealand VIP Lounge
Zone Warden:	• Air NZ VIP Lounge Manager/Supervisor. • Airport Operations if closed.
Fire Wardens:	• Air NZ VIP Lounge staff • Aviation Security support airside/landside boundaries
Zone Warden Box:	Air NZ VIP Lounge holds Manager/Supervisor supplies and check list
Marshaling Assistance Point:	• Level 1 just inside of Fire double doors IF22 (Stair Tower 6) • Level 2 inside double fire doors IS31 & IS32 (Stair Tower 2)
Any Unusual Areas or Features	• Smoke curtain at Lounge entrance • VIP Lounge on third floor within the main Lounge
Adjacent internal safe zones:	Zone 5 (1st floor airside dwell) is main adjacent internal safe zone reached by: • **Primary Egress Route** via the South External Stair Tower 6 down one level to re-enter the ITB at the alert first floor retail area (Zone 5) via Door IF22 • **Secondary Egress Route** exit Lounge via back, fire exit door to assemble on the rooftop at the entrance of Stair Tower 2. If further evacuation is required, two options are available: • If Zone 5 is unaffected by fire, occupants can be evacuated down Stair Tower 2 and into Zone 5 via the door at Level 1. (Note – this option is available from November 2023).
Final Fire Exits:	• **Primary Egress route** via South External Stair Tower 6 will use Zone 5 Fire exits. • **Secondary Egress Route** leads to Stair Tower 2 for occupants to evacuate down to the apron in small groups and be transported by bus to Door 118. This is to be arranged with EOC if necessary.
Emergency Assembly Points:	Internal: • 1st floor alert Zone 5 retail area External: • Primary Egress route via South External Stair Tower 6 will use Zone 5 Assembly Areas • Secondary egress via Stair Tower 2 down to apron to be transported by bus to Door 118. This is to be arranged with EOC.
Zones in alert	• Zone 5 (Airside retail and main dwell), 6 (Level 2 kitchens and offices) and 7 (Level 2 EK, QF and Strata VIP Lounges and Smokers Deck)
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 02-08-23

Section 7 – Processes for Specific Zones

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7.7A   PLAN OF ZONE 7A – AIR NZ VIP LOUNGE

Auckland Airport Summary of ITB Evacuation Scheme

Third Floor VIP Area

Legend:
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (F) Fire Wardens
- (C) Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

ZONE 07A Air NZ Lounge
MAIN WARDEN: Air NZ Lounge Supervisor
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: Zone 5 (first floor)
NOTE:

International Terminal
Fire Evacuation Zone 07A

Scale @ A3 1:300
Date: 17/02/2023
Author: Christina Ha

Auckland Airport

File: U:\06_StandardPlans\FireAndEvacPlans\00-FireEvacuationPlans\01_ITB\ITB Fire Zone Plans\FireEvacuationZones\FireEvacuationZones_ITB.aprx

Auckland Airport Summary of ITB Evacuation Scheme
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Owner: Terminal Assets Manager
This document last amended: 02-08-23

Section 7 – Processes for Specific Zones

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7.8   ZONE 8 – PIER A NORTH GATE LOUNGES 1 - 4

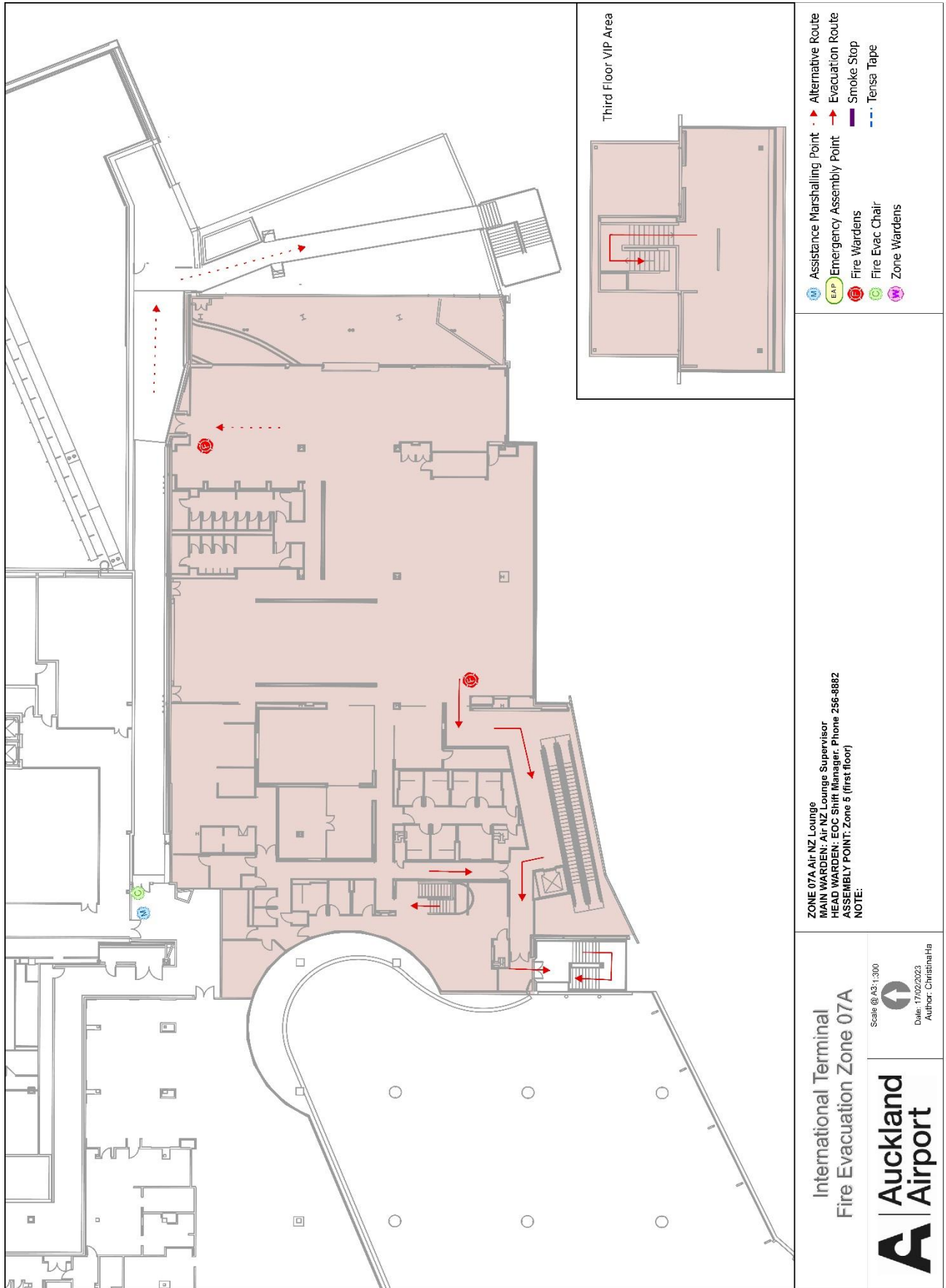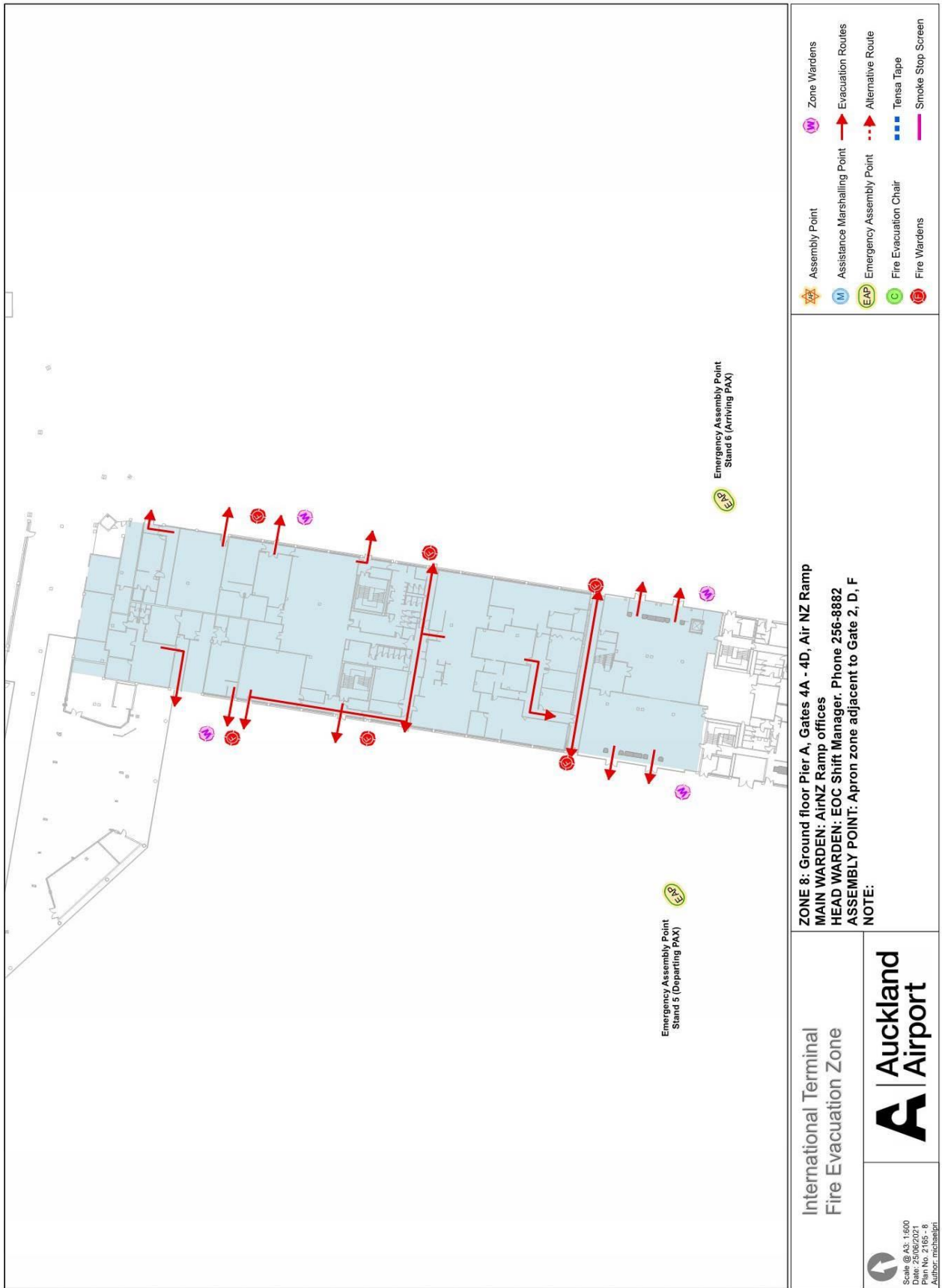|	
Zone Coverage:	Pier A North Gate Lounges 1 – 4 (all airside) encompassing three levels of the building: • Ground floor – Bussing gate lounge 4A – D and Air NZ Ramp Offices • First floor – departure gate lounges 1 – 4 and arrivals corridors • Second floor – retail F and B and stores, passenger facilities, offices,
Zone Warden:	• Ground floor – Air NZ Ramp • First floor – Avsec • Second floor – Retail
Fire Wardens:	• Ground floor – Air NZ Ramp staff, Avsec, AA airfield ops, airlines if flight in G/L • First floor – Avsec staff, airlines if flight in G/L • Second floor – retail staff, Airport Operations staff
Zone Warden Box:	• Ground floor – Air NZ ramp offices at Stand 2, between stair tower entrance PF14 and Stand 1, and between bus lounge 4D and Stand 3. • First floor – Between gates 4 and 6 in arrivals corridor (Ext 90715). • Second floor – In-between G Shock store and Relay Store (Ext 90553).
Marshalling Assistance Point:	• Ground floor – Air NZ ramp offices at Stand 2 (Ext 90584) • Ground Floor – between stair tower entrance PF14 and Stand 1 (Ext 90684). • First floor – Between gates 2 and 4 in arrivals corridor (Ext 90365). • Second floor – In-between G Shock store and Relay Store (Ext 90553).
Any Unusual Areas or Features	• Smoke curtain at entrance to Pier A L2 (between Zone 5 & 8 next to Vantage Bar) • Fire shutters at interface between Zones 8 and 9 on Levels 1 and 2 • First aid room on Level 1 arrivals between G/L 1 and Pier A Māori Carving • When Zone 8 goes into evacuation, so too does Zone 10 (Pier A undercroft and ground floor offices) • Rooftop Plant Room (see Appendix D for evacuation instructions)
Adjacent internal safe zones:	• Ground floor – Gate Lounge 4E (part of evacuation Zone 9) • For departing pax – Zone 5 (main dwell) or Zone 9 (Pier A South G/L 5 – 10) • For arriving pax – Zone 9 arrivals corridor or Zone 12 arrivals corridor • For departing pax – Avsec may move pax to safe adjacent arrivals Zone 9 or 12 corridor
Final Fire Exits:	• All ground floor exits to Apron area • Stairs on airbridges • Stair tower PF1 between G/L 2 and 4 via door PF25 • Stair tower PF14 between G/L 1 and 3 via door PF8 • Stair Towers PF3 & PF13 at interface between Zones 8 and 9 on Levels 1 & 2
Emergency Assembly Points:	• EAP K – Apron Area by stand 5 (departing passengers). • EAP L – Apron Area by stand 6 (arriving passengers). • If safe to do so corral arriving passengers by gate 4 - 6 and departing passengers at gates 5 - 7 depending on gate lounges used.
Zones in alert	• Zones 2 (bag reclaim), 5 (main dwell), 9 (Pier A South), 12 (arrivals connector and processing)
Important Phone Numbers	• Head Building Warden on internal airport phone ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

