



Te Auaha Theatres - Induction Info

Evacuation procedures

If you discover a **fire** activate the nearest manual call point if safe to do so.

A **fire** evacuation will be signaled by an alarm sounding. Exit the building via nearest exit, don't take the lift. Assemble in Cuba Mall past Whitcoulls.

If there are activities in the theatres, **the LX operator** in Tapere Nui is responsible for clearing the mezzanine and green room. They must let the FOH supervisor know via radio once it is done. If Tapere Nui is not in use, this responsibility is taken up by the LX operator from Tapere Iti.

In the event of an **earthquake**, shelter in place. Wait inside the building until 'all clear' is given before exiting. You may be asked to move up to level 5 via the stairwell. The main consideration is the risk of tsunami, as Te Auaha is at the edge of the predicted tsunami zone.

Emergency exits in the theatres must be kept completely clear from obstruction at **all times**.

Security procedures

If anyone has any security concerns, please contact security at the front desk. **Ph: 021 2900 837**

Different groups of people have access to all areas of Te Auaha. Please take care to ensure valuables aren't left out to temptation.

First Aid

There is a **first Aid Kit** located at the front desk on the ground floor.

There is an **AED** to the right side of the main doors on the ground floor.

There is a 'crack' **icepack** located next to the garden gnome on top of the grey filing cabinet in Rangamancha. If it is used, please let James know immediately so it can be replaced.

If someone requires medical assistance call 111 immediately.

WHEN YOU CALL EMERGENCY SERVICES:

The Address here is 65 Dixon St, Te Aro. Then tell them which level of the building they'll need to get to.

Please also tell dispatch: This location is on a one-way street. Access is via the Dixon St / Taranaki St Intersection.

Liquor license rules

No-one may bring alcohol of any kind into our venues without advance approval from Venues Management. This is a condition of our liquor license.

Cleaning

Campus cleaning staff will clean the seating block and FOH areas. Cast and crew are responsible for all onstage, backstage and Greenroom cleaning. Let us know if you need any brooms, mops or cleaning products to assist with this.

The bins backstage and in Rangamancha must be left where they are, in the areas marked out on the floor. Please do not move any of the backstage bins to other locations.

Hazard and accident reporting

Make yourself familiar with [the risk register](#). You are expected to comply with all the controls listed. All accidents, near misses or damaged facilities **must** be reported to a member of the venues team so that details can be logged through the building's health and safety reporting system. Please let us know if you've identified a hazard or risk that would benefit from additional consideration and management.

Concerns specific to your event

If you can think of any specific or unusual risks or challenges that come with your pack-in and show/event, let us know. We want you to be safe while you're here.

Key Contact Details

On-site Security	021 2900 837
Production Technician	Michael Trigg 021 0828 2648
Technical Manager	James Kearney 021 120 3762