

## Example of Fire Action Notices – Marae (normally A4 to achieve required text size)

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 WAVE 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 Fire Safety Checklists – Marae

# DAY TIME

### FIRE SAFETY CHECKLIST FOR MARAE

This checklist has been provided to help you keep your Whanau and buildings safe. Please carry out these checks at different times during the day.

Are exit ways and doors clear and can be opened?
Is the Fire Alarm working?
Are appliances and cookers being used properly?
Are they turned off when finished with?
Are appliances, lights, cords etc in good condition?
Is rubbish (and other things that will burn) stored away from buildings?
Is fuel stored safely?
Are there any dangers from smoking or cigarette butts?

If you need help or advice talk to your local Fire and Emergency staff.

'BE SAFE ... NOT SORRY'

# NIGHT TIME

### FIRE SAFETY CHECKLIST FOR MARAE

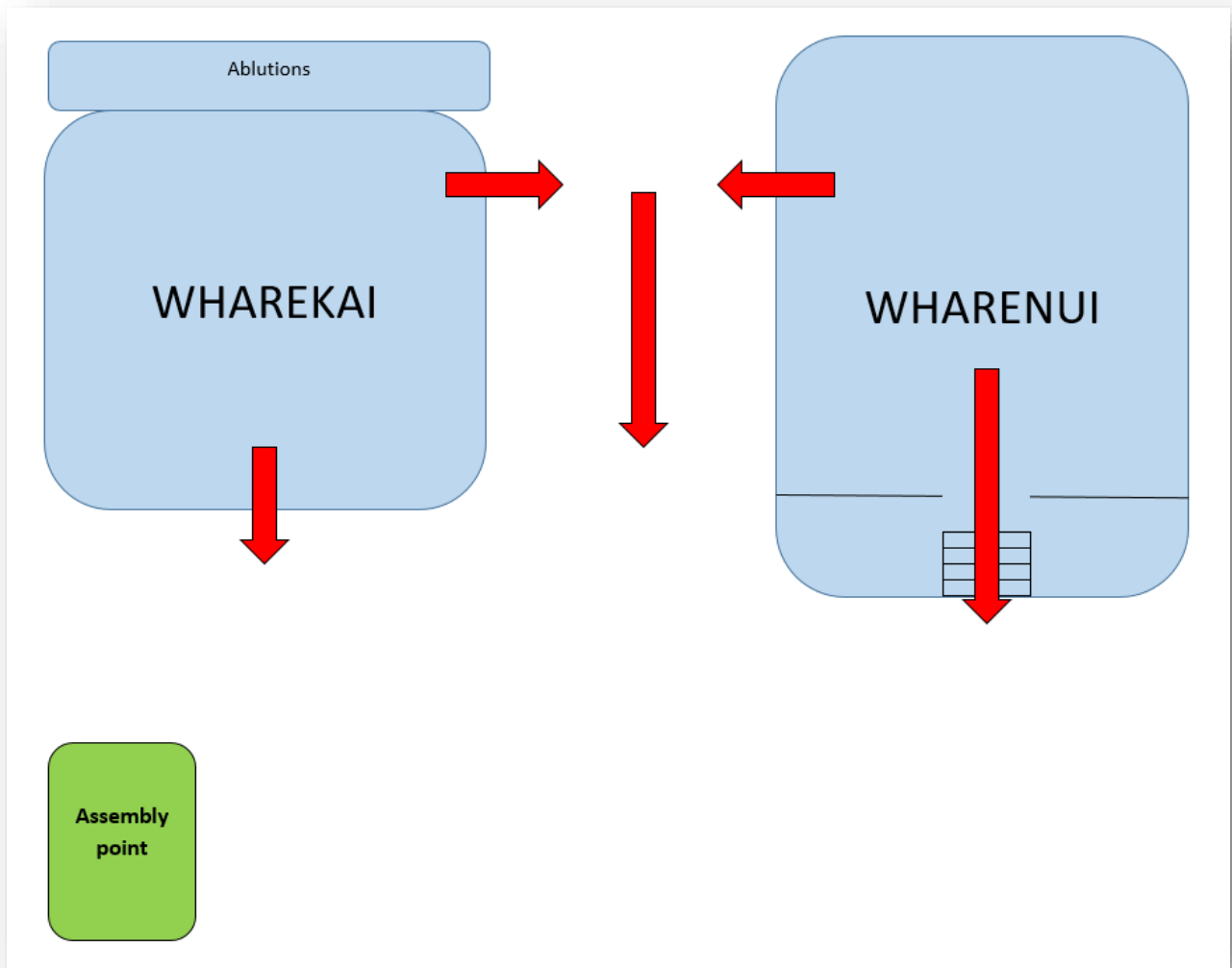
This checklist has been provided to help you keep your Whanau and buildings safe. Please carry out these checks at different times during the evening.

Are exit ways and doors clear and can be opened?
Is the Fire Alarm working?
Is there sufficient space between beds?
Rubbish has been removed and stored away from the building.
Gas cylinders turned off.
Electrical appliances turned off.
Anything that could burn is kept away from heat sources.
Make sure everyone knows the escape plan.
Torches are readily available.

If you need help or advice talk to your local Fire and Emergency staff.

'BE SAFE ... NOT SORRY'

## Example of Site Map - Marae



# **Paerewa Marae**

## **Fire Emergency Procedures**

### **All Marae Members/Users**

#### If you discover a fire

- Signal an emergency i.e., operate nearest fire alarm and shout "He ahi, he ahi" or "Fire, fire"
- Evacuate the building immediately using the nearest safe fire exit;
- Phone Fire and Emergency New Zealand – dial 111 and ask for FIRE;
- Warn others in the immediate area as they evacuate;
- Check all areas of the buildings, including toilets etc;
- Close doors as they leave, if this can be done safely;
- Assist any persons who may require assistance to evacuate;
- Go to the place of safety at the front car park adjacent to main driveway;
- Report the location of the fire and any other details (e.g. the areas you checked that are clear) to the Building Warden (Marae custodian or delegated person);
- Do not re-enter the building until the Building Warden of Fire and Emergency have given the "All Clear";
- Follow instruction of the Building Warden (Marae custodian or delegated person) and/or the 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.

### **Building Warden (Marae custodian or delegated person) and other Marae members delegated as a warden**

#### When an alarm of fire is raised

- Put on the Warden's identification (high visibility vest);
- Utilise other whanau as wardens to ensure the building is fully evacuated, including assisting people as required;
- Proceed to the front car park adjacent to main driveway;
- Confirm that a 111 call has been made – if there is any doubt, make another call;
- Meet and liaise with Fire and Emergency upon their arrival;
- Use other whanau to direct occupants to the assembly area and to control entrances to the building as required.
- 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.