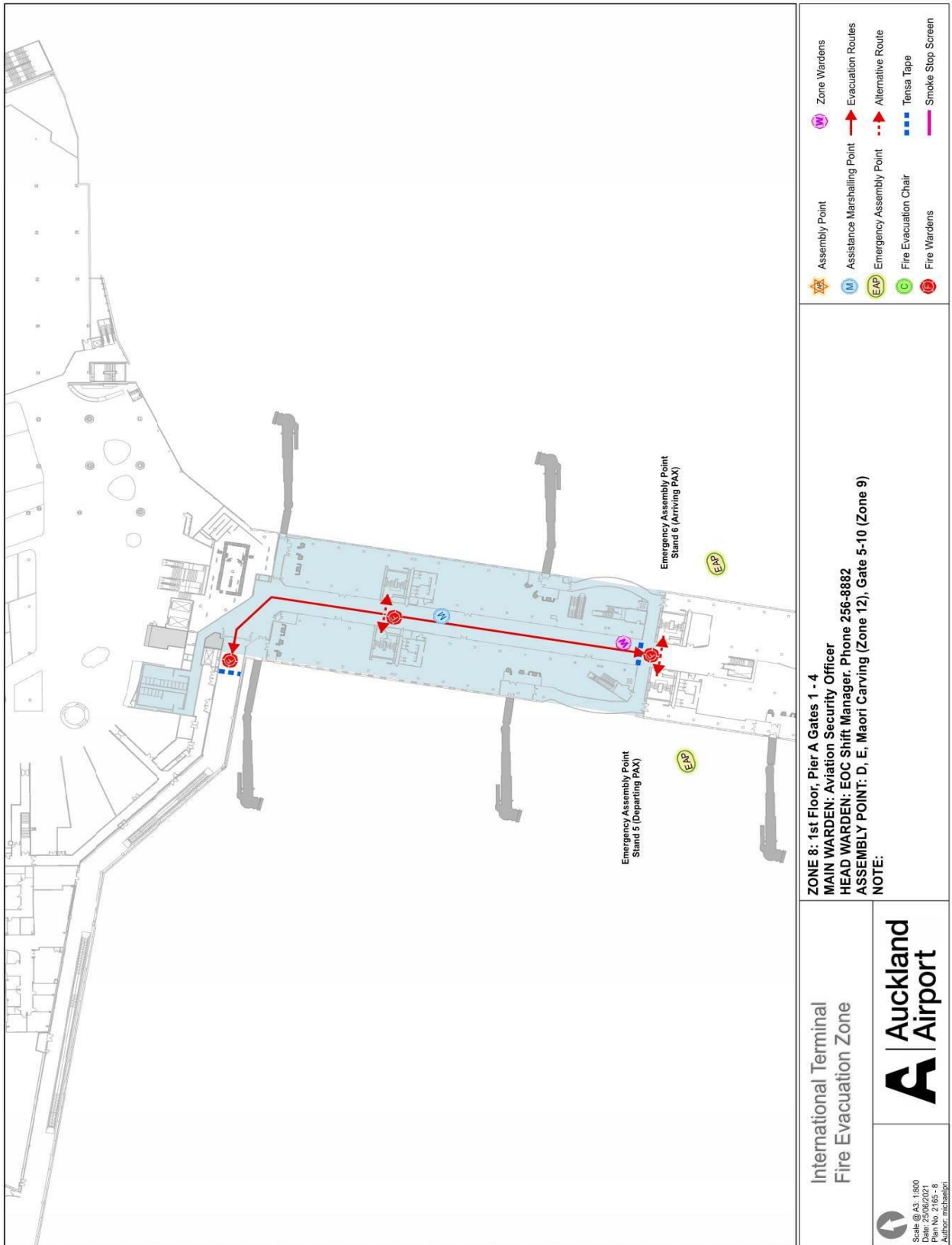**Auckland Airport Summary of ITB Evacuation Scheme**
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.8 PLAN OF ZONE 8 – GRND FLOOR PIER A, GATE LOUNGES 4A - D

ZONE 8: Ground floor Pier A, Gates 4A - 4D, Air NZ Ramp
MAIN WARDEN: AirNZ Ramp offices
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: Apron zone adjacent to Gate 2, D, F
NOTE:

International Terminal
Fire Evacuation Zone

Auckland Airport

Scale @ A3: 1:600
Date: 25/06/2021
Plan No: 2165 - 8
Author: michaelpri

File: U:\06_StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire Evacuation\Zone Plans\FireEvacuationZones_0_GroundFloor.mxd

Legend:
- Assembly Point
- Assistance Marshalling Point
- Emergency Assembly Point
- Fire Evacuation Chair
- Fire Wardens
- Zone Wardens
- Evacuation Routes
- Alternative Route
- Tensa Tape
- Smoke Stop Screen

Emergency Assembly Point Stand 6 (Arriving PAX)

Emergency Assembly Point Stand 5 (Departing PAX)

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.8 PLAN OF ZONE 8 – 1ST FLR PIER A, G/L 1 – 4 & ARRIVALS CORRIDOR

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.8 PLAN OF ZONE 8 – 2ND FLR PIER A RETAIL & GUEST AMENITIES

Legend:
- ✴ Assembly Point
- Ⓜ Assistance Marshalling Point
- EAP Emergency Assembly Point
- Ⓒ Fire Evacuation Chair
- Ⓕ Fire Wardens
- Ⓦ Zone Wardens
- ↑ Evacuation Routes
- ↑ Alternative Route
- ┊ Tensa Tape
- ▬ Smoke Stop Screen

Emergency Assembly Point
Stand 6 (Arriving pax)

Emergency Assembly Point
Stand 5 (Departing pax)

ZONE 8: 2nd Floor Pier A Retail
MAIN WARDEN: Retail and Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: Retail Shopping (Zone 5) Departures, Level 2 Air NZ International Transfer
desk Area (Zone 9)
NOTE:

International Terminal
Fire Evacuation Zone

Ａ | Auckland
Airport

Scale @ A3: 1:600
Date: 25/06/2021
Plan No. 2165 - 8
Author: michaelpi

File: U:\06 _StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire Evacuation\Zone Plans\FireEvacuationZones\FireEvacuationZones_2_SecondFloor.mxd

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.9   ZONE 9 – PIER A SOUTH GATE LOUNGES 4E – 10

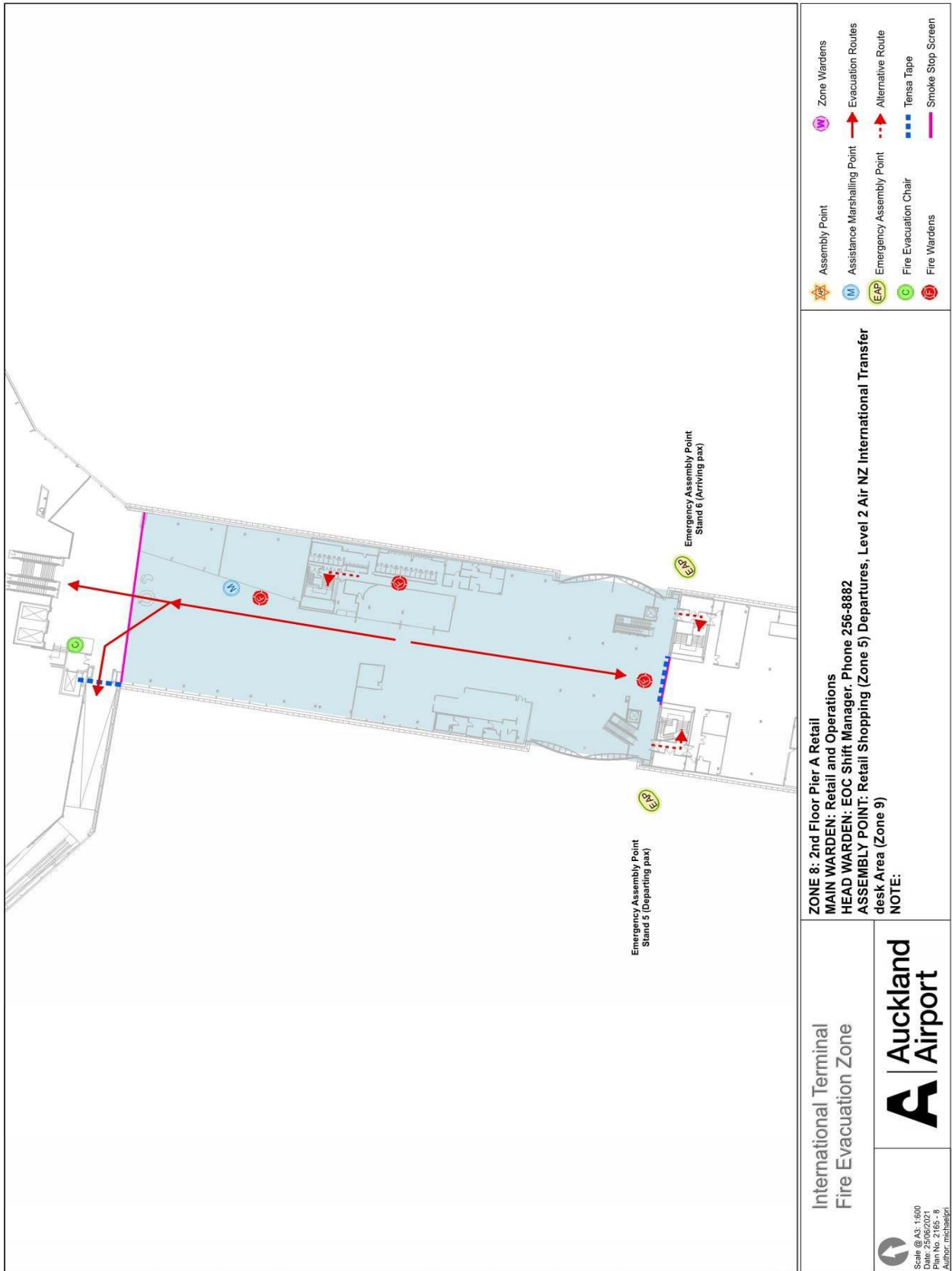|	
Zone Coverage:	Pier A South Gate Lounges 4E – 10 encompassing four levels of the building: • Ground floor – Bussing gate lounge 4E, Kauri Lounge and Airfield Operations Offices • First floor – departure gate lounges 5 – 10 and arrivals corridors • Second floor – retail and F & B, Air NZ transfer desk, passenger facilities, offices, Apron Tower • Third Floor – Apron Tower
Zone Warden:	• Ground floor – AIAL Airfield Operations • First floor – Avsec (Unless Transit Screening closed, in which case airlines if present, otherwise Airport Operations) • Second floor – Air NZ Transfer Desk • Third Floor – AOT Team Leader
Fire Wardens:	• Ground floor – AIAL Airfield Operations (including staff in airfield administration office), Avsec, Kauri Lounge staff, airlines if flight in G/L 4E • First floor – Avsec staff if Transit Screening open, airlines/ground handlers if flight being processed in gate lounge • Second floor – Air NZ Transfer Desk staff, retail staff • Third Floor – AOT staff
Zone Warden Box:	• Ground floor – Beside Apron Tower lunchroom (ext 90502) next to door PG14A • First floor – Gate 5 and 6 arrivals corridor dwell area arrivals (ext 90752) • Second floor – Opposite Air NZ Transfer Desk (ext 90757)
Marshaling Assistance Point:	• Ground floor Apron Tower lunchroom, next to door PG14A (ext 90502) • First floor – Outside Gate 8 arrivals door PF47(ext 90743) • Second floor – Opposite Air NZ Transfer Desk (ext 90757)
Any Unusual Areas or Features	• Fire shutters at interface between Zones 8 and 9 on Levels 1 and 2 • When Zone 9 goes into evac, so too does Zone 10 (Pier A undercroft & ground floor offices) • Kauri Lounge has special process approved by CAA – Avsec will report to the Kauri Lounge • Rooftop Plant Room (see Appendix D for evacuation instructions)
Adjacent internal safe zones:	• Ground floor – Gate Lounge 4A - D (part of evacuation Zone 8) • For departing pax – Zone 8 (Pier A North Gate Lounges 1 – 4) • For arriving pax – Zone 8 arrivals corridor
Final Fire Exits:	• All ground floor exits to Apron area • Stairs on airbridges • Between Gate 6 and 8 – Stair Tower PF7 via door PF13 • Between Gate 9 and 10 – Stair Tower PF10 via door PF15 • Stair Towers PF3 & PF13 at interface between Zones 8 & 9 on Levels 1 & 2
Emergency Assembly Points:	• EAP K – Apron Area by stand 5 (departing passengers) • EAP L – Apron Area by stand 6 (arriving passengers) • If safe to do so corral arriving passengers by gate 4 - 6 and departing passengers at gates 5 - 7 depending on gate lounges used.
Zones in alert	• Zone 8 (Pier A North)
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #

Auckland Airport Summary of ITB Evacuation Scheme   **Section 7 – Processes for Specific Zones**
Review frequency: Annual
Owner: Terminal Assets Manager   Page **68**
This document last amended: 07-03-23

7.9 PLAN OF ZONE 9 – GROUND FLOOR PIER A SOUTH

Emergency Assembly Point
Stand 6 (Arriving PAX)

Emergency Assembly Point
Stand 5 (Departing PAX)

Legend:
- Zone Wardens
- Evacuation Routes
- Alternative Route
- Tensa Tape
- Smoke Stop Screen
- Assembly Point
- Assistance Marshalling Point
- Emergency Assembly Point
- Fire Evacuation Chair
- Fire Wardens

International Terminal
Fire Evacuation Zone

Auckland Airport

Scale @ A3: 1:250
Date: 25/06/2021
Plan No. 2165 - 9
Author: michaelpi

ZONE 9: Ground Floor Pier A, Gate 4E, Kauri Lounge, Airfield Offices
MAIN WARDEN: Airfield Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: Apron area, D, E, Zone 8 (Bus Lounge Gate 4A-4D)
NOTE:

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Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.9 PLAN OF ZONE 9 – 1ST FLOOR PIER A SOUTH, G/L 5 - 10

Emergency Assembly Point
Stand 6 (Arriving PAX)

Emergency Assembly Point
Stand 5 (Departing PAX)

