

Church

Example Evacuation Scheme Document

123 Standard Street, Standard Suburb, Standard Town

This document is prepared in accordance with The Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018.

The Training of Church volunteers for managing fire evacuations is undertaken upon adoption of the role and trial evacuations are held every six months.

Those volunteers appointed as wardens are given training on their adoption of the role and are given refreshers every six months.

Each group that uses the building will:

- Appoint a designated Head Fire Warden and as many Fire Wardens as needed to ensure a safe evacuation.
- Ensure all Wardens are familiar with the building, the location of alarm call points, the exit routes and gathering place outside.
- Be responsible for the safe evacuation of all persons from the premises in case of an emergency.
- Take part in fire emergency training as required by the Church.

New users of the building will be made aware of the fire emergency procedures and exit routes prior to their group meeting. Group Leaders will decide on the appropriate number of training sessions for their group or may run their own trial evacuations. Any trial evacuations will be managed by the Group Leader / Duty Fire Warden.

The main groups that use the building currently include:

Sunday Worship – 10am Sunday (including Sunday School in the Activity Hall)

Standard Music Group – Monday morning

Girls Brigade – Tuesday evening

Church Youth Group – Wednesday evening

New Mothers Group – Thursday morning

Seniors Group – one Sunday afternoon a month

Each of these regular groups will ensure the Church has a current list of their Wardens and dates of their last training. Any other one-off groups will sign to confirm they have received and will comply with this document.

Before Any Group Meets

The Head Warden or their designated Fire Warden(s) must walk all exit routes in the building to:

- Ensure that they are clear of obstructions prior to a group meeting in the building.
- Identify the most appropriate route for their group to exit to the assembly point outside depending on the location of the fire or other emergency.

Fire Fighting

This should only be attempted by people who are trained in the use of the equipment, and always by a minimum of two people – one to fight the fire and one to watch for the safety of that person. Do not attempt any fire fighting if there is any risk to your safety. The first priority is to evacuate the building and ensure all occupants are safe.

Fire evacuation procedures are as follows:

If you discover a fire

- Warn occupants in the immediate area by shouting “Fire, Fire, Fire”
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111 from a safe phone
- Evacuate the building
- Report to the Building Warden at the alarm panel (beside main front exit) and pass on any relevant information about the fire
- Go to the grass area beside the carpark

If you are warned of a fire

- Shout “Fire, Fire, Fire”
- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate as required
- Evacuate the building
- Go to the grass area beside the carpark

When making a 111 call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm, Dial 111
- Ask for Fire
- You will need to provide the following information:
 - Building name **[Insert Building name]**
 - Building address – **[Insert street number, street name, suburb and city]**
 - Nearest intersection **[Insert nearest Intersection]**
 - The nature of the emergency (e.g. alarms ringing)

Additional evacuation information

Each area has a Warden who will be responsible to physically check every room is clear and then report the area is evacuated to the Head Warden.

All occupants must follow the instruction of Wardens at all times. Instructions will be given to move directly to the assembly point/place of safety on the grass area beside the carpark.

Wardens may also instruct occupants to provide assistance to those who require it to evacuate.

Fire Wardens

Upon hearing the alarm:

- Put on your Fire Warden identification (Yellow cap located in the kitchen)
- Tell others to evacuate the building. If it is safe to do so the closest Warden to the PA system will make an announcement over the microphone: "Please evacuate the building quickly and calmly via your nearest exit and proceed to the grass area beside the carpark"
- Search your area to ensure that all occupants have evacuated, ensuring that all rooms are checked (including storage areas and bathrooms)
- If anyone needs assistance to evacuate, provide assistance or appoint people to help them evacuate as required
- Report to the Head Warden at the alarm panel (beside main front exit) and tell them when your area has been cleared and any details you may know about the fire
- Proceed to the grass area beside the carpark and ensure that nobody re-enters the building until the all-clear has been given by the Head Warden or Fire and Emergency New Zealand

Head Warden

Upon hearing the alarm:

- Put on your Head Warden identification (Red cap located in the kitchen)
- If your group has an attendance register, take this with you as you evacuate.
- Go to the alarm panel and note the location of the alarm activation
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Await reports from the Fire Wardens
- If the primary assembly area becomes unsafe, direct everyone to move to the flagpole in the reserve next door.
- When Fire and Emergency arrive report to the officer in charge and tell them the status of the evacuation (i.e. which floors have reported as being cleared) and any other relevant information
- Do not allow anyone to re-enter the building until the emergency is over and Fire and Emergency have given the all clear

Providing assistance to those who require it

Church Volunteers/Hirers are trained in a number of techniques to be able to provide assistance to those who need it to evacuate. They should provide this assistance if they identify someone in need or if instructed to by a Warden.

Evacuating groups that include children:

- Each group will ensure that there are always an appropriate number of adult helpers on hand to calmly direct children to the safest exit and on to the assembly point.
- Any non-walking children must be carried to the assembly point in an evacuation. All groups must ensure a ratio of at least one adult per two non-walking children as it is not permitted for an adult to re-enter the building after evacuating to collect more children.
- For Sunday School children, the Wardens will walk the children to the assembly point where they will be reunited with their parents or caregivers.

Assistance may be required in a number of ways, such as:

- Warning the hearing impaired of the need to evacuate
- Reassuring those who appear stressed by the situation
- Guiding people who may have a sight impairment
- Using a carry down method to assist people with limited mobility

Reporting

All groups will provide written current lists of all trained Duty Fire Wardens and Assistant Wardens along with dates of training to the Church Health & Safety Officer.

All groups will report immediately to the Church Health & Safety Officer with any issues they discover relating to an emergency, safety of the building, or any events that occur.

The Church Health & Safety Officer will provide all groups with any updated evacuation processes as soon as is practicable. They will also ensure they check with each group six monthly to ensure all groups are fully aware of the emergency evacuation process and further training is given if required.

Topics covered during training

Fire prevention/possible causes of fire in the building

The speed of fire

The effects of fire

Fire and smoke behaviour

The need for early warning of a fire

Fire alarm systems in the building

Reporting a fire through the 111 system

Means of escape from the building

Keeping means of escape clear (including outside ramps and gate)

Managing visitors during an evacuation

Identifying and managing people who may require assistance (including techniques to assist)

Checking of rooms and ensuring building is clear

Importance of closing doors to restrict fire spread

Use of fire extinguishers

Communication line, reporting to the Head Warden and Fire and Emergency NZ

Participating in Trial Evacuations

Review of Evacuation Scheme Document

Maintaining the evacuation scheme

- Conduct 6 monthly trial evacuations and report the results to FENZ within 10 working days
- Ensure that all exit ways are kept clear at all times
- Take precautions to avoid fires starting

Fire Action Notice Example *(Printed in A4 to achieve required text size of 5mm)*
These are displayed beside all manual call points.

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

**WARN OTHER BUILDING OCCUPANTS
SHOUT "FIRE FIRE FIRE"**

**ACTIVATE THE FIRE ALARM AND DIAL 111
FROM A SAFE PHONE – ASK FOR FIRE
FIREFIGHTING EQUIPMENT IS LOCATED
IN THE KITCHEN**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

**EXITS ARE LOCATED AT THE END OF THE
CORRIDOR TO THE LEFT OF THIS NOTICE**

**ASSEMBLE ON
THE GRASS AREA BESIDE THE CARPARK**

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
ADVISE A WARDEN WHO WILL ASSIST YOU***

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