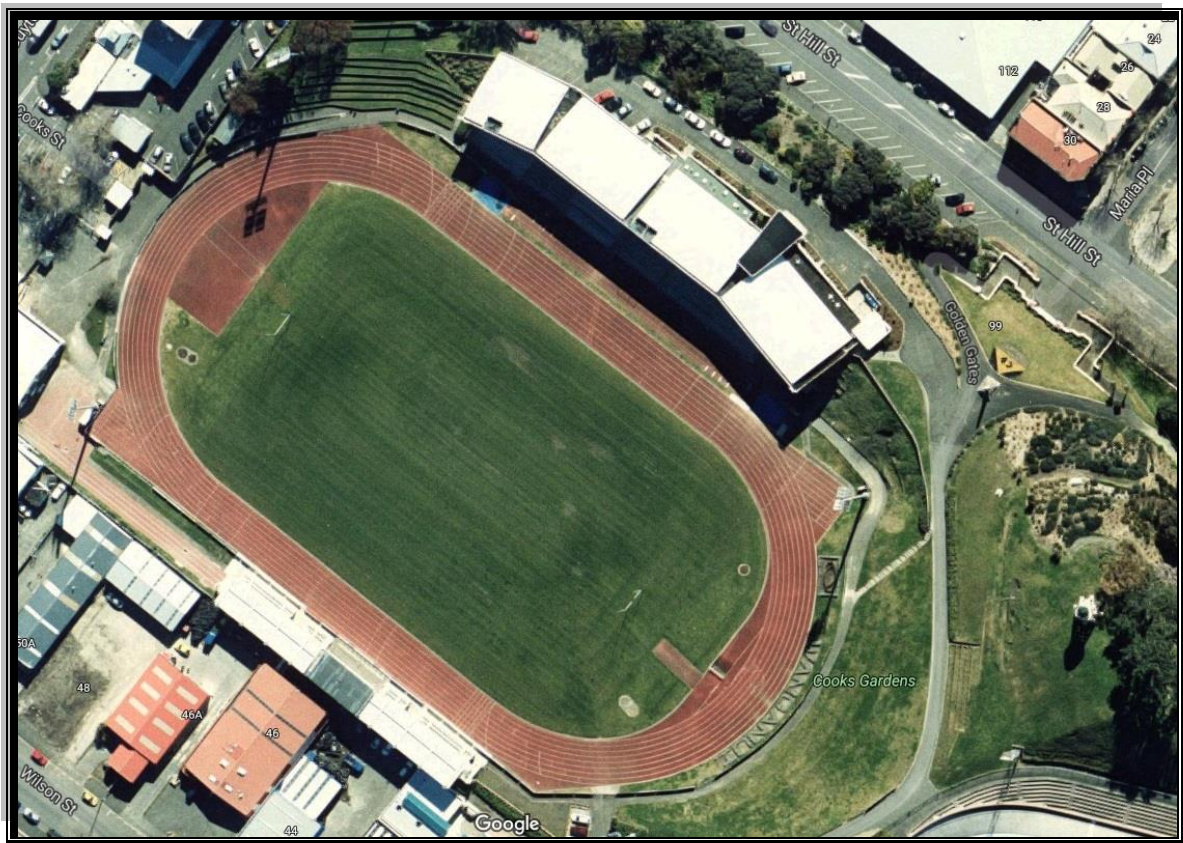


# **FIRE AND EMERGENCY EVACUATION SCHEME**



**Whanganui District Council  
Cooks Gardens Complex  
99 St Hill Street  
Whanganui**

# **FIRE AND EARTHQUAKE SAFETY EVACUATION SCHEME**

*This Evacuation Scheme is completed in accordance with  
The Fire Service Act 1975 S21A,  
And Fire Safety and Evacuation of Buildings Regulations 2006*

**Building Name:               Cooks Gardens Complex**  
**Building Address:         99 St Hill Street, Whanganui**

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# 1. Introduction

This evacuation scheme is for Whanganui District Council, Cooks Garden Complex, 99 St Hills Street, Whanganui

These procedures are approved by the New Zealand Fire Service under the Fire Safety and Evacuation of Building Regulations and must be adhered to by all personal occupying the building.