ZONE 9: First Floor Pier A, Gates 5 - 10
MAIN WARDEN: Aviation Security
HEAD WARDEN: EOC Shift Manager, Phone 256-8882
ASSEMBLY POINT: D, E Apron Areas, Zone 8 (Gates 1-4 arrivals corridor)
NOTE:

International Terminal
Fire Evacuation Zone

Auckland Airport

Scale @A3: 1:600
Date: 25/06/2021
Plan No. 2165 - 9
Author: michaelpri

File: U:\06_StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire Evacuation\Zone Plans\FireEvacuationZones_1_FirstFloor.mxd

Legend:
- Assembly Point
- Assistance Marshalling Point
- (M) Zone Wardens
- Evacuation Routes
- Alternative Route
- (EAP) Emergency Assembly Point
- (C) Fire Evacuation Chair
- Fire Wardens
- Tensa Tape
- Smoke Stop Screen

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.9 PLAN OF ZONE 9 – 2ND & 3RD FLR PIER A SOUTH, G/L 5 - 10

Owner: Terminal Assets Manager

Legend:
- (W) Zone Wardens
- ↑ Evacuation Routes
- ↑ Alternative Route
- ┆ Tensa Tape
- — Smoke Stop Screen
- ✳ Assembly Point
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (C) Fire Evacuation Chair
- (FE) Fire Wardens

ZONE 9: Second Floor, Pier A, International Transfer Desk, Retail Cafe, Tenants and Apron
MAIN WARDEN: AirNZ International Transfer Tower
HEAD WARDEN: EOC Shift Manager. Phone **256-8882**
ASSEMBLY POINT: D, E, Zone 8 (Retail Area)
NOTE:

Third Floor - Apron Tower

International Terminal
Fire Evacuation Zone

Ⓐ Auckland Airport

Scale @ A3: 1:500
Date: 25/06/2021
Plan No: 2165 - 9
Author: michaelpri

File: U:\06_StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire EvacuationZone Plans\FireEvacuationZones\FireEvacuationZones_2_SecondFloor.mxd

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.10 ZONE 10 – PIER A GRND FLR UNDERCROFT & OFFICES

Zone Coverage:	• Ground Floor Pier A Building Undercroft, Airside Driving Permit Office and Swissport offices and Air NZ leased space
Zone Warden:	• Auckland Airport Airfield Operations
Fire Wardens:	• Auckland Airport Airfield Operations staff (including staff in Airfield Admin office) • Swissport staff
Zone Warden Box:	• On the external wall under Stand 5
Marshaling Assistance Point:	• Use Zone 9 Marshalling Assistance Point located Ground floor Apron Tower lunchroom, next to door PG14A (ext 90502) • One other Warden Box located under Stand 6 on the external wall
Any Unusual Areas or Features	• When Zones 8 or 9 (Pier A north and south) are activated to evacuate, so too is fire evacuation Zone 10.
Adjacent internal safe zones:	• Internal access bus lounge door 118 to nearby Zone 9 (Gate 4e) if Zone 9 is not in evacuation
Final Fire Exits:	• Access doors to Apron Emergency Assembly Points
Emergency Assembly Points:	• EAP K – Apron Area by stand 5 • EAP L – Apron Area by stand 6
Zones in alert	• Nil
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
Owner: Terminal Assets Manager
This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.10 PLAN OF ZONE 10 – PIER A GRND FLR UNDERCROFT & OFFICES

ZONE 10: Airfield Operations, Driving permit office, Swissport office and Pier A ground floor plantrooms
MAIN WARDEN: Airfield Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: D, E, Apron areas
NOTE:

International Terminal
Fire Evacuation Zone

A | Auckland Airport

Scale @ A3: 1:250
Date: 2/7/2021
Plan No: 2165 - 10
Author: michaelpri

File: U:\06_StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire Evacuation\Zones\FireEvacuationZones_0_GroundFloor.mxd

Legend:
- Assembly Point
- Assistance Marshalling Point
- Emergency Assembly Point
- Fire Evacuation Chair
- Fire Wardens
- Zone Wardens
- Evacuation Routes
- Alternative Route
- Tensa Tape
- Smoke Stop Screen

Auckland Airport Summary of ITB Evacuation Scheme
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This document last amended: 07-03-23

Section 7 – Processes for Specific Zones

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7.11 ZONE 11 – WEST END PLANT ROOMS & BUS ARRIVAL OPERATIONS DOOR 13

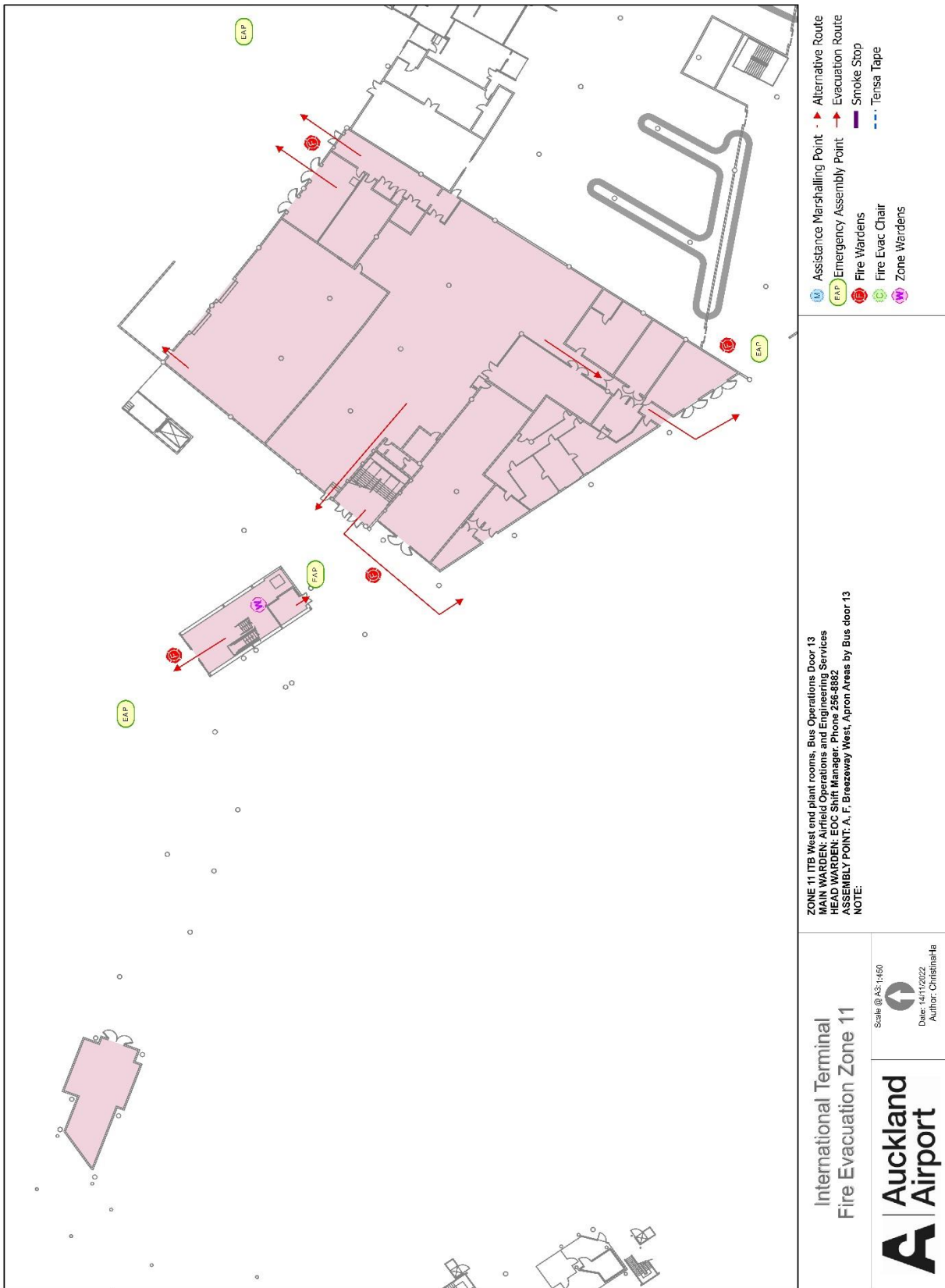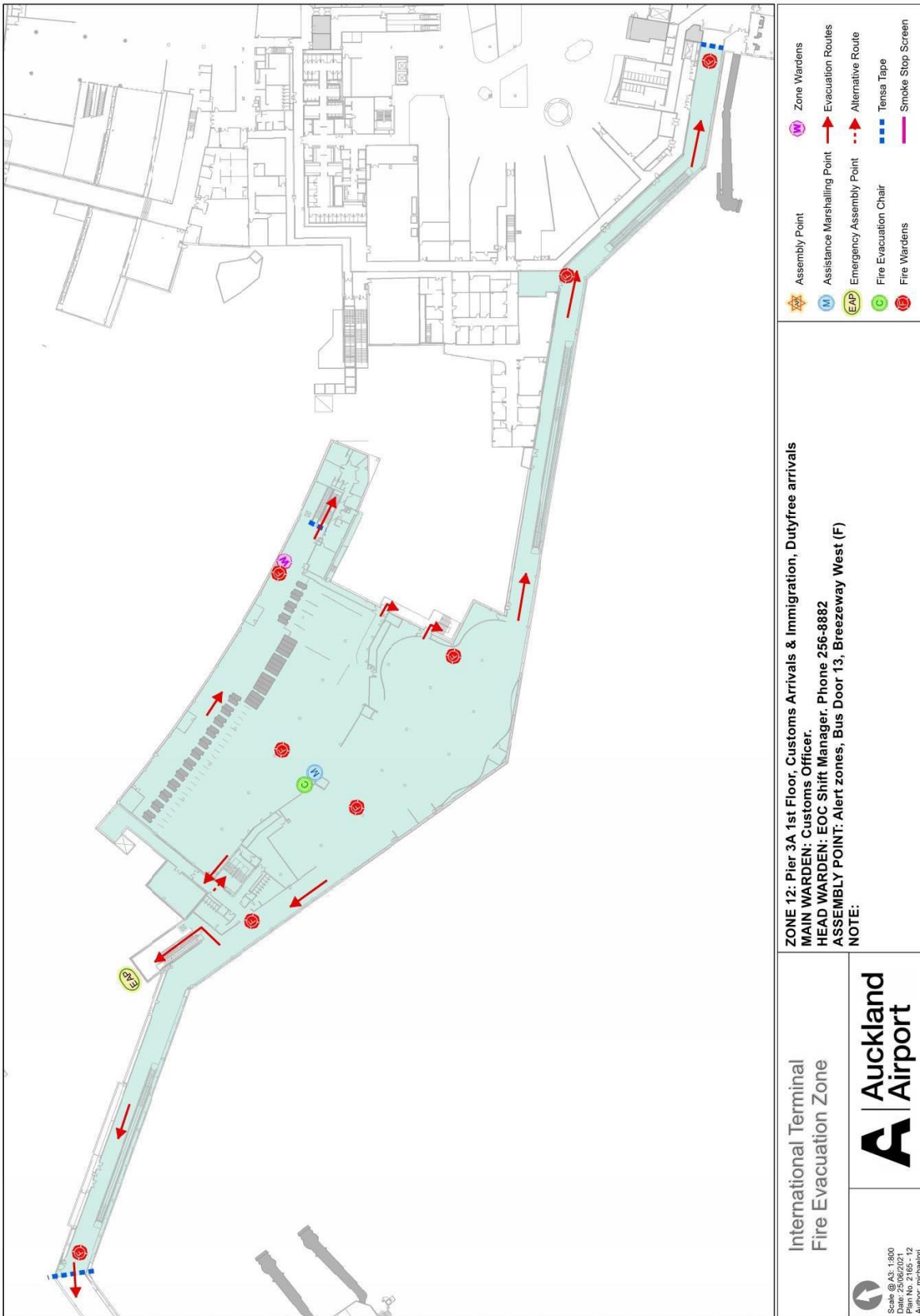|	
Zone Coverage:	Plant room to the west end of the baggage reclaim hall and bus arrival operations Door 13 and vertical circulation
Zone Warden:	Airfield Operations or Engineering Services (assisted by Customs on the first floor)
Fire Wardens:	• Airfield Operations staff • Ground Handler / Bus operations Door 13 staff • Customs staff (on the first floor) • Engineering Services staff
Zone Warden Box:	Ground floor lobby area inside door 13 (ext 90326). An Airport Phone is available first floor opposite Lift 36 (ext 90333)
Marshaling Assistance Point:	Nil but Airport phone is available first floor opposite Lift 36 (ext 90333)
Any Unusual Areas or Features	Nil
Adjacent internal safe Zones:	• Nil for plant rooms (do not evacuate into adjacent Zone 2 MPI area unless necessary for life safety reasons as this is a Biosecurity Controlled Area) • Zone 12 for arriving guests more than halfway up the Door 13 vertical circulation
Final Fire Exits:	• Ground Floor Plant Room various doors • Bus Operations Door 13
Emergency Assembly Points:	• Landside facing Ground Floor Plant Rooms EAP D – Outside Door 11, West end of ITB • Airside facing Ground Floor Plant Rooms to Airside EAP G (Breezeway Middle). (Note EAP H – Breezeway West is not available for parts of 2023 due to storage of mishandled baggage). • Bus Operations Door 13 to Airside EAP M (building undercroft East & West of Bus Door 13)
Zones in Alert	• Zone 2 baggage reclaim hall • Zone 12 Immigration primary processing first floor
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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This document last amended: 07-03-23

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7.11 PLAN OF ZONE 11 - WEST END PLANT ROOMS & BUS ARRIVAL OPERATIONS DOOR 13

ZONE 11 ITB West end plant rooms, Bus Operations Door 13
MAIN WARDEN: Airfield Operations and Engineering Services
HEAD WARDEN: EOC Shift Manager, Phone 256-8862
ASSEMBLY POINT: A, F, Breezeway West, Apron Areas by Bus door 13
NOTE:

International Terminal
Fire Evacuation Zone 11

Scale @ A3:1:450
Date: 14/12/2022
Author: ChristinaHa

File: U:\06_StandardPlans\FireAndEvacPlans\00-FireEvacuationPlans\01_ITB\ITB Fire Zone Plans\FireEvacuationZones\FireEvacuationZones_ITB.aprx

