

Marquee Fire Evacuation Training

Marquee / Building **Landlord Marquee Hire**
Owner: **Ltd**
Function / Event: **Standard Food Festival**
Date(s): **3-7 November 2018**
Marquee Type: **10m x 30m Clipframe**

The evacuation management team consists of a Chief Warden (the Event Manager) and four Area Wardens. The entire team are trained to undertake the following duties in a fire emergency:

Any team member who discovers a fire is to

- warn occupants
- shout Fire, Fire, Fire
(NB no fire alarm / portable manual call points in this marquee)
- alert Area D Warden (or the nearest warden to the megaphone) to make the announcement (if necessary use radio / mobile phone to advise warden)
- commence evacuation, guide occupants to exit the marquee and to go to the outside place of safety - the pickup/dropoff point on North Shore Drive, marked by an assembly point sign
- report all relevant information concerning the location of the fire to Chief Warden (use radio/mobile if necessary)
- immediately phone "111" **When making a "111" call**, to avoid background noise, if possible use a mobile phone from outside the marquee
- Ask for Fire and give relevant information concerning the fire

Provide the following information:

Name of event / marquee name	<u>Marquee – Standard Food Festival</u>
Street number / name	<u>Temporary Road</u>
Nearest intersection	<u>North Shore Drive</u>
Suburb / city	<u>Tahunanui, Nelson</u>

Report to the Chief Warden at: designated reporting point, outside the front entrance of the marquee
(a safe distance from the actual marquee)

Any team member when warned of a fire to

- Advise Area D Warden, the nearest warden to the megaphone to make announcement to warn occupants to evacuate (*ensuring any music being played in the marquee at the time is silenced*). *A laminated copy of this announcement is kept beside the megaphone*
- Guide occupants to exit the marquee and to go to the outside place of safety
- Assist occupants to evacuate if required

Persons requiring particular assistance to evacuate

- Any person requiring assistance to evacuate will be identified on arrival to the marquee. The Chief Fire warden will nominate a caregiver to ensure one on one assistance in the case of an emergency evacuation. This Caregiver will be trained to ensure they are fully aware of their responsibility and the evacuation procedure.
- Any occupants with disabilities are to assemble at outside place of safety with other occupants.
- Wardens will assist where necessary.

Fire fighting

- Only if it is safe to do so should fire fighting be attempted, operating instructions are printed on the front of the extinguisher
- Do not place yourself at risk when attempting to extinguish a fire, if in any doubt do not attempt fire fighting leave the fire fighting to the Fire and Emergency personnel

The evacuation bag (hanging beside main entrance to the marquee) contains:

• Chief and Area warden IDs
• Copy of this training document
• Copy of marquee site / floor Plan(s)
• Clearance Evacuation Board

All occupants discovering or being warned of a fire will follow the instructions on the Fire Action Notice.

Chief Warden duties

- Carry out Pre-event checks ensure:
 - marquee 'exits' are clearly marked
 - egress routes are kept clear
 - fire action notices are clearly displayed
 - all emergency equipment such as fire extinguishers are in working order
 - radios are all operational
 - mobile phones and key communication telephone numbers are issued to Fire Wardens
 - megaphone is in place and operational
 - evacuation bag is in place hanging up at the main entrance to the marquee containing:

• Chief and Area warden IDs
• Copy of this training document
• Copy of marquee site / floor plans
• Clearance Evacuation Board

- Oversee the safe evacuation of the marquee
- In the event of a fire emergency ensure you wear your Chief Warden identification:

Chief Warden's ID:	fluorescent reflective vest
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(Warden's ID is kept in the evacuation bag hanging up at the main entrance to the marquee)

Identification has been provided and it is important you wear it in a fire emergency. The identification ensures you are readily identifiable to the arriving Fire and Emergency NZ personnel and will also assist other Fire Wardens to easily identify you

- Confirm Fire and Emergency NZ has been notified by a “111” call, if unsure place the call yourself
- The most effective way to inform all occupants to evacuate the marquee is via a public announcement utilising the megaphone (*ensuring any music being played in the marquee at the time is silenced*). *A laminated copy of this announcement is kept beside the megaphone*

Uplift the Clearance Evacuation Board from the evacuation bag hanging up at the main entrance and proceed to the designated reporting point outside the front entrance of the marquee (*a safe distance from the actual marquee*)

- Direct all guests / occupants to assemble at the outside place of safety
- Receive clearance reports from the Fire Wardens, make enquiries if any wardens have not reported (use radio / mobile phone if appropriate)
- Meet Fire and Emergency NZ on their arrival and advise them of the evacuation status, location of the fire and location of any occupant still being assisted out of the marquee
- Do not allow anyone to return to the marquee until the “All Clear” has been given by Fire and Emergency NZ.