Managers are responsible to ensure that their new staff members are familiar with these procedures. New staffs are to be provided with a copy to read upon their appointment.

It is important that all staff are familiar with the location and method of operating the fire alarm manual call points, fire extinguishers and fire hose reels.

Fire fighting equipment must only be used if conditions permit, and it is safe to do so. All staff are responsible for ensuring their own work areas remain hazard free and that good fire safety practise are implemented.

Normal work hours for staff are between 8 am and 5 pm, Monday to Friday, except statutory holidays. Staff and public may also be in the building after hours. During this time, all occupants are responsible for their own safety and on hearing the fire alarm are to evacuate the building.

## 2. Appointment & Training of Wardens

**A. The building and fire wardens appointed to supervise evacuations are:**

**Building Warden:**

Building Warden	Tasha Parker
Fire Warden	Rachel O'Connor Riah King-Wall Maria Cording Jim Wulfsong

LOUNGE

**B. Identification of Warden:**

The building and fire wardens will be identified by the following;

Building Warden – Red jerkin marked 'Building Warden'.

Fire Wardens – Yellow orange jerkin marked 'Warden'.

**C. Training:**

- i. All Wardens on appointment.
- ii. Ongoing as required but in any case, training for the appointed wardens shall be conducted at intervals which shall not exceed 6 monthlies.

**D. Appointment Period for Fire Wardens:**

The appointment of fire warden will be reviewed at not less than 6 monthly intervals in conjunction with each trial evacuation.

### **3. General Instruction in Fire Safety**

#### **Training to be taken by wardens**

- Structure and duties of the building and fire wardens.
- Identification of building and fire wardens during a fire evacuation.
- Actions to take if warned of a fire.
- Locations of all escape routes on in all areas.
- Location of the safe place outside the building and how to access it.
- Trial Evacuations to ensure all staff are practiced in the evacuation procedure.
- Calling the fire service from a safe place.

#### **Detail of the buildings means of escape**

- The building has an automatic heat detection system and manual fire alarm throughout.
- There are five exits from the corporate & function centre,
- A means of escape is clearly indicated by exit signs and directional arrows from each area.

#### **Discovering a Fire**

If an occupant of the building discovers a fire they are instructed to

- Operate the nearest fire alarm.
- Warn others in the immediate area as you evacuate.
- Telephone the Fire Service from a place of safety.
- Close doors on the way out.
- Report the location of the fire to the building warden.
- Evacuate the building.
- Follow instruction of the fire wardens and /or the Fire Service.
- Do not re-enter the building until the all clear is given by the building warden or Fire Service.
- Always walk quickly and quietly to the place of safety.
- Do not use the lift in the event of a fire if applicable.

## 4. Duties of the Building and fire Wardens

**BUILDING WARDEN** - The building warden is responsible for ensuring the evacuation of the whole building and to give direction to fire wardens and staff as required.

On hearing the alarm:

1. Ensure the Fire Service has been notified by dialling **111**.

State clearly - **Cooks Gardens Grandstand Function Centre  
99 St Hill Street,  
Whanganui**

**For trial evacuations state "this call is to confirm a trial evacuation".**

2. Uplift the building warden identification.
3. Assist in the complete evacuation of the building. Report to the main entrance and receive status report from the fire wardens. Advise the Fire Service personnel of the current situation within the building.
4. Ensure that all persons evacuated from the premises remain clear of the building and do not try and re-enter the building until approval to do so is granted by the senior Fire Service officer.

**For trial evacuations or non-attendance of the fire service, the building warden has the authority to give the all clear.**

### **FIRE WARDENS**

On hearing the alarm:

1. Initiate evacuation.
2. Don fire warden identification.
3. Evacuate occupants from your area, including toilets and store rooms, via the nearest safe exit.
4. Note the location of any persons remaining in the premises. Including disabled persons, Fire control personnel, etc.
5. Close all doors as you check areas.

Report to the building warden in the main entrance and advise the status of the evacuation.

