

# Sports Club

## 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.

Training for managing fire evacuations is undertaken during a member's induction and trial evacuations are held every six months.

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

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. 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 the car park.
- Report to the Building Warden at the place of Safety outside and pass on any relevant information about the fire

#### 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
- If using an internal phone, you will need to dial an outside line first (i.e. 1-111)
- 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 Warden will be responsible to physically check every room in their assigned area to ensure it 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.

### Area Wardens

Upon hearing the alarm:

- Put on your Area Warden identification (Yellow cap located behind the bar)
- Tell other occupants to evacuate the building to the place of safety outside. Use the megaphone (located under the Bar) if needed.
- 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 main entrance and tell them when your area has been cleared and any details you may know about the fire
- Proceed to the place of Safety Outside at the Grass Area beside the Carpark
- 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 behind the bar)
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Proceed to the Fire Alarm Panel at the Main entrance and await reports from the Area Wardens
- Once all Area Wardens have evacuated, proceed to the place of safety outside – **grass area beside the car park.**
- 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

Club 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 a 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 and stairwells are kept clear at all times
- Take precautions to avoid fires starting

# STANDARD SPORTS CLUB HIRERS AGREEMENT – FIRE EMERGENCY PROCEDURES

The hirer of the hall becomes (or appoints) the HEAD WARDEN.  
The hirer of the hall must appoint at least two AREA 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 **123 Standard Street, Standard Suburb, Standard Town**. 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 car park**.
- 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.

## AREA 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 the car park**. Use the megaphone (located under the Bar) if needed.
- Turn off electrical appliances if it is safe to do so.
- Check **all areas** (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 Head Warden at the main entrance to confirm that all occupants have evacuated.
- Proceed to the place of safety outside – **grass area beside the car park**.

## HEAD WARDEN DUTIES

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

- Put on the Head Warden Red cap located behind the bar.
- 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 Area Wardens as they exit the building.
- Once all Area Wardens have evacuated, proceed to the place of safety outside – **grass area beside the car park**.
- 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 \_\_\_\_\_

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

Ground floor example

# **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**

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

# Site Map

