

PURPOSE

To promote the method and practices that will ensure the systematic and orderly evacuation of all parts of the building, by the nearest safe exit, in the least possible time, without injury or loss of life.

1. BUILDING SAFETY EQUIPMENT

- (a) Fire hose reels and portable extinguishers are installed throughout the complex and are clearly identified.
- (b) The fire alarm call points are located at prominent places.
- (c) Emergency lighting is provided to exit ways.
- (d) Fire evacuation cabinet.

2. RESPONSIBILITIES OF THE HIRER

- The person hiring the hall on behalf of a group, club or other organisation shall be responsible to see that the “Fire Safety and Evacuation of the Buildings Regulations”* relating to the hall are strictly adhered to during the period of the hire.
- To act as fire warden and appoint responsible persons as wardens who can carry out the evacuation procedures during the period of a fire evacuation.
- They must familiarise themselves with the location of fire alarms*, portables extinguishers*, exits*, and designated assembly areas.
- To check that all exits are clear of obstacles. This information is clearly displayed in a number of prominent places throughout the building.
- To highlight and announce fire evacuation exits prior to show, function, or business commencing.

* Information/floor plan provided in fire evacuation cabinet.

3. ACTION TO BE TAKEN FOR FIRE EVACUATION

- (a) Sound the alarm by using any of the fire alarm call points. This will cause the alarm siren to sound throughout the building and will alert the fire service.
- (b) On continuous sounding of the fire alarms, all occupants should leave the building. Egress is available via clearly signed and lit exit points.
- (c) If time permits and there is no personal danger, telephone emergency services by dialling **111** and ask for the “**Fire Service**”.

Do not replace the receiver until the operator repeats the address back to you. Any further information you can give about the type of fire and location within the building, do so.

(Refer evacuation plan)

4. GENERAL RULES FOR EVACUATION

- (a) Do not panic.
- (b) Do not run.
- (c) Do not attempt to collect personal effects.
- (d) Do not linger on stairways, in passageways or exits.
- (e) Do not try to return to the building until the “all clear” has been given.
- (f) Report immediately to assembly area as directed by fire wardens.
- (g) Do not use hose reels on electrical fires.

5. FIRE WARDENS

You have appointed for each area. Information pack and cap in fire evacuation cabinet – immediately upon the sounding of the fire alarms the wardens will:

- (a) Identify themselves by wearing the red cap provided.
 - (b) Evacuate occupants from your floor area, including toilets and side rooms, via the nearest exit to the designated assembly area.
 - (c) Note location of persons remaining in premises, including disabled.
 - (d) Wardens to report to FIRE WARDEN and advise status of evacuation.
 - (e) FIRE WARDEN to collect Assistance Register and wait at fire alarm “Panel” so to advise fire service as to situation.
 - (f) Only Attempt to extinguish fires if small and can be done quickly by portable fire extinguishers or internal hose (Do not use hose reels on electrical fires)
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6. SAFETY WARDEN

A Safety warden will be in attendance in accordance with NZS 9232: Part 2 CINEMAS AND THEATRES for the Little Theatre.

7. EVACUATION PROCEDURES TO ASSEMBLY AREAS

As the Ohope Hall complex is used at separate times and for a specific purpose, for evacuation purposes the building has been treated as two separate areas:

A. Reception Room and Kitchen

Exits from the Reception area is through the double doors facing north. Egress is also available via the exit door on west side of the hall.

B. Sports Stadium

The sports stadium has clearly marked exits on the western side and southern end of the hall. The Wardens are to direct patrons/hall users (B. and C.) to the designated Assembly Area on the western side of the hall, away from vehicle entrances as to allow Fire Service full access.

(Full Regulations: - www3.fire.org.nz)

Relevant Sections

Part 1

Fire safety for buildings described in Schedule 1

Clause 6 Owner of building must provide evacuation procedure

- (1) The owner of a building must have a procedure in place (**evacuation procedure**) for the safe, prompt, and efficient evacuation of the building's occupants in the event of a fire emergency requiring evacuation.
- (2) The procedure must provide for the occupants to be evacuated to a place or places of safety so that all the building's occupants can be accounted for.
- (3) The owner of a building must ensure that information about the evacuation procedure is readily available to the building's occupants, including information about—
 - (a) the routes of travel to the place or places of safety for the building; and
 - (b) the fire alarm signals used or available for use by the occupants; and
 - (c) any fire fighting equipment available for use by the occupants.
- (4) The owner of a building must erect signs and notices at appropriate places in the building that clearly indicate the evacuation procedure for the building.
- (5) This regulation does not apply if the owner of a building has an evacuation scheme for the building that has been approved under [section 21C](#) of the Act.

Schedule 3

Requirements relating to evacuation schemes

1 Signs and notices

- A sign or notice for the purposes of [regulation 17\(e\)](#) must contain the following information:
 - (a) how to raise an alarm of fire:
 - (b) what to do if an alarm of fire is raised.

Trial evacuations

2 Building owner must undertake trial evacuations

- (1) The owner of a building to which [regulation 17\(g\) or \(h\)\(i\)](#) applies must undertake a trial evacuation of the building's occupants at intervals of not more than 6 months.
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(2) Despite sub clause (1), no person with a disability or person under control or supervision is required to take part in any trial evacuation to the extent that they must go outside the building.

(3) Not less than 10 days before holding a trial evacuation, the building owner must notify the National Commander, in writing, of the proposed evacuation.

(4) A notice must specify—

- (a) the name and address of the building; and
- (b) the date and time of the proposed evacuation; and
- (c) the name and contact details of the person responsible for holding the proposed evacuation.

(5) In sub clause (2), **person under control or supervision** has the same meaning as in [section 3\(1\)](#) of the Corrections Act 2004.

3 Building owner must notify National Commander of result of trial evacuation

- (1) The owner of a building to which [regulation 17\(g\) or \(h\)\(i\)](#) applies must notify the National Commander of the result of each trial evacuation of the building—
 - (a) in writing; and
 - (b) no later than 10 working days after the evacuation.
- (2) A notice must include—
 - (a) the name and address of the building; and
 - (b) the date and time of the evacuation; and
 - (c) the time taken to complete the evacuation; and
 - (d) whether any person was injured during the evacuation and, if so, the nature of the injuries that the person or persons sustained.

4 National Commander may require building owner to hold trial evacuation

- (1) The National Commander may, by written notice, require the owner of a building to which [regulation 17\(g\) or \(h\)\(i\)](#) applies to hold a trial evacuation for the building at a specified time and on a specified date (being not less than 2 days after notice is given to the building owner).
 - (2) The National Commander may act under sub clause (1) only if he or she believes, on reasonable grounds, that the evacuation scheme for the building no longer complies with these regulations.
 - (3) [Clause 3](#) of this schedule applies to any trial evacuation required under this clause.
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