

## **STANDARD SPORTS CLUB FIRE EMERGENCY PROCEDURES**

**CHIEF WARDEN – CLUB PRESIDENT or SECRETARY**

**DUTY WARDENS – BAR STAFF**

### **ACTIONS TO TAKE IF YOU DISCOVER A FIRE**

- Warn occupants in the immediate area.
- Sound the Fire Alarm by activating the nearest manual call point.
- Move to a safe place away from the noise of the alarm and make a 111 call to Fire and Emergency NZ advising of a fire at **71 Fictitious Road, Saint Kilda, Dunedin**. Pass on any known information about the fire e.g. location and size.
- Evacuate the building to the place of safety outside – **grass area beside main car park entrance**.
- Confirm to the Chief Warden (wearing a yellow high-vis vest) that a 111 call has been made.

### **DUTY WARDEN DUTIES**

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point.

- Direct all upper floor occupants to evacuate the building to the place of safety outside – **grass area beside main car park entrance**. Use the megaphone (located under the Bar) if needed.
- Check all upper floor areas (including restrooms and storage rooms) to ensure all occupants have evacuated. Ensure all internal doors are closed (but not locked) and lights are left on. Turn off electrical appliances if it is safe to do so.
- Proceed to the ground floor and check all ground floor areas (including changing rooms) to ensure all occupants have evacuated.
- Help any occupants who may require assistance evacuating, to get to the place of safety outside.
- Report to the Chief Warden at the main entrance to confirm that all occupants have evacuated and are accounted for.
- Proceed to the place of safety outside – **grass area beside main car park entrance**.

### **CHIEF WARDEN DUTIES**

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point.

- Put on the Chief Warden high-vis vest located at the main entrance door.
- Wait outside the main entrance. Ensure no one tries to enter the building.
- Ensure that a 111 emergency call has been made. If there is any doubt, make another call.
- Receive notifications from Duty Wardens as they exit the building.
- Once all Duty Wardens have evacuated, proceed to the place of safety outside – **grass area beside main car park entrance**.
- Report to Fire and Emergency New Zealand on arrival to advise the status of the evacuation.

Firefighting should only be attempted if:

- You have been trained in the use of the firefighting equipment.
- The fire is small enough to contain.
- You are not putting yourself or anyone else at risk.

# **STANDARD SPORTS CLUB HIRERS AGREEMENT – FIRE EMERGENCY PROCEDURES**

**The hirer of the hall becomes (or appoints) the CHIEF WARDEN.**

**The hirer of the hall must appoint at least two DUTY WARDENS.**

## **ALL OCCUPANTS MUST BE ADVISED OF THE ACTIONS TO TAKE IF YOU DISCOVER A FIRE**

- Warn occupants in the immediate area.
- Sound the Fire Alarm by activating the nearest manual call point.
- Move to a safe place away from the noise of the alarm and make a 111 call to Fire and Emergency NZ advising of a fire at **71 Fictitious Road, Saint Kilda, Dunedin**. Pass on any known information about the fire e.g. location and size.
- Evacuate the building to the place of safety outside – **grass area beside main car park entrance**.
- Confirm to the Chief Warden (wearing a yellow high-vis vest) that a 111 call has been made.

## **Firefighting should only be attempted if:**

- You have been trained in the use of the firefighting equipment.
- The fire is small enough to contain.
- You are not putting yourself or anyone else at risk.

## **DUTY WARDEN DUTIES**

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point.

- Direct all occupants to evacuate the building to the place of safety outside – **grass area beside main car park entrance**. Use the megaphone (located under the Bar) if needed.
- Turn off electrical appliances if it is safe to do so.
- Check **all areas on all floors** (including restrooms, storage rooms and changing rooms) to ensure all occupants have evacuated. Ensure all internal doors are closed (but not locked) and lights are left on.
- Help any occupants who may require assistance evacuating, to get to the place of safety outside.
- Report to the Chief Warden at the main entrance to confirm that all occupants have evacuated.
- Proceed to the place of safety outside – **grass area beside main car park entrance**.

## **CHIEF WARDEN DUTIES**

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point.

- Put on the Chief Warden high-vis vest located at the main entrance door.
- Wait outside the main entrance. Ensure no one tries to enter the building.
- Ensure that a 111 emergency call has been made. If there is any doubt, make another call.
- Receive notifications from Duty Wardens as they exit the building.
- Once all Duty Wardens have evacuated, proceed to the place of safety outside – **grass area beside main car park entrance**.
- Report to Fire and Emergency on arrival to advise the status of the evacuation and the location of anyone who is still evacuating the building.