Area Fire Warden duties

- In the event of a fire emergency ensure you wear your Fire Warden identification:

Area Warden's ID:	'warden' armband
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Warden's ID is kept in the evacuation bag hanging up at the main entrance to the marquee

Identification has been provided and it is important you wear it in a fire emergency. The identification ensures you are readily identifiable by all occupants and will also assist the Chief Warden to easily identify you. Area D Warden, the nearest warden to megaphone is to ensure an evacuation announcement is made informing occupants to exit the marquee (*ensuring any music being played in the marquee at the time is silenced*). *A laminated copy of this announcement is kept beside the megaphone*

- Ensure your assigned area is clear of occupants, guide all occupants to evacuate the marquee via the nearest safe exit
- Watch for anyone who may require assistance to evacuate, appoint a suitable person to assist as necessary
- If safe to do so, please turn-off any critical equipment as you leave
- Evacuate the marquee and report the clearance of your assigned area to Chief Warden who will be positioned at the designated reporting point, outside the front entrance of the marquee (*a safe distance from the actual marquee*)
- Remain near to the Chief Warden in case further assistance is required, which may include:
 - manning the marquee entrances to prevent people re-entering the marquee
 - guiding evacuating occupants to the outside place of safety
 - going to and remaining with the evacuated occupants at the outside place of safety until the all clear is given by Fire and Emergency NZ

After hours procedure

- Anyone who discovers a fire must warn any other occupants in the marquee
- If the megaphone is available use it to warn all other occupants
- Call “111” ask for Fire
 - give relevant information concerning the fire

Provide the following information:

Name of event / marquee name	<u>Marquee – Standard Food Festival</u>
Street number / name	<u>Temporary Road</u>
Nearest intersection	<u>North Shore Drive</u>
Suburb / city	<u>Tahunanui, Nelson</u>

- Evacuate the marquee following the instructions on the Fire Action Notice
- Use a mobile phone to call the Event Manager (Chief Warden) warning of the situation
- Meet Fire and Emergency NZ on their arrival and advise them of the evacuation status, location of the fire and location of any occupant unable to be assisted out of the marquee

Public announcement to be made via the megaphone

(ensure any music being played in the marquee at the time is silenced)

**'This is an important announcement.
Please evacuate the marquee
immediately, making your way to the
nearest marked exit. Please follow the
instructions of our Fire Wardens who will
guide you to the outside assembly area at
the pickup/dropoff point. If you need
assistance please alert the nearest Fire
Warden.'**

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**SHOUT FIRE!, FIRE!, FIRE! & DIAL 111 FROM A
SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS LOCATED NEXT TO
THE MAIN EXIT**