Legend:
- Assistance Marshalling Point
- (M) Emergency Assembly Point
- Fire Wardens
- (C) Fire Evac Chair
- (W) Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

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7.12 ZONE 12 – 1st FLOOR CUSTOMS ARRIVALS, IMMIGRATION AND DUTY FREE ARRIVAL STORES

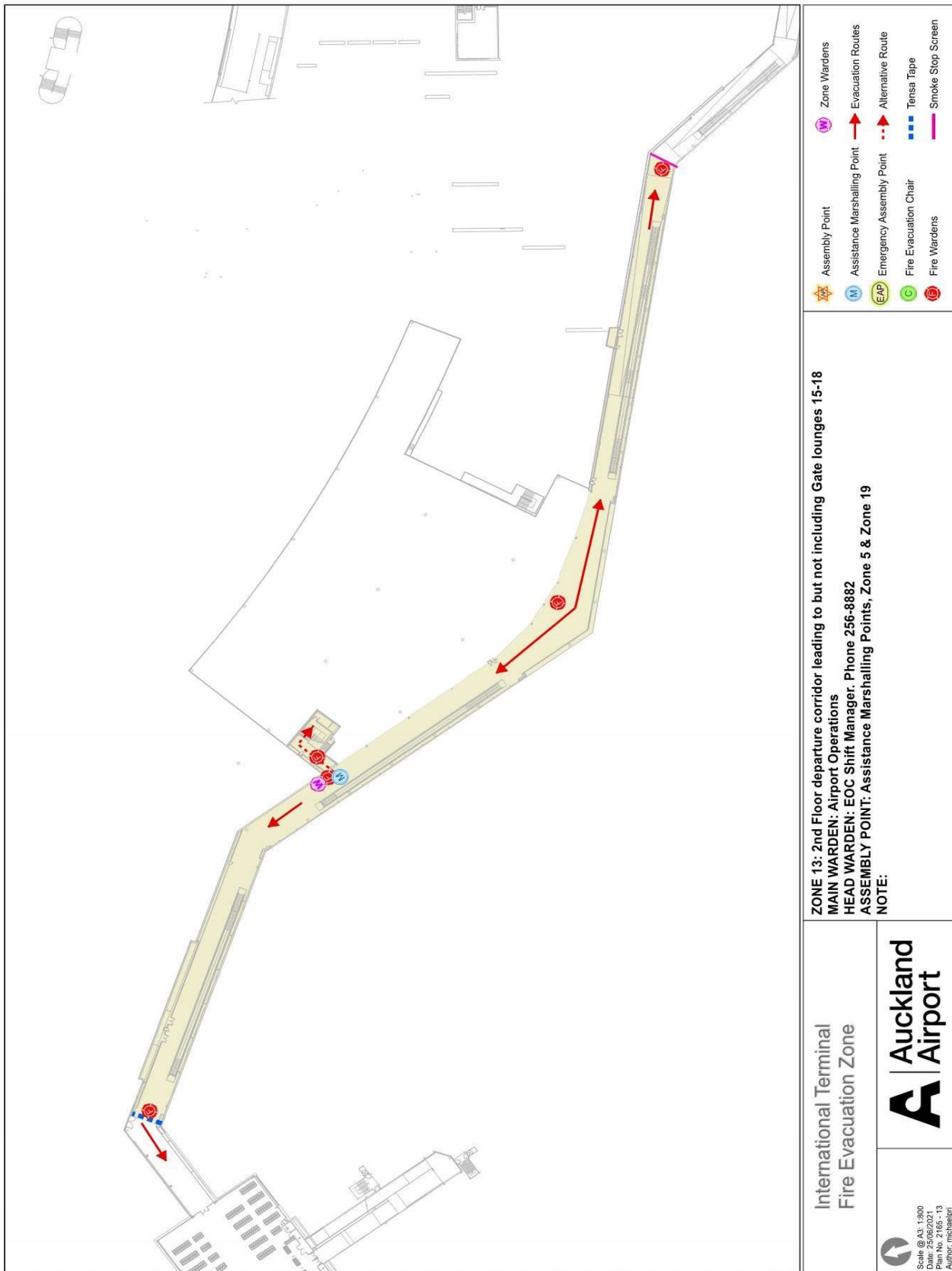|	
Zone Coverage:	1st floor Customs arrivals, Immigration and duty free arrival stores, 1st mezzanine floor Immigration offices
Zone Warden:	Senior Customs Officer
Fire Wardens:	• NZ Customs Officers • Immigration staff • Duty Free retail staff
Zone Warden Box:	• Customs Arrivals Area, next to Customs Control Desk East (Ext 90330).
Marshaling Assistance Point:	• Between Loop Duty Free stores, before entrance of Customs Arrivals (Ext 90339).
Any Unusual Areas or Features	• Immigration offices and holding area for people being investigated or returned to point of origin on next available flight are located on level 1

Adjacent internal safe Zones:	• Passengers who have not cleared Immigration primary processing can be evacuated back to any of:
	   o Zone 5 by Avsec Transit Screening
	   o Zone 8 Māori Carving on level 1 Pier A or
	   o Zone 18 Māori Carving on level 1 Pier B.
	• Passengers who have cleared Immigration primary processing can continue downstairs into Zone 2 MPI baggage reclaim area

Final Fire Exits:	• Door 13 bussing arrivals stairs to Airside EAP M (building undercroft East and West of Bus Door 13) • Egress stair 9 to breezeway via door IF142 and IF140A (or IF140 for Loop Duty Free staff)
Emergency Assembly Points:	• Internal Safe Adjacent Zones 2, 8 or 18 • EAP G (Breezeway Middle at Carousels 4 and 5) • EAP M (Apron area to East and West of bus operations stairs Door 13) • (Note EAP H Breezeway West by Carousel 1 is not available for parts of 2023 due to storage of mishandled baggage)
Zones in Alert	• Zones 2, 4, 4C, 8, 11, 13 & 18 are in alert mode while Zone 12 is evacuating
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #

Auckland Airport Summary of ITB Evacuation Scheme
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7.12 PLAN OF ZONE 12 - 1st FLOOR CUSTOMS ARRIVALS, IMMIGRATION AND DUTY FREE ARRIVAL STORES

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7.13 ZONE 13 – LEVEL 2 DEPARTURES CONNECTOR

Zone Coverage:	Level 2 departure corridor leading to but not including Gate Lounges 15 – 18
Zone Warden:	Airport Operations
Fire Wardens:	Airport Operations
Zone Warden Box:	• After travellator 6 and Level 2 mezzanine retail, inside the brown door arch. (Ext. 90335) • End of travellator 8, next to the set of double doors IS41 and IS42. (Ext. 90662)
Marshaling Assistance Point:	• End of travellator 8, next to the set of double doors IS41 and IS42. (Ext. 90662)
Any Unusual Areas or Features	• Note Level 2 mezzanine currently vacant.
Adjacent internal safe Zones:	• Evacuation Zone 19 (gate lounges 15 to 18) • Evacuation Zone 5 (main airside central dwell area)
Final Fire Exits:	• Stairs S10 accessed via the Pier B departures corridor and Doors IS41 and IS42 leading to the Apron
Emergency Assembly Points:	• Adjacent alert Zone 5 & Zone 19 • EAP M – Apron area by Pier B bus operations stairs Door 13
Zones in Alert	• Zones 5 and 19 are in alert mode while Zone 13 is evacuating.
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #

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7.13 PLAN OF ZONE 13 – LEVEL 2 DEPARTURES CONNECTOR

International Terminal
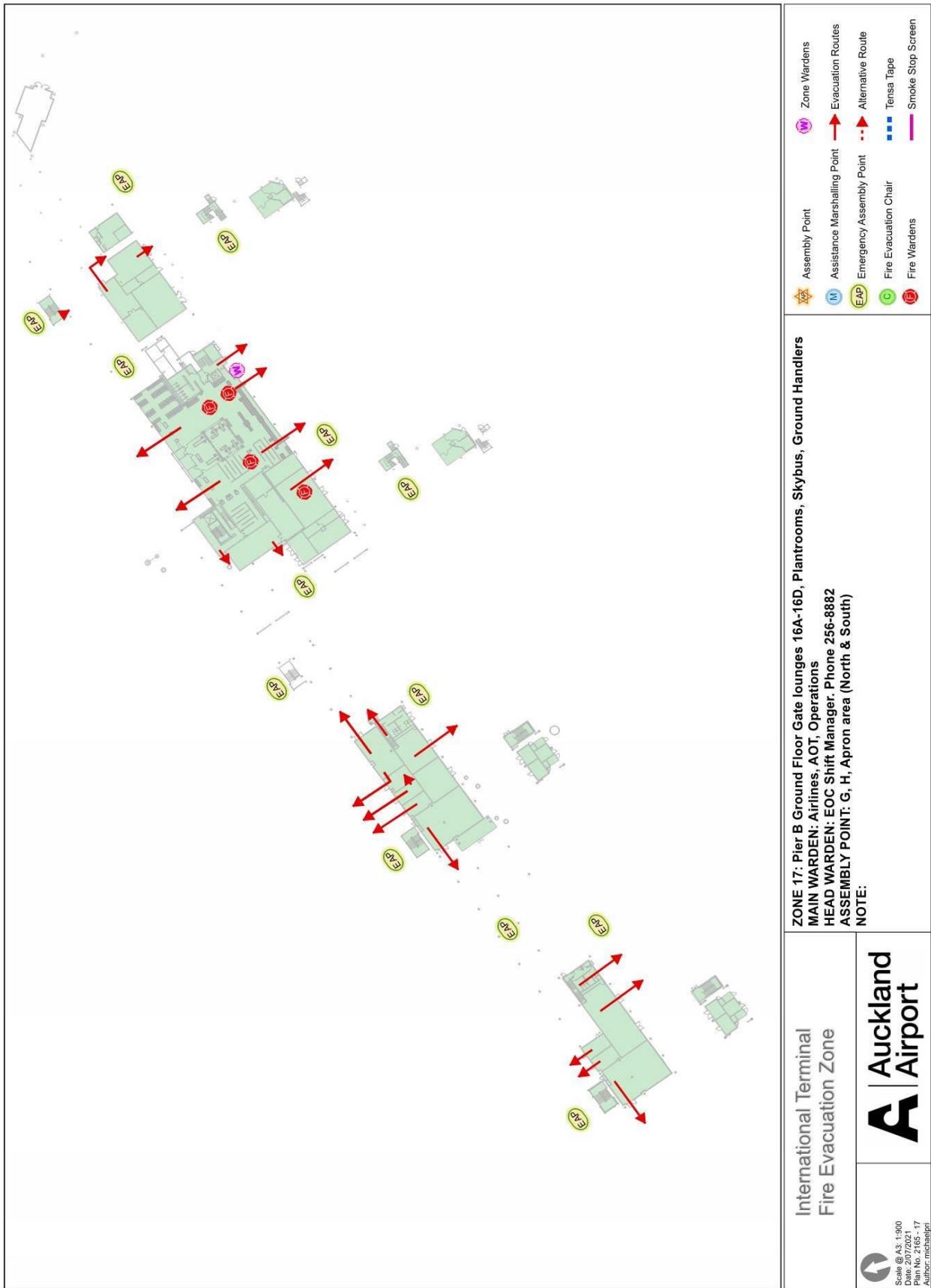Fire Evacuation Zone

Auckland Airport

Scale @ A3: 1:800
Date: 25/06/2021
Plan No. 2165-13
Author: michaelpri

File: U:\06_StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire Evacuation\Zone Plans\FireEvacuationZones\FireEvacuationZones_2_SecondFloor.mxd

ZONE 13: 2nd Floor departure corridor leading to but not including Gate lounges 15-18
MAIN WARDEN: Airport Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: Assistance Marshalling Points, Zone 5 & Zone 19
NOTE:

Legend:

✡ Assembly Point	Ⓦ Zone Wardens
Ⓜ Assistance Marshalling Point	↑ Evacuation Routes
EAP Emergency Assembly Point	⇡ Alternative Route
Ⓒ Fire Evacuation Chair	Tensa Tape
Ⓦ Fire Wardens	Smoke Stop Screen

Auckland Airport Summary of ITB Evacuation Scheme
Review frequency: Annual
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7.17 ZONE 17 – PIER B GROUND FLOOR