6. Report to assembly areas for personnel control. Wardens are responsible for vehicle traffic control around the rear of the building and assisting with the security of the building.
7. Ensure that all persons evacuated from the building remain clear of the building and do not re-enter the building until it has been determined that it is safe to do so and the all clear is given
8. Only if conditions permit, and it is safe to do so, should any attempt be made to extinguish the fire. (Persons remaining in the building for fire control are to have their location reported to the building warden.)

## 5. Evacuation Procedure for Occupants

### **If you discover a fire:**

Remove yourself and others from immediate danger.

Alert others:

- Immediately operate the nearest fire alarm manual call point.
- Telephone the Fire Service - Dial **111**.

**State clearly - Cooks Gardens Grandstand Function Centre**  
**99 St Hill Street,**  
**Whanganui**

Confine the fire by closing doors. Do not lock them. Leave lights.

Evacuate the building.

Extinguish the fire only if safe to do so.

**Note:** The fire alarm in this building is (not connected to the Fire Service) automatically calls the Fire Service.

### **On hearing the fire alarm**

1. Leave the building immediately by the nearest escape route.  
Move quickly but **do not run**.  
Follow the instructions given by the fire wardens.
2. Report to the Assembly Point.
3. Do not re-enter the building until given approval to do so by the building warden.

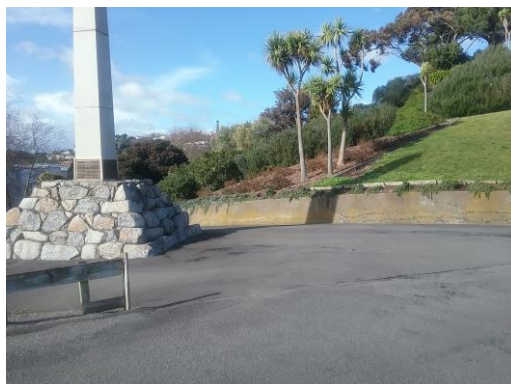


## 6. Evacuation and Assembly points

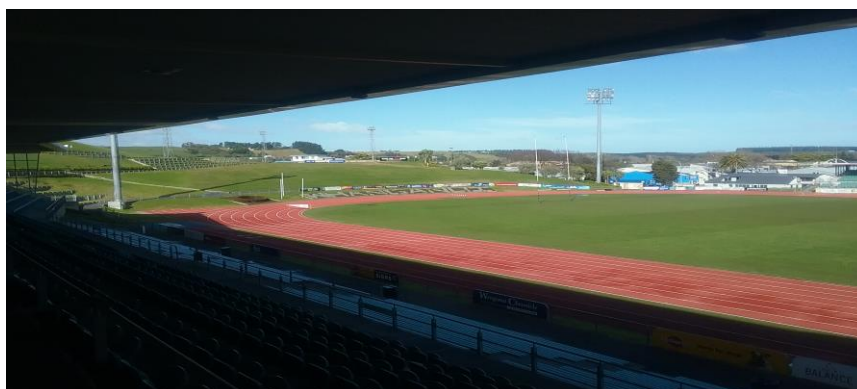
The evacuation assembly points are:



**Faction Centre:** to the right of the building from the exit next to the memorial.



**From the Grandstands:** on the running track in front of the building.





## 7. Evacuation of disabled Persons

- A. An Assistance Register will be:
- i. Updated as required by fire wardens.
  - ii. Be kept at the office of the main grandstand and any person with a disability should have their details in the register in order to alert occupants of their presence so that in the event of an emergency or such other event requiring evacuation of the premises, then the Fire warden will be aware of the need to ensure that the person with a disability is safely evacuated from the premises
  - iii. A single page of the Assistance Register is attached, as a sample of same.
- B. Persons Designated to Assist
- i. Should any person with a disability be on the premises, the fire warden in the area will be responsible to ensure that an appropriate person is designated as that person's "minder" in the event of an emergency arising.
  - ii. Should any visitor to the building be disabled, a "minder" will be appointed upon registration of the person with a disability, to ensure that in the event of an emergency, that person may be evacuated safely from the building.
  - iii. Should any person