WHEN WARNED OF A FIRE IN THIS BUILDING

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

**EXITS ARE LOCATED VIA ONE OF THE MARKED
EXIT POINTS IN THE MARQUEE**

**ASSEMBLE AT PICKUP/DROPOFF POINT ON
NORTH SHORE ROAD MARKED BY ASSEMBLY
POINT SIGN**

**IF YOU REQUIRE ASSISTANCE - MAKE
YOURSELF KNOWN TO ONE OF THE WARDENS
WHO WILL ASSIST YOU TO EVACUATE**



Marquee



Assembly point

Temporary Road Picnic Pavilion

Temporary Rd

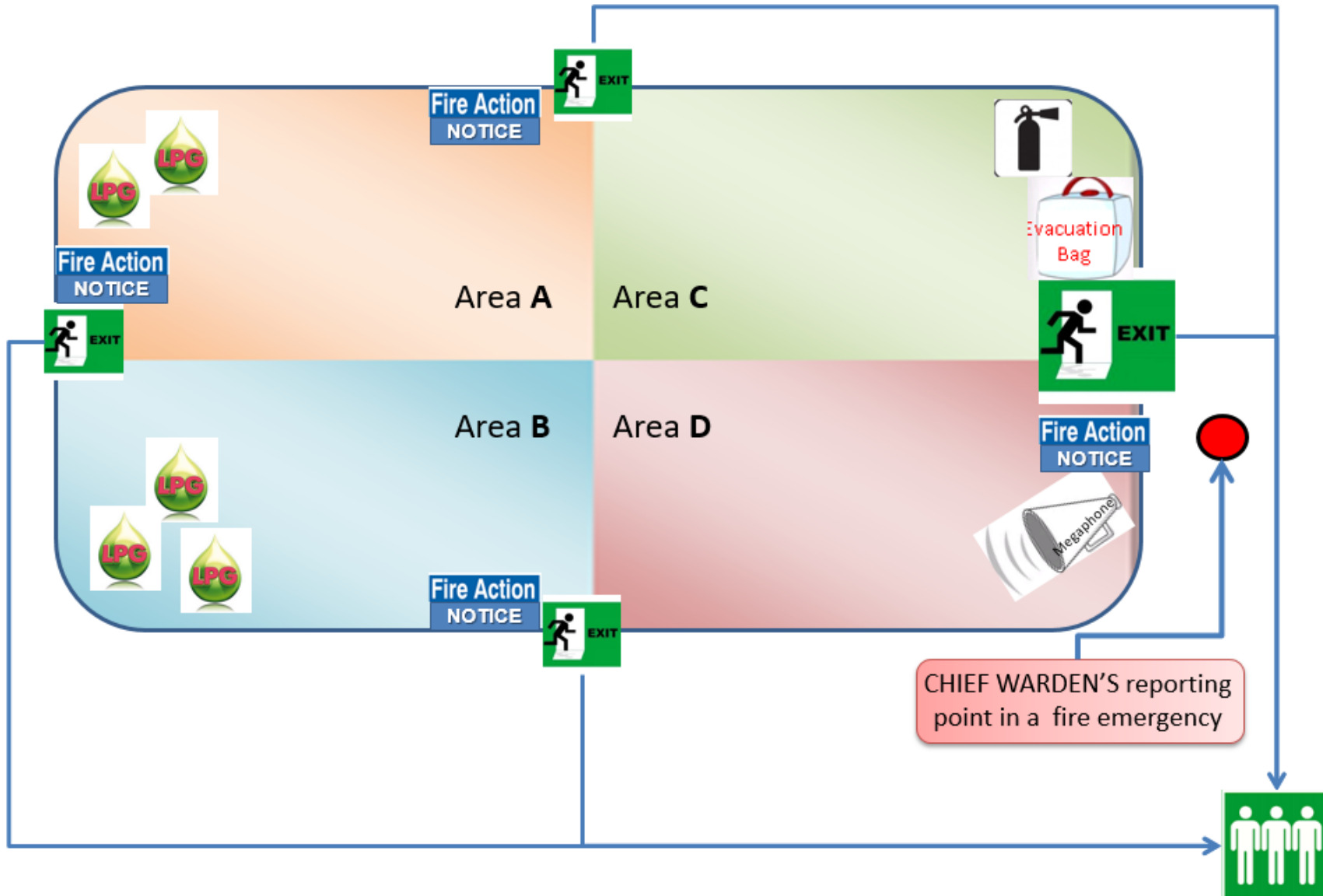
N Shore Dr

N Shore Dr

Standard Food Festival Marquee

Marquee / Building Owner:
Date(s):

Landlord Marquee Hire Ltd
3 – 7 November 2018



Standard Marquee

Fire Emergency Evacuation Scheme

Fire evacuation procedures for the Standard Marquee are as follows:

If you discover a fire

- Warn occupants in the immediate area
- Shout Fire, Fire, Fire
(NB no fire alarm / portable manual call points in this marquee)
- alert Area D Warden (or the nearest warden to the megaphone) to make the announcement (if necessary use radio / mobile phone to advise warden)
- commence evacuation, guide occupants to exit the marquee and to go to the outside place of safety - the pickup/dropoff point on North Shore Drive, marked by an assembly point sign
- report all relevant information concerning the location of the fire to Chief Warden (use radio/mobile if necessary)
- immediately phone "111" **When making a "111" call**, to avoid background noise, if possible use a mobile phone from outside the marquee
- Ask for Fire and give relevant information concerning the fire

If you are warned of a fire

- Advise Area D Warden, the nearest warden to the megaphone to make announcement to warn occupants to evacuate (*ensuring any music being played in the marquee at the time is silenced*). *A laminated copy of this announcement is kept beside the megaphone*
- Guide occupants to exit the marquee and to go to the outside place of safety
- Assist occupants to evacuate if required

People requiring particular assistance to evacuate

- Any person requiring particular assistance to evacuate will be identified on arrival to the marquee. The Chief Fire warden will nominate a caregiver to ensure one on one assistance in the case of an emergency evacuation. This Caregiver will be trained to ensure they are fully aware of their responsibility and the evacuation procedure.
- Any occupants with disabilities are to assemble at outside place of safety with other occupants.
- Wardens will assist where necessary.

Maintaining the evacuation scheme

All Duty Wardens are required to:

- Ensure that all exit ways are kept clear at all times
- Take precautions to avoid fires starting
- Report if they may need assistance to evacuate or assist others is required
- A training programme will be conducted on the day prior to the event.