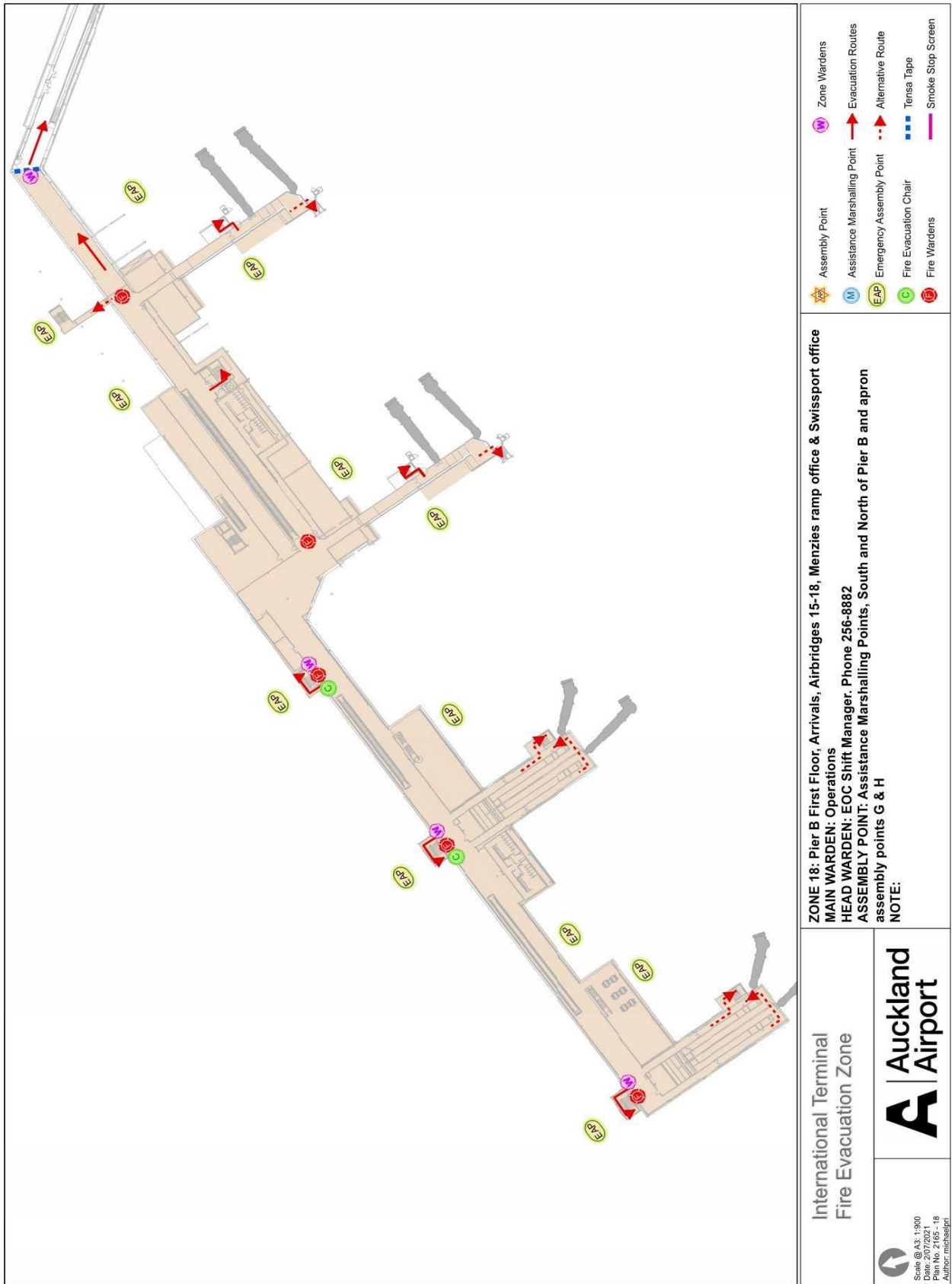|	
Zone Coverage:	Ground floor Pier B Departures Bus Lounge 16A – 16D, Plant rooms, Ground Handler Offices
Zone Warden:	Airline if bussing departure occurring in Gate Lounge 16A – D Otherwise Airfield Operations Staff
Fire Wardens:	• Airline staff • Airfield Operations Staff • Airport Operations Staff • Skybus Staff (if present) • Ground Handler Staff (if present) • Engineering Services (Plantrooms – if present)
Zone Warden Box:	• Gate Lounge 16A, behind the boarding desk, between PBG16A and PBG20 (ext 90079)
Marshaling Assistance Point:	• Gate Lounge 16A
Any Unusual Areas or Features	• Departing screened passengers need to be kept separate from Airline, ground handler and Engineering apron-based staff who have not been screened. • Caution is required when exiting onto the Apron because of vehicle movements on the Apron Road. Keep clear of aircraft and apron ground handling equipment.
Adjacent internal safe Zones:	• Nil as evacuation cannot occur upstairs
Final Fire Exits:	• All occupants evacuate using various external access doors available in all these ground floor areas
Emergency Assembly Points:	• EAP N - Pier B North Emergency Assembly Points • EAP O - Pier B South Emergency Assembly Points • Open area between Gates 16 and 17
Zones in alert	• Zones 18 and 19 (Pier B levels 1 and 2)
Important Phone Numbers	• Head Building Warden on internal airport phone ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

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7.17 PLAN OF ZONE 17 – PIER B GROUND FLOOR

ZONE 17: Pier B Ground Floor Gate lounges 16A-16D, Plantrooms, Skybus, Ground Handlers
MAIN WARDEN: Airlines, AOT, Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: G, H, Apron area (North & South)
NOTE:

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7.18 ZONE 18 – PIER B 1ST FLOOR ARRIVALS

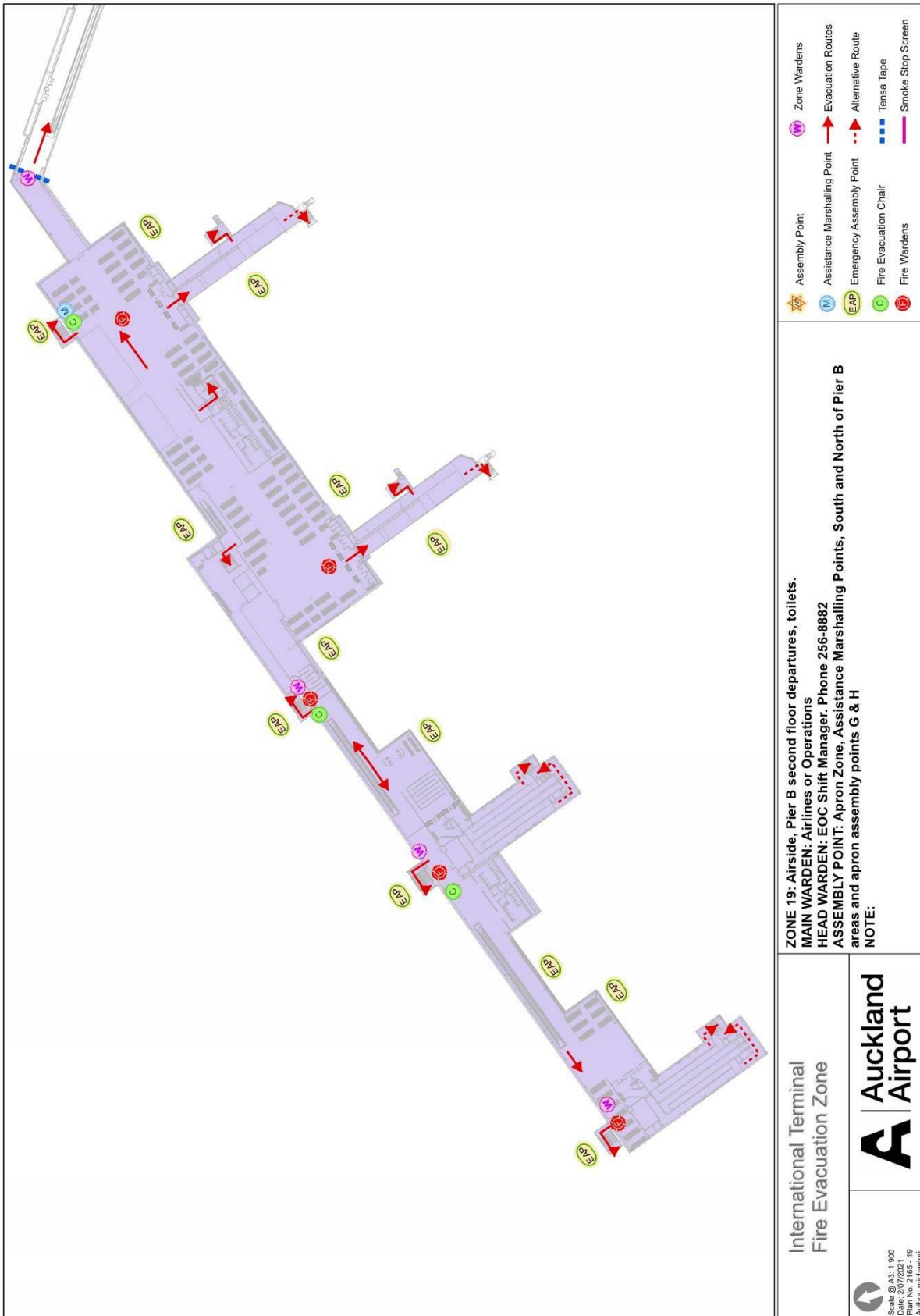|	
Zone Coverage:	Pier B First Floor arrivals Airbridges 15 – 18, Menzies Ramp Office and Swissport Office
Zone Warden:	Airline representative when Pier B airbridges are in operation or Airport Operations (assisted by Menzies and Swissport staff).
Fire Wardens:	• Airline staff • Airport Operations staff • Menzies Staff • Swissport Staff
Zone Warden Box:	• Zone Warden Box is by Pier B Māori Carving, ext 90674 • Assistant Marshalling Point boxes located at arrivals gates 15, 16, 17 & 18
Marshaling Assistance Point:	• At the top of the egress stairs at each of arrivals gates 15, 16, 17 and 18 • Bottom of gate 15 arrivals ramp, by door PBF10, stair tower S20 (ext 90672) • Between gate 16 & 17 arrivals ramp, by door PBF12, stair tower S22 (ext 90648) • Bottom of gate 17 arrivals ramp, by door PBF13, stair tower S24 (ext 90806) • Bottom of gate 18 arrivals ramp, by door PBF23, stair tower S26 (ext. 90836)
Any Unusual Areas or Features	• There are different scenarios applicable to Zone 18 depending on the mix of arriving and departing passengers at the MAS stands on gates 15 – 18.
Adjacent internal safe Zones:	• Zone 12 Level 1 Arrivals Immigration area & connector
Final Fire Exits:	• First floor exits and stair towers at each gate to Apron South and Pier B North Emergency Assembly Points.
Emergency Assembly Points:	• Adjacent alert Zone 12 • EAP N - Pier B North Emergency Assembly Points. Departing passengers can be escorted to the Avsec Transit screening first floor departure processing. • EAP O - Pier B South Emergency Assembly Points. Arriving passengers can be escorted to Apron Bus Door 13 to reach first floor arrivals area processing.
Zones in alert	Zones 12, 17 and 19
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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7.18 PLAN OF ZONE 18 – PIER B 1ST FLOOR ARRIVALS

ZONE 18: Pier B First Floor, Arrivals, Airbridges 15-18, Menzies ramp office & Swissport office
MAIN WARDEN: Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: Assistance Marshalling Points, South and North of Pier B and apron
assembly points G & H
NOTE:

International Terminal
Fire Evacuation Zone

Auckland Airport

Scale @ A3: 1:900
Date: 2/07/2021
Plan No. 2165 - 18
Author: michaelpi

File: U:\06_StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire Evacuation\Zone Plans\FireEvacuationZones\FireEvacuationZones_1_FirstFloor.mxd

Legend:
- (W) Zone Wardens
- Evacuation Routes
- Alternative Route
- Tensa Tape
- Smoke Stop Screen
- Assembly Point
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (C) Fire Evacuation Chair
- Fire Wardens

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7.19 ZONE 19 – PIER B 2ND FLOOR DEPARTURES

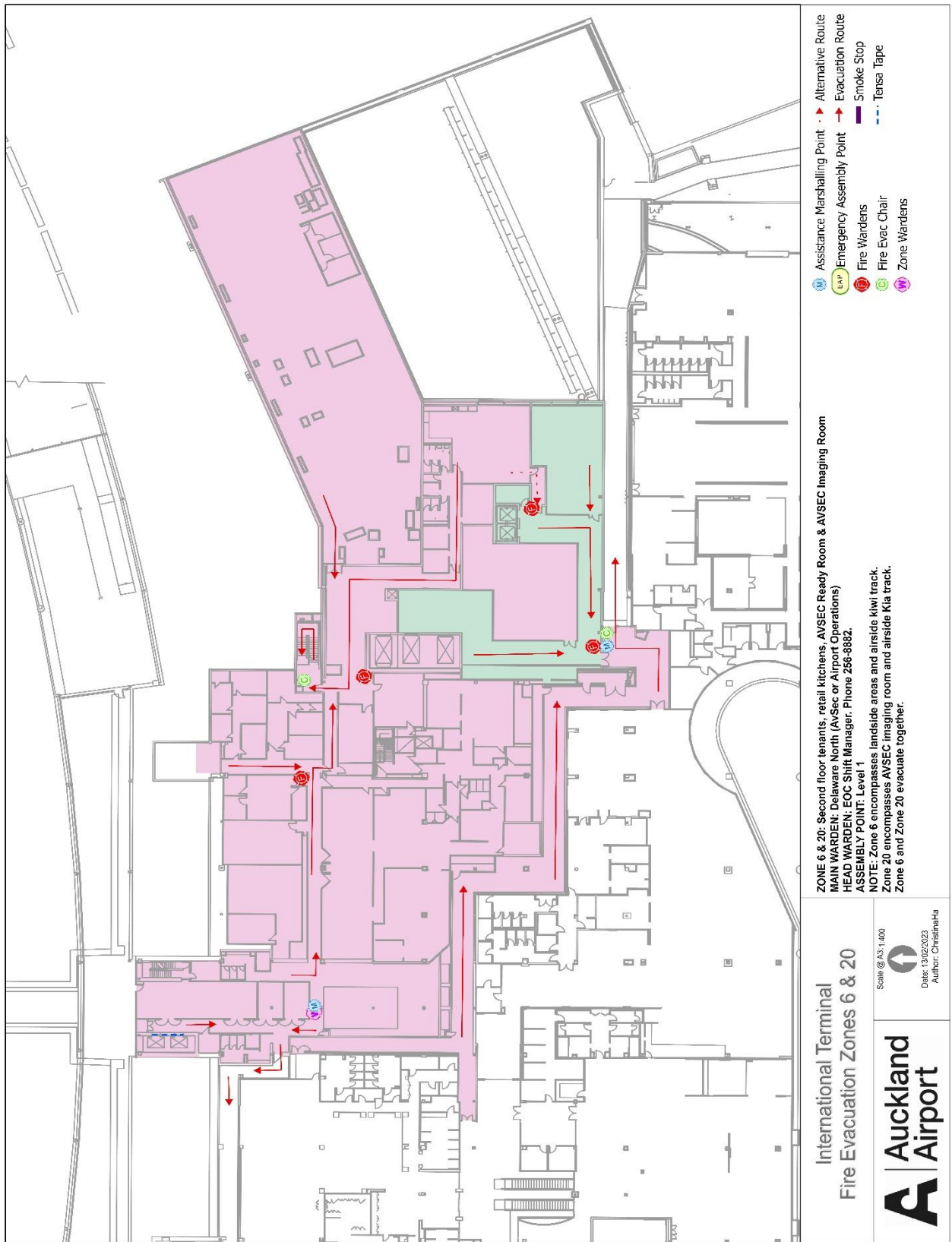|	
Zone Coverage:	Pier B Second Floor departures Airbridges 15 – 18 and associated retail
Zone Warden:	Airline representative when Pier B airbridges are in operation or Airport Operations
Fire Wardens:	- Airline staff - Airport Operations staff - Retail Staff
Zone Warden Box:	- At the bend in the connector, after travellator 9 (ext 90664) - Assistant Marshalling at each of departures gates 15, 16, 17 and 18
Marshaling Assistance Point:	- At the top of the egress stairs at each of departures gates 15, 16, 17 & 18 - Opposite Gate Lounge 15 next to fire exit PBS10, stair tower S20 (ext 90651) - Between Gate Lounges 16 & 17, next to fire egress PBS11, stair tower S22 (ext 90665) - By Gate Lounge 17, next to fire egress PBS12, stair tower S24 (ext 90804) - By Gate Lounge 18, next to fire egress PBS20, stair tower S26 (ext 90875)
Any Unusual Areas or Features	There are different scenarios applicable to Zone 19 depending on the mix of arriving and departing passengers at the MAS stands on gates 15 – 18.
Adjacent internal Safe Zones:	Zone 13 Level 2 departures level connector leading back to the main level 1 dwell
Final Fire Exits:	Second floor exits and stair towers at each gate to Apron Pier B North and South Emergency Assembly Point areas.
Emergency Assembly Points:	- EAP N - Pier B North Emergency Assembly Points - EAP O - Pier B South Emergency Assembly Points - Adjacent alert Zone 13 (departures connector) - Departing passengers who have not mixed with arriving passengers or apron staff can enter gate lounge 16A to 16D if it is not in evacuation - Departing passengers requiring rescreening can be escorted to the Avsec Transit screening first floor departure processing. - Arriving passengers can re-enter at Bus Door 13 or door 118 to reach first floor arrivals area processing.
Zones in alert	Zones 13, 17 and 18
Important Phone Numbers	- Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 - ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 - EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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Owner: Terminal Assets Manager
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7.19 PLAN OF ZONE 19 – PIER B 2ND FLOOR DEPARTURES

