

# Marae

## 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.

Staff training for managing fire evacuations is undertaken during an employee's induction and trial evacuations are held every six months.

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

Fire evacuation procedures for all Marae Members/Users are as follows:

#### If you discover or are warned of a fire

- Warn occupants in the immediate area by shouting "Fire, Fire, Fire" or "He ahi, He ahi"
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111, ask for FIRE
- Evacuate the building
- Tell other occupants to evacuate, provide assistance as required
- Go to the assembly area at the front car park adjacent to the main driveway
- Report to the Warden (Marae custodian or delegated person) and pass on any relevant information about the fire (e.g. the areas you checked that are clear)
- Follow instruction of the Warden and/or Fire and Emergency.

NOTE: Fire-fighting equipment (e.g. fire extinguisher) should only be utilised in the early stages of fire development by persons who have been suitably trained. The priority is evacuation of the whanau to a place of safety outside the building

#### 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

The Warden (Marae custodian or delegated person) will be responsible to evacuate the building and physically check that every room is clear. All occupants must follow the instruction of the Warden at all times. Instructions will be given to move directly to the assembly point/place of safety at the front car park adjacent to the main driveway.

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

### Warden Duties

Upon hearing the alarm:

- Put on the Warden identification (high visibility vest)
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Tell other occupants to evacuate the building
- Search the building to ensure that all occupants have evacuated, ensuring that all rooms are checked (including storage areas and bathrooms)
- Utilise other whanau as needed to ensure the building is fully evacuated, including assisting people as required
- If anyone needs assistance to evacuate, provide assistance or appoint people to help them evacuate as required
- Go to the alarm panel and note the location of the alarm activation
- Proceed to the front car park adjacent to the main driveway and ensure that nobody re-enters the building
- 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

Marae members 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 the Warden.

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

### 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

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

*English Example*

# **FIRE ACTION NOTICE**

## **IF YOU DISCOVER A FIRE**

*SHOUT 'FIRE, FIRE, FIRE' AND ACTIVATE THE  
FIRE ALARM TO WARN OTHER OCCUPANTS  
DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE*

## **WHEN WARNED OF A FIRE IN THIS BUILDING**

*LEAVE THE BUILDING IMMEDIATELY USING THE  
NEAREST EXIT*

*THE MAIN EXIT IS LOCATED AT THE FRONT OF  
THE BUILDING WITH AN ALTERNATE EXIT AT THE  
SIDE DOOR AS MARKED WITH 'EXIT' SIGNS*

*ASSEMBLE IN THE FRONT CARPARK BESIDE THE  
MAIN ENTRY*

*IF YOU REQUIRE ASSISTANCE TO EVACUATE,  
INFORM THE MARAE CUSTODIAN OR A  
MEMBER OF THE MARAE COMMITTEE*

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*A FIRE EXTINGUISHER IS LOCATED JUST  
INSIDE THE FRONT DOOR*

Te Reo Example:

# HE PĀNUI TUKANGA AHI

## MEHEMEA KOE KA KITE I TĒTAHI AHI

[WHAKAURUA TE MOMO KARERE HEI  
WHAKATŪPATOTANGA HE AHI]  
WHAKATŪPATOTIA NGĀ TĀNGATA KĒ ATU KEI  
TE WHARE

[WHAKAURUA ME PĒHEA E WHAKATŪPATOTIA  
AI HE AHI], Ā, WAEANGIA TE [111 HE MEA KĒ  
ATU RĀNEI, HEI TAUIRA 1-111] MĀ TĒTAHI  
WAEA HAUMARU – MEA ATU HE AHI

## WHAKATŪPATOTIA MŌ TE AHI I TĒNEI WHARE

ME PUTA Wawe KOE I TE WHARE MĀ TE  
PUTANGA TATA RAWA

KO NGĀ PUTANGA KEI [WHAKAURUA NGĀ  
PUTANGA]

ME HUI TAHI KI [WHAKAURUA TE WĀHI HUI TAHI]  
MEHEMEA E KIMI ĀWHINATANGA ANA KIA PUTA  
[WHAKAURUA NGĀ TOHUTOHU MEHEMEA E KIMI  
ĀWHINATANGA ANA]

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KO NGĀ TAPUTAPU TINEI AHI KEI  
[WHAKAURUA TE WĀHI E NOHO NEI NGĀ  
TAPUTAPU]

## Example of Site Map – Marae