## **TICK THE BOXES TO CONFIRM YOU UNDERSTAND AND HAVE BEEN SHOWN THE FOLLOWING:**

What to do if a fire is discovered  The roles and responsibilities of Wardens   
The Fire Action Notices  The location of Fire Exits and place of safety outside

This is to verify that I, \_\_\_\_\_, understand and agree to comply with the Fire Emergency Procedures stated above.

**SIGNED** \_\_\_\_\_

**DATE** \_\_\_\_\_

# **FIRE ACTION NOTICE**

## **IF YOU DISCOVER A FIRE**

**WARN OTHER BUILDING OCCUPANTS**

**OPERATE FIRE ALARM & DIAL 111 FROM A  
SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS LOCATED IN  
MAIN ENTRANCE, BAR AND KITCHEN AREA**

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

**BY ALARM AND WARDENS**

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

**EXITS ARE LOCATED MAIN ENTRANCE, REAR  
DOOR BY CHANGING ROOMS AND SIDE DOOR  
BY STORAGE AREA**

**ASSEMBLE AT GRASSED AREA BY MAIN  
CARPARK**

**IF YOU REQUIRE ASSISTANCE TO EVACUATE,  
WARDENS WILL ASSIST**

# **FIRE ACTION NOTICE**

## **IF YOU DISCOVER A FIRE**

**WARN OTHER BUILDING OCCUPANTS**

**OPERATE FIRE ALARM & DIAL 111 FROM A  
SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS LOCATED IN  
MAIN ENTRANCE, BAR AND KITCHEN AREA**

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

**BY ALARM AND WARDENS**

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

**EXITS ARE LOCATED AT STAIRWELLS EACH  
END OF THE BUILDING LEADING TO MAIN AND  
REAR ENTRANCE**

**ASSEMBLE AT GRASSED AREA BY MAIN  
CARPARK**

**IF YOU REQUIRE ASSISTANCE TO EVACUATE,  
WARDENS WILL ASSIST**

## Example of Evacuation Scheme Document – Sports Club



# Standard Sports Club Fire Emergency Evacuation Scheme



Fire evacuation procedures for the Standard Sports Club Building are as follows:

### If you discover a fire

- Warn occupants in the immediate area
- Operate the nearest fire alarm switch
- Call Fire and Emergency on 111 from a safe phone
- Go to the outside assembly point – grass area beside main car park entrance
- Report to the Chief Warden at the main entrance and pass on any relevant details about the fire

### If you are warned of a fire

- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate if required
- Go to the outside assembly point – grass area beside main car park entrance

No-one should re-enter the building until the all clear has been given by Fire and Emergency NZ.

### 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
- Ask for Fire
- You will need to provide the following information:
- Building name
- Building address – street number, street name, suburb and city
- Nearest intersection
- The nature of the emergency (e.g. alarms ringing)

### General evacuation information

**When the fire alarm has sounded, the Chief Warden will:**

**If it is safe to do so** – Sound the Fire Alarm (if not already sounding) by activating a manual call point.

- Put on the Chief Warden high-vis vest located at the main entrance door.
- Wait outside the main entrance. Ensure no one tries to enter the building.
- Ensure that a 111 emergency call has been made. If there is any doubt, make another call.
- Receive notifications from Duty Wardens as they exit the building.
- Once all Duty Wardens have evacuated, proceed to the place of safety outside – **grass area beside main car park entrance.**
- Report to Fire and Emergency New Zealand on arrival to advise the status of the evacuation.

### **DUTY WARDEN DUTIES**

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point.

- Direct all upper floor occupants to evacuate the building to the place of safety outside – **grass area beside main car park entrance.** Use the megaphone (located under the Bar) if needed.

- Check all upper floor areas (including restrooms and storage rooms) to ensure all occupants have evacuated. Ensure all internal doors are closed (but not locked) and lights are left on. Turn off electrical appliances if it is safe to do so.
- Proceed to the ground floor and check all ground floor areas (including changing rooms) to ensure all occupants have evacuated.
- Help any occupants who may require assistance evacuating, to get to the place of safety outside.
- Report to the Chief Warden at the main entrance to confirm that all occupants have evacuated and are accounted for.
- Proceed to the place of safety outside – **grass area beside main car park entrance.**

Each group that uses the building will:

- Appoint a designated Duty Fire Warden and as many Assistant 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 building owner.

#### Maintaining the evacuation scheme

All Hirers and regular users/wardens are required to:

- Ensure that all exit ways are kept clear at all times
- Take precautions to avoid fires starting
- Participate in regular ongoing training where possible