ZONE 19: Airside, Pier B second floor departures, toilets.
MAIN WARDEN: Airlines or Operations
HEAD WARDEN: EOC Shift Manager. Phone 256-8882
ASSEMBLY POINT: Apron Zone, Assistance Marshalling Points, South and North of Pier B areas and apron assembly points G & H
NOTE:

International Terminal
Fire Evacuation Zone

Auckland Airport

Scale @ A3: 1:900
Date: 20/7/2021
Plan No. 2165 - 19
Author: michaelpri

File: U:\'06_StandardPlans\FireAndEvacPlans\01_ITB\ITB Fire Evacuation\Zone Plans\FireEvacuationZones\FireEvacuationZones_2_SecondFloor.mxd

Legend:
- (W) Zone Wardens
- ↑ Evacuation Routes
- ↑ Alternative Route
- ⋮ Tensa Tape
- ▬ Smoke Stop Screen
- Assembly Point
- (M) Assistance Marshalling Point
- (EAP) Emergency Assembly Point
- (C) Fire Evacuation Chair
- Fire Wardens

Auckland Airport Summary of ITB Evacuation Scheme
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7.20 ZONE 20 – 2ⁿᵈ FLR AVSEC IMAGING ROOM & AIRSIDE KEA TRACK

Zone Coverage:	**Zone 6:** Second floor landside tenancies, retail kitchens, AvSec Ready Room & Airside Kiwi Track **Zone 20:** Second floor airside AvSec Imaging Room & Kea Track
Zone Warden:	Delaware North (AvSec staff or Airport Operations in absence)
Fire Wardens:	• Tenants (Delaware North, Kiwi Discovery, airline staff) • Airport Operations staff • Aviation Security staff including Ready Room and Imaging Room
Zone Warden Box:	Located between Male and Female toilets of Zone 6 Landside (ext 90515)
Marshaling Assistance Point:	**Zone 6 Landside:** Corridor between Male and Female toilets (ext 90515) **Zone 6 Airside Kiwi Track & Zone 20:** Kiwi Track near Door IS32
Any unusual areas or features:	• Zone 20 (AvSec Imaging Room & Kea Track) evacuates simultaneously with Zone 6. • A rooftop plant room is located above and accessed through Zone 6 (see Appendix C for evacuation instructions).
Adjacent internal safe zones:	**Zone 6 Landside:** • Zone 4 – In front of AvSec Temporary ID Office by Landside Goods Lift 53 or Level 1 Food Court via Western Skybridge **Zone 6 Airside Kiwi Track & Zone 20:** • Zone 5 – Airside retail dwell via Stair Tower 2 and entering door on Level 1. (Note – this option is available from November 2023). In the meantime, assemble on the rooftop at the entrance of Stair Tower 2 under Fire Warden supervision.
Final Fire Exits:	**Zone 6 Landside:** use Zone 4 final exits (ie Sky Bridges) reached by • Door IS34 leading to Northeast internal stairwell which reaches the Zone 4 Level 1 fire evacuation corridor by Avsec temporary ID office • Door IS3 leading to an open path on the roof leading to Door IS1 and Stair Tower FM2 which reaches the Zone 4 Level 1 food court area **Zone 6 Airside Kiwi Track & Zone 20:** • Door IS32 to assemble on the rooftop at the entrance of Stair Tower 2. If further evacuation is required from the rooftop, evacuate down Stair Tower 2 in groups to the apron where occupants will be transported by bus to Door 118 (next to Gate Lounge 4E). This is to be arranged with EOC.
Emergency Assembly Points:	**Zone 6 Landside:** • Internal: Zone 4 by AvSec Temporary ID office or the Food Court. • External: EAP C – Outside Door 1 East End of the ITB **Zone 6 Airside Kiwi Track & Zone 20:** • Assemble on the rooftop at the entrance of Stair Tower 2 under Fire Warden supervision. If further evacuation is required, evacuate down Stair Tower 2 in groups to the apron where occupants will be transported by bus to Door 118 (next to Gate Lounge 4E). This is to be arranged with EOC.
Zones in alert	Zones 4, 4A, 7 and 7A
Important Phone Numbers	• Head Building Warden on an internal airport phone use ext 98882 / 98809 / 98111 • ICR position at the Operations Control Centre on an internal airport phone use ext 98777 or on a cell phone call 0800 677 242 ext 9 • EOC conference call line for phoning in for briefings when EOC open dial 09 929 1816, passcode 307 367 2897 #.

Auckland Airport Summary of ITB Evacuation Scheme
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7.20 PLAN ZONES 6 & 20 – 2ND FLOOR LANDSIDE TENANCIES & AIRSIDE TRACKS

ZONE 6 & 20: Second floor tenants, retail kitchens, AVSEC Ready Room & AVSEC Imaging Room
MAIN WARDEN: Delaware North (AvSec or Airport Operations)
HEAD WARDEN: EOC Shift Manager. Phone 256-8882.
ASSEMBLY POINT: Level 1
NOTE: Zone 6 encompasses landside areas and airside kiwi track.
Zone 20 encompasses AVSEC imaging room and airside Kia track.
Zone 6 and Zone 20 evacuate together.
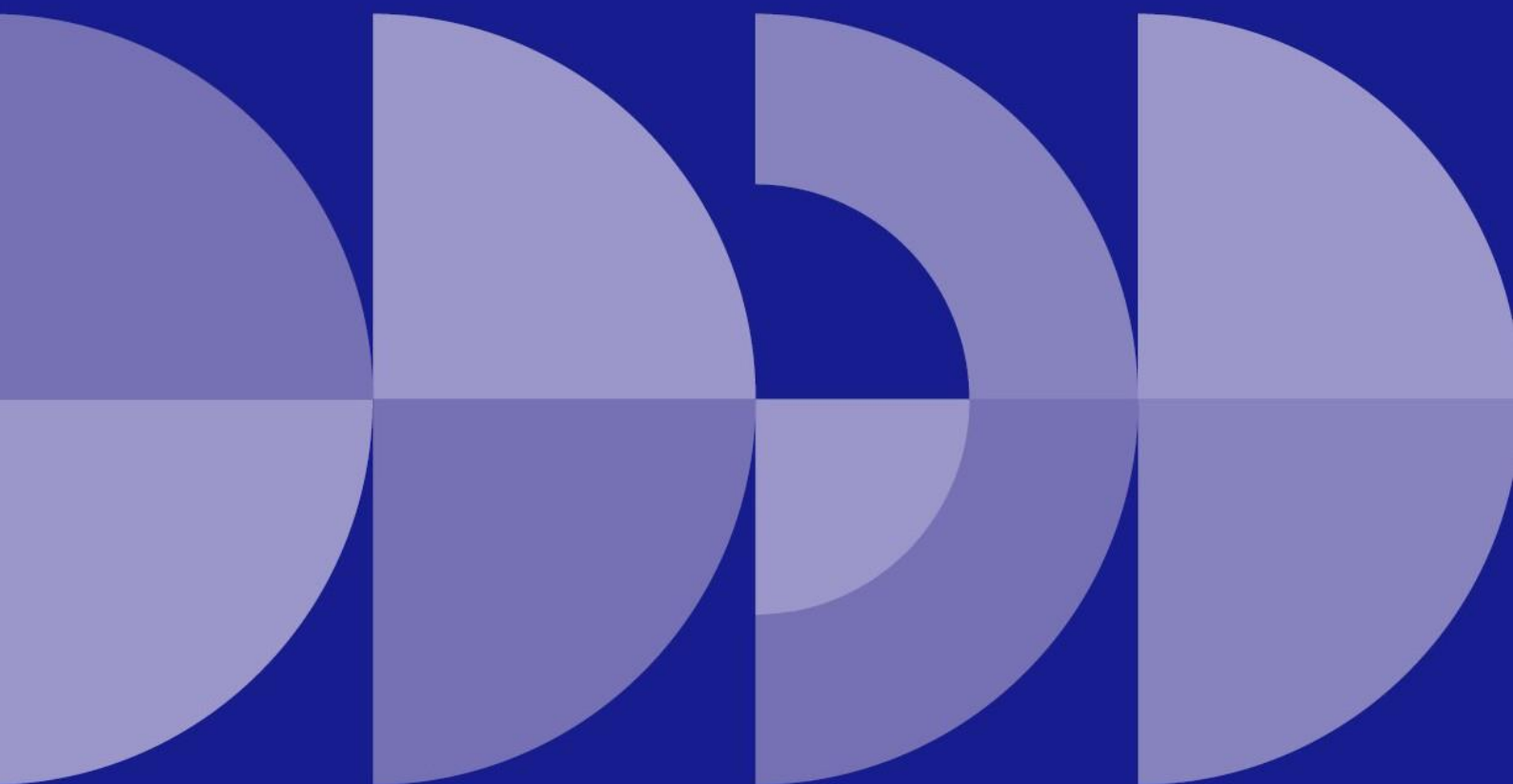
International Terminal
Fire Evacuation Zones 6 & 20

A | Auckland Airport

Scale @ A3: 1:400
Date: 13/02/2023
Author: Christina Ha

File: U:\06 StandardPlans\FireAndEvacPlans\00-FireEvacuationZones\FireEvacuationZones ITB.aprx

Legend:
- Assistance Marshalling Point
- EAP Emergency Assembly Point
- Fire Wardens
- Fire Evac Chair
- Zone Wardens
- Alternative Route
- Evacuation Route
- Smoke Stop
- Tensa Tape

Auckland Airport Summary of ITB Evacuation Scheme
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Appendices

ITB Evacuation Scheme Summary

APPENDICES

APPENDIX A – MAP OF EMERGENCY ASSEMBLY POINTS

International Terminal Emergency Features
Assembly Points

✚ Assembly Point

Auckland Airport ITB Evacuation Scheme – Part A
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APPENDIX B – FIRE EVACUATION CHAIR LOCATIONS

No.	Location	Fire Zone	Serial Numbers
1	1st floor landside, next to Zone 4 Evacuation Warden Station, opposite Lifts 1 & 2 by central skybridge	4 – ITB	PD569857
2	1st floor airside, next to Zone 5 Evacuation Warden Station after AvSec departures screening by Stair Tower No. 2	5 – ITB	ECSA8302
3	1st floor airside, next to Zone 5 Assistance Marshalling Point by Air NZ VIP lounge escalators and Stair Tower No. 6	5 – ITB	ECSA8067
4	1st floor airside, in Stair Tower No. 4 corridor by western retail dwell area & Godwit Track	5 – ITB	ECSA8066
5	2nd floor airside, by Lift 29 & 56 opposite Vantage Bar and next to Glamp Grounds Campervan	5 – ITB	PH401559
6	2nd floor landside, inside stairwell to and from AvSec temporary ID office	6 – ITB	
7	2nd floor airside, by Door IS32 in Kiwi Track leading to Stair Tower No. 2	6 – ITB	ECSA8485
8	2nd floor airside, next to Zone 7 Evacuation Warden Station by Airline VIP lounges	7 – ITB	ECSA5469
9	1st floor airside Pier A, next to Zone 9 Assistance Marshalling Point between Gates 8 and 10 in arrivals corridor	9 – ITB	PE992171
10	2nd floor airside, next to Zone 9 Evacuation Warden Station opposite Air NZ transfer help desk	9 – ITB	PD569859
11	1st floor airside, next to Zone 12 Assistance Marshalling Point in arrivals corridor by Customs and Duty Free stores	12 – ITB	PE992183
12	1st floor airside Pier B, by North Stair Tower 20 opposite Gate 15	18 – ITB	PE992148
13	1st floor airside Pier B, by North Stair Tower 22 opposite Gate 16	18 – ITB	ECSA8300
14	1st floor airside Pier B, by North Stair Tower 24 opposite Gate 17	18 – ITB	ECSA8299
15	1st floor airside Pier B, by North Stair Tower 26 opposite Gate 18	18 – ITB	ECSA8473
16	2nd floor airside Pier B, by North Stair Tower 20 opposite Gate lounge 15	19 – ITB	ECSA8283
17	2nd floor airside Pier B, by North Stair Tower 22 in between Gate Lounges 16 and 17	19 – ITB	ECSA8289
18	2nd floor airside Pier B, by North Stair Tower 24 opposite Gate Lounge 17	19 – ITB	ECSA8290
19	2nd floor airside Pier B, by North Stair Tower 26 opposite Gate Lounge 18	19 – ITB	ECSA8474

Auckland Airport ITB Evacuation Scheme – Part A
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APPENDIX C – AUCKLAND AIRPORT DEFRIBRULATOR LOCATIONS

Defibrillator locations in the ITB are sign posted with an illuminated heart. Defibrillators in public facing areas in the ITB are connected with the ICR position at the Operations Control Centre. When the door to the Defibrillator is opened ICR is automatically notified and will dispatch AES to the location to provide assistance (other than for the red locations below – these are not connected to ICR automatically).

Box	Location	Camera
1	Inside Door 5, Ground Floor, Landside, ITB	1004, 515, 1271
2	Next to MPI service window, Arrivals Area, Ground floor, Landside, ITB	1236, 2300, 233
3	Next to Zone 4 Warden station, Centre Skybridge, First Floor, Landside, ITB	311, 320
4	Inside Door 4, by Pandora Store, Ground Floor, Landside, DTB *	616
5	Inside Door 7, by JQ check in Ground Floor, Landside, DTB *	1348, 1345
6	Next to Carousel 5, Baggage Hall, Ground Floor, Airside, ITB	482
7	Next to Arrivals Customs TS desk, First Floor, Airside, ITB	471, 472
8	Between Gates 2 and 4, Arrivals Corridor, First Floor, Airside, ITB	411, 410, 413
9	Between Hudsons and Air NZ Koru Lounge, gate 31, 1st floor, airside, DTB*	663 / 664
10	Entry to Air NZ Koru Lounge, behind Aroha Café, 1st floor, airside, ITB	1040
11	Zone 9 Warden station by Air New Zealand Transfer desk, Second Floor, Airside, ITB	513, 512
12	Gate 15 Departures, next to Aelia Duty-Free, 2nd Floor, Airside, ITB	550, 862
13	The Depot (SES) – Skygate Lunch Room *	806 **
14	Quad 5 – Between lift and First aid room *	858
15	Ops Admin Lunch Room ITB *	902 **
16	AOT – ITB Staff Room, Ground floor Gate 5 *	41 / 49 **
17	Zone 17 Bus Lounge 16A/16B, Ground Floor, Airside, Pier B, ITB	429, 430
18	Jetstar Regional Bus Lounge, Ground floor Landside, DTB	613, 619
19	Customs Departures, 1st Floor Airside before AVSEC Screening Point, ITB	554, 518, 578
20	Avsec Screening Point, next to the Avsec Temp ID Window, Ground Floor, Landside, DTB*	620
21	Next to Zone 5 Warden station, beside Mountain Jade, 1st floor airside atrium, ITB	307, 308, 1041
22	Gate 17 Arrival Corridor, 1st Floor Airside Pier B, ITB	188
23	Gate 17 Departures 2nd Floor Airside Pier B, ITB	195
25	The Base (Tūāpapa) – New ESS Building, Jimmy Ward Crescent	808/1183**
26	Air NZ Regional, Inside Door 2, Ground Floor, Landside, DTB	602
27	Skygate Security and Operations Excellence Centre, 8 Leonard Issit Drive, Ground Floor	

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APPENDIX D – FIRE EXTINGUISHER GUIDANCE

D1   Fire extinguishers should only be used when it is safe to do so, eg, the fire is no larger than a waste-paper basket or pot on a stove. Always have a safe path of escape if you are attempting to extinguish a fire, and ensure Fire and Emergency has been called.

D2   Not all fires are the same so there are different types of fire extinguishers. The table below recommends which extinguishers are suitable for different fire types. For more information, refer to the manufacturer's instructions or New Zealand Standard NZS 4503:2005 which explains the selection and use of fire extinguishers and covers their installation, distribution and maintenance.

Fire extinguisher suitability

Type of extinguisher	Types of fire					
	Flammable solids e.g. paper, plastic, wood Class A	Flammable liquids e.g. paint, petrol, oil Class B	Flammable gases[2] e.g. butane, CNG, LPG Class C	Flammable metals[3] e.g. titanium, magnesium Class D	Electrical equipment e.g. cables, computers, switchboards Class E	Cooking oils and fats e.g. chip pans, fryers Class F
Water	Recommended	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
Wet chemical	Recommended	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Recommended
Foam	Recommended	Recommended	Not Suitable	Not Suitable	Not Suitable	Limited
Dry powder	Recommended	Recommended	Recommended	Limited	Recommended	Limited
Carbon dioxide	Limited	Limited	Limited	Not Suitable	Recommended	Limited

Key:

- (Green) = Recommended — Most effective on this type of fire.
- (Yellow) = Limited — May be effective on small fires of this type.
- (Red) = Not Suitable — Not effective on this type of fire.

[1] Impacts of changes in provision of hand-operated firefighting equipment in non-residential buildings.
[2] Always turn off the supply of gas before extinguishing gas fires.
[3] Special purpose extinguishers are available for metal fires.

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APPENDIX E – FAQS BY GUESTS DURING ITB EVACUATION

1. *What's happening?*
A   When the alarms start people are unsure what is going on.
    Inform them that an evacuation is taking place and they are required to leave the building to a safe area.

2. *What about our baggage?*
A   It is important that you leave your baggage where it is. It is vital that you leave the building as easily and safely as possible. You may carry hand baggage with you only.

3. *What about our luggage, will it be safe?*
A   Security cameras will monitor the building while everyone is outside so your baggage will be safe.

4. *Where do I go to get out of here?*
A   Follow the fire exit signage and instructions of the fire wardens. Quickly show them the safest and quickest route out; tell them to follow others.

5. *Will my plane leave without me?*
A   Reassure the public that aircraft will not leave without them. The airlines are aware of the evacuation and will not depart until all passengers are on board the aircraft.

6. *Persons requiring special assistance.*
   How do we get down or out if the escalators or elevators are not working?
A   Reassure them.
    Assign another staff member or members of the public to escort, assist them out to a safe area. If they have to remain in the building, leave someone with them and inform the head building fire warden in EOC of their location. The fire egress corridors and stair towers are deemed to be safe areas, so wheelchair persons could be placed in these areas near the exits or outside balconies.

7. *I am a pax situated on the pier. What is happening? I can hear alarms sounding in another part of the building. I can see fire engines outside. Do we need to evacuate?*
A   Reassure them.
    Explain that there is a fire alarm activation in another part of the building. You are in another zone, a safe area, and there is no need at the moment to evacuate.

8. *Why are we being evacuated into another part of the building? Shouldn't we leave the building and exit outside?*

A   Reassure the person that they are being moved to a safe area of the building where it will not interfere with the operation of the airport.

9.   *We do not want to leave the building. We are meeting arriving passengers.*
A   Inform them that the persons they are meeting will be affected by the evacuation as well. They will exit at the arrival door once the all-clear has been given.

10.   *I am a travelling VIP with a very important flight and business to attend. I haven't the time to evacuate the building.*
A   Reassure them the flights will not depart without them. Advise them that everyone must leave the building regardless of who they are. Inform them that the longer it takes to evacuate the building, the longer the delay will be.

11.   *I will not leave the building/area.   I'm too busy here in my office to leave. It's only another false alarm.*
A   Be firm. Everyone must leave the building/area to a safe place no matter who you are or where you are or who employs you. The fire zone area/building must be checked by Fire & Emergency NZ every time whether it is a false alarm or not. Under Fire Act law you must evacuate the building.

12.   *What are you going to do if I don't leave?*
A   We will advise the fire emergency NZ or police if you refuse to leave. It is for your own safety that you must evacuate now.   The longer you delay leaving, the longer the evacuation will take and the longer the safe re-entry will take.

13.   *Who are you to tell me to leave the building?*
A   I have been trained and appointed as a fire warden for this building as an employee of the airport to assist yourself and others in the safe evacuation of this building.

14.   *May we enter the building now that the fire appliances are leaving?*
A   No. Although some fire appliances are leaving, the building has still not been cleared by the officer-in-charge yet. It is still not safe to enter.

15.   *The alarms have been turned off. Can we re-enter the building now?*
A   No. Fire & Emergency NZ area still investigating the problem. It is still not safe to enter the building.

16.   *How long must we stay outside the building?*
A   As soon as Fire & Emergency NZ have given the approval for the safe re-entry into the building, we will start the re-entry process. This will happen ASAP

17. *Why are some people being allowed back in and we can't?*

A   In order for the safe and efficient re-entry and operation of the terminal, now that the all clear has been given, essential staff are allowed back in to prepare the building operationally for all persons to re-enter ASAP.

18. *Why has it taken so long for the building to be up and running again?*

A   To ensure the building is safe for all to enter, the Fire Service must ensure there is definitely no risk at all. The building is large, it takes time to ensure this.

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APPENDIX F – EVACUATION PLAN SAMPLE SIGNS

FIRE EVACUATION PROCEDURES
Zone 01D
1-096

IF YOU DISCOVER A FIRE:

• OPERATE THE NEAREST FIRE ALARM
• CALL 98777 FROM AIRPORT TELEPHONE OR 111 FROM YOUR OWN PHONE

IF YOU HEAR THE FIRE ALARM SOUNDING:

• Evacuate to the nominated assembly area and remain there until directed to do otherwise
• Follow the instructions of the Fire Wardens

IF YOU HEAR THE ALERT TONE SOUNDING:

• Remain in terminal but be prepared to evacuate if required

FOLLOW THE INSTRUCTION OF THE FIRE WARDENS

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APPENDIX G – SAMPLE REGISTER OF PERSONS REQUIRING ASSISTANCE DURING AN EVACUATION

This Register (or one similar) should be used by all organisations leasing premises in the ITB or DTB or undertaking business with a permanent presence in those buildings to record any of their workers who needs assistance during an evacuation from the International or Domestic Terminal Buildings. It must be regularly reviewed and maintained. In the event of an evacuation the organisation must report to the Zone Warden advising that all persons listed on this Register have either been safely evacuated, or are waiting at the Assistance Marshalling Point for the Evacuation Zone and require assistance. The Zone Warden must report this to the Head Building Warden at EOC who will arrange assistance for evacuation.

Name:	
Cell phone:	
Type of assistance needed during an evacuation:	
Duration:	Permanent Temporary until _____
Normal location of work in terminal:	
Fire evacuation zone	
Normal hours of work (or roster)	

Name:	
Cell phone:	
Type of assistance needed during an evacuation:	
Duration:	Permanent Temporary until _____
Normal location of work in terminal:	
Fire evacuation zone	
Normal hours of work (or roster)	

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APPENDIX H – RAMP FIRE MANAGEMENT AND AWARENESS

H1   Training

H1.1   There is a specific e-course available online dedicated to fire safety features on the ramp which workers primarily on the ramp undertaking external ground handling duties need to be familiar with such as apron alarm locations, Emergency Assembly Points, fire safety equipment, etc.

H1.2   All workers primarily located on the Apron are strongly encouraged to complete this course. Going forward, it is intended that completion of the Ramp Fire Awareness e-learning module will be compulsory before an Airside Driving Permit will be granted.

H1.3   Training via e-learning modules are all available on-line at:

http://aial.litmos.com/online-courses

H2   Ramp Areas

H2.1   The International Ramp is divided into five distinctive aircraft stand locations that need to be managed as one location should there be a fire from ramp equipment, fuel or liquid spillage etc.

Name of Area	Stands	Emergency Assembly Point
Pier A – East	Stands 2, 4, 6, 8	EAP J (Stand 2) EAP L (stand 6)
Pier A – West	Stands 1, 3, 5, 7, 9, 10	EAP K (Stand 5)
Pier B	Stands 15, 16, 17, 18, 19	EAP N (Pier B North) EAP O (Pier B South)
Remote Stands East	Stands 82, 83, 84	Grassed GSE Areas
Remote Stands West	Stands 74, 75, 76, 77, 78, 79, 80 and 81	Grassed GSE Areas

H2.2   Aircraft movements may be affected on any parts of the ramp. Co-ordination will be required between with AOT, Airways NZ and the Response Coordinator (Head Building Warden) at the EOC ext 98882 (256-8882).

H2.3   Ramp staff at these stand locations need to be aware of other aircraft in their vicinity to ensure the safety of ramp staff at adjacent stands.

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H3 Safety Equipment on the Ramp

H3.1 Safety items on the ramp ground handling staff should be aware of include:

- Emergency Showers (for use in fuel or effluent spills onto a person, grit etc going into a person's eye).

- Emergency Fuel Shut Off Button (for use when fuel is leaking from a tanker or coupling onto the aircraft or another fire incident type on the stand. There is also an emergency fuel shut off button inside the AOT cab.

- Fire Extinguishers located at each aircraft stand.

- Emergency phone boxes. These are located on the building or floodlight poles. The emergency number is 256-8777 / ext 98777.

- Manual call points located on the exterior of the terminal building.

H3.2 Should ramp staff find any items requiring maintenance then please report this to the Airport Operations Control Centre 256 8813.

H3.3 The plan at the end of this Appendix shows the location of these safety features at the various sections of ramp.

H4 Fire on the Ramp

H4.1 A fire on the ramp that may include any piece of ground handling equipment is capable of catching fire. Recent overseas examples include pallet loaders, baggage delivery loaders, catering trucks some resulting in evacuations from aircraft.

H4.2 On discovering a fire on the ramp:

1	Ensure the safety of yourself and other people in the immediate vicinity.
2	Sound the alarm via the manual call point.
3	Call Operations emergency (256-8777/ ext 98777) using an emergency telephone box on the building or floodlight poles.
4	If safe to do so (ie a small fire, not adjacent to a large highly flammable source) and you are trained, use available ramp fire extinguishers.
5	Wait in a safe location (ideally the nominated Emergency Assembly Point) for the Airport Emergency Services (AES) who will arrive within 3 – 4 minutes.

H4.3 It is important that ramp personnel contact the Airport Operations Emergency phone number quickly (256-8777/ ext 98777 or 0800 677 242, ext 9) so that the Airport Emergency Responders and Airfield Operations staff are turned out first. Operations will

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also contact AOT and Airways to notify them that an emergency is occurring so that aircraft movements in the area will be stopped

H4.4   Airfield Operations will:

- Send a mobile officer as directed by AOT who will confirm details of the stand emergency.

- Notify ICR to dispatch AES to respond to the incident (and advise ICR when AES arrives).

- Notify Air Traffic Control of any incidents on a stand to notify any arriving or departing International aircraft movements.

- Issue information through a loudhailer system that 'Stand XX is under evacuation'.

H4.5   If assistance from the ground handler is required AOT will make contact direct and inform EOC of the request made

H4.6   If a piece of ramp equipment catches fire whilst attached to the aircraft, it will be the pilot's discretion and decision to evacuate the passengers from the aircraft:

- If the aircraft is still attached to the airbridge, then the pilot will advise the cabin crew that passengers are to evacuate back into the terminal and return to the gate lounge. Ground handling gate staff are to inform Airport Operations Emergency phone number (256-8777/ ext 98777).

- If the aircraft is on a remote stand, then the pilot will assess whether it is safe for passengers to use the mobile aircraft stairs or avi-ramp. The pilot must notify AOT immediately if passengers need to evacuate to the apron.

- If the aircraft is being towed, then the pilot will assess whether passengers need to evacuate using the emergency aircraft exits and slides. If this occurs, the pilot is to notify AOT immediately.

H5   Terminal Evacuation

H5.1   Management of evacuations at an international terminal building, which sits in the midst of an active airfield environment, poses many challenges and risks in an evacuation setting not present in other buildings. Passengers, visitors and retail staff evacuated to the Apron may not be familiar with the risks and hazards around them.

H5.2   Ramp fire wardens must assist with corralling and supervising passengers and staff evacuated from the terminal building onto ramp or apron areas during a terminal evacuation.

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H5.3   Staff working on the Apron should not enter the building when the alarm is sounding. Speakers installed outside the building will advise apron people of the emergency message within the building.

H5.4   A red strobe on the building will activate when people in an adjacent Zone within the building may be evacuating onto the ramp or an apron assembly area. These are installed near entrances to the ITB on the apron. Red flashing lights indicate that an alarm is taking place within the building and not to enter this part of the building. Amber flashing lights indicate that an alarm is sounding in an adjacent evacuation Zone and you should enter the building with caution.

H5.5   Should this occur:

- Ground handlers and apron staff need to act as fire wardens on the ramp and apron area to ensure staff and members of the public are corralled at suitable external Emergency Assembly Points.

- The inner airport roads at Pier A and B will be closed for non-emergency vehicles.

- If passengers have been evacuated to the Breezeway all vehicle movements into, out of or through the breezeway must halt.

- Aircraft coming onto the Pier in an area where people have been evacuated to must be held back off the Pier.

H5.6   Passengers cannot be left unsupervised on the apron area. Ramp staff are required to assist in supervising passengers if there are not enough terminal based Fire Wardens. Even when EOC announces staff re-entry to the terminal can occur, sufficient Fire Wardens will need to remain with passengers to supervise them until passenger re-entry can occur.

H5.7   It is extremely unlikely that a terminal fire alarm will sound at the exact same moment as a ramp fire alert. If this does occur, the Head Building Warden will need to co-ordinate by a special PA announcement to direct people to safe Zones. AOT vehicles also have passenger messaging systems that will be able to play messages.

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International Terminal
Emergency Features Overview

Legend:
- Strobe Light
- Emergency Fuel Shut Off
- Assembly Point
- Apron Emergency Number
- Extinguisher
- Manual Call Point
- Emergency Phones
- Emergency Shower

Scale @ A3:13,250
Date: 24/08/2020
Plan No: D2521-100

File: T-01_AirportInformation\Standard\Plans\Fire and Evac Plans\Fire Emergency Overview Map\ITB.mxds\RampFireManagement_TrainingMapsEmergencyFeatures.mxd

Auckland Airport

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APPENDIX I – OTHER EMERGENCIES AND HAZARDS

I1   OVERVIEW

I1.1   How Auckland Airport responds to emergencies is documented in detail in the Aerodrome Emergency Plan (AEP). The AEP covers a range of emergency scenarios, as required under Civil Aviation Rule Part 139 and the CDEM Act 2002. These scenarios include aircraft events, natural hazards and emergencies relating to core utilities (power, water, sewerage, communications, gas, fuel, etc).

I1.2   The AEP provides vital "first response" information for emergency services as well as information for other important stakeholders (eg, Aviation Security, the Auckland Airport Operations Control Centre, Skygate Security, airlines, government agencies, etc). It defines the roles, responsibilities, procedures, and actions assigned to each of these organisations in the event of an emergency.

I1.3   Auckland Airport Emergency Operations and ICR have access to both the AEP and detailed contingency plans for all the emergencies listed below. Contact them on the Airport Emergency Phone 256 8777.   They will provide direction for how these emergencies are to be handled.

I2   HAZARDOUS GOODS

I2.1   Staff need to be aware of any dangerous goods or chemicals located on premises they control. There may be harmful cleaning chemicals used in small quantities that good housekeeping practices and WorkSafe training should cover.

I2.2   Dangerous goods must be stored as per regulations of hazardous substances that affect human health and safety in the workplace under the Health & Safety at Work Act 2015. This includes bunding requirements.

I2.3   For any hazardous substance, Material Safety Data sheets should be available and inspected to determine correct storage and the level of response required, if for example a hazardous substance or chemical spill was to occur. Material safety data sheets for any chemicals should be readily available to be handed to any fire service personnel attending the scene. It will not be possible to return inside a building to retrieve these.

I2.4   Tenants and Ground handlers must ensure that Auckland Airport is aware of what chemicals and dangerous goods are stored on site so that FENZ is able to be advised in any emergency. Advise FireSafetyCompliance@aucklandairport.co.nz

I2.5   If a spillage occurs, the Auckland Airport Emergency Service team is trained to deal with such incidents. Evacuate as per normal however, depending on the chemical, it may be suitable to bund any spillage or use a spill kit to absorb the material. Any evacuation for a chemical spill should be at least 200 metres away in an upwind location.

I2.6   The following emergency response numbers can assist:

- Incident Control Room 256 8777 (extn 98777 from an airport telephone).

- Chemical Industry Council Emergency Response Technical Advisory Service Number 0800 243 622.

- National Poisons Centre Emergency Response Number 0800 764 766.

- National Radiation Laboratory Emergency Response Number 021-393-632.

I3   ELECTRICITY FAILURE/SHOCKS

I3.1   If possible, and safe to do so, turn off the power. Delegate someone to contact ICR on 256-8777, extn 98777. They will contact relevant emergency services. Auckland Airport Engineering Services can shut down main supplies as required from information received by ICR.

I3.2   Assist any casualties but be aware of any electrical equipment. Use heavy dry gloves, any rubber item, dry cloth or wood. If a person has lost consciousness, start resuscitation immediately if breathing is not evident and follow any emergency services instructions. AED Automated External Defibrillator devices are located throughout the terminal, signposted with a heart symbol. Defibrillator locations across the Airport are set out in Appendix C.

I3.3   Identify any faulty equipment as unsafe while waiting for Engineering Services or contractor support. Ensure other people have evacuated to a safe area. Keep yourself safe.

I4   GAS RISK

I4.1   In a smell of gas, immediately phone 256 8777 to report it to ICR. The Airport Emergency Service will be dispatched to investigate and will determine if a gas leak has occurred and shut off supplies accordingly, in conjunction with the Engineering Services team.

I4.2   If the gas leak is readily-identifiable and linked to a heat source, shut off the gas supply if it is safe to do so.

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I4.3   Monitor the area for people's safety. If anyone is overcome, if it is safe to do so, move them into an area of fresh air. If a person has lost consciousness, start resuscitation immediately if breathing is not evident and follow any emergency services instructions. AED Automated External Defibrillator devices are located throughout the terminal, signposted with a heart symbol. Defibrillator locations across the Airport are set out in Appendix C.
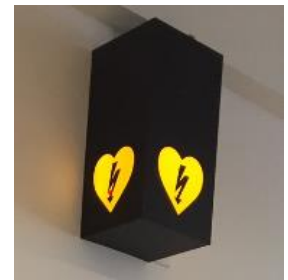
I4.4   Auckland Airport utilizes the On Gas Energy emergency contact procedure available here https://ongas.co.nz/emergency-information. The on-gas contact number for all Natural Gas emergencies or faults is 0800 809 709. This is supplied to gas users to supplement their existing information.
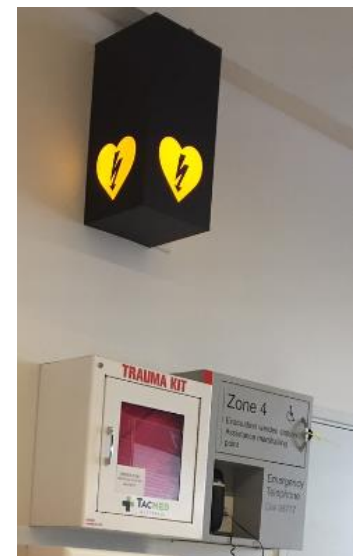
I5   EARTHQUAKES / TSUNAMIS

I5.1   Remain in the room, it is safer. Move away from windows and glass partitions and away from any equipment that could be dangerous if it fell over. Take cover under solid furniture such as tables or desks. Use the Drop, Cover and Hold process initiated by Ministry for Civil Defence. Keep calm. Assist anyone who may be inclined to panic.

I5.2   Evacuate if the order is given to proceed to assembly zones, leaving by the nearest stairway, following the same procedure as for fire. If you are unable to evacuate, phone ICR on 256-8777, ext 98777 from airport telephone to report this to ICR.

I5.3   Persons in the lift at the time are to leave the lift at whatever floor at which the lift stops and remain on that floor until directed to evacuate.

I5.4   Check for any damage if able to do so such as gas leaks, fires, electricity failures, etc. Notify ICR on 256-8777 or ext 98777 from an airport telephone.

I5.5   Be aware of after-shocks.

I6   CYCLONES AND SEVERE STORMS / FLOODING

Stay inside and take shelter away from glass panels. Report any flooding to ICR on 256-8777, extn 98777. Follow any evacuation messages to move to a safe zone.

I7   CIVIL UNREST / ARMED HOLD UP / SHOOTING

I7.1   Do not attempt to deal with disturbed /threatening people. Do exactly as the offenders suggest (eg, robbery). Try to get an accurate description of the offender and any vehicle(s) involved.

I7.2   In the event of an active offender, all airport users should adopt a 'escape – hide – tell' methodology. This means moving quickly and quietly away from danger, staying out of sight, silencing your phone and - when it is safe to do so - calling Police on 111. This is

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the strategy the NZ Government and the CAA recommend and have adopted (see for example the CAA graphic below).

I7.3   When safe to do so, report the incident on the Airport emergency phone to ICR (256-8777 ext 98777). ICR will contact NZ Police and other security services. Airport EOC actions will be guided by the Senior NZ Police representative present at the time, in consultation with all agencies' representatives in the EOC.

I7.4   Trauma kits are located in the ITB in strategic landside areas, usually adjacent to defibrillators and Assistance Marshalling Points.

I8   BOMB THREAT

I8.1   The procedures for dealing with bomb threats and large-scale evacuations are covered in section 11 of the Aerodrome Emergency Plan.

I8.2   The CAA bomb threat check list card identifies the recommended steps to be taken and information to be recorded if a bomb threat is received. This card is available at all supervisor desks at check-in. Copies can be obtained free of charge from the CAA Regulatory Unit – email security@caa.govt.nz

I8.3   If you receive a bomb threat:

- o Listen without interrupting the caller and without giving any usable information
- o Employ all possible tactics to prolong the conversation
- o Use the CAA bomb threat checklist as your guide – this will allow you to obtain as much information as possible concerning the threat.

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- o Make a note of the content of the conversation. Your notes will form part of the Threat Assessment, so accuracy is important. It is important to record the exact wording used by the caller and note the time the call was received and when it concluded. Remain on site with your notes if the Threat Assessment Team needs to talk with you.
- o At the end of the call do not hang up even if the caller hangs up. Use another phone to advise ICR.
- o Be discrete

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APPENDIX J – FENZ APPROVAL OF ITB EVACUATION SCHEME

24 August 2021

**Notification of approval of evacuation scheme
MUEV-2021-025166**

Your evacuation scheme for the Jean Batten International Terminal Building at Ray Emery Drive, Auckland Airport, Manukau is approved under section 77 of the Fire and Emergency New Zealand Act 2017.

The building owner must ensure that the evacuation scheme is maintained by carrying out and reporting on the regular implementation of an evacuation training programme. This programme must be implemented and notified to Fire and Emergency New Zealand no more than 30 days after the date of this approval, with further training and assessment on an ongoing basis, and reporting to Fire and Emergency New Zealand in accordance with the frequency specified in your approved evacuation scheme. As you did not submit an electronic application, please use the manual notification and reporting forms available at https://onlineservices.fire.org.nz/Home/PrintableForms to complete these steps.

A full guide to maintaining your approved scheme is available at https://onlineservices.fire.org.nz/Home/QuickReferenceGuides.

You must comply with the requirements of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. In addition to details about maintaining your evacuation scheme, these regulations set out general fire safety precautions you must follow. They also require you to notify Fire and Emergency New Zealand when certain events happen in your building.

You will find more information about the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 at:
https://onlineservices.fire.org.nz/Home/EvacuationSchemes.

Telephone	0800 FIRE INFO (0800 347 346)
Email	fireinfo@fireandemergency.nz
Postal Address	Fire and Emergency NZ - Fire Information Unit
P O Box 68444, Victoria St West, Auckland 1142

JM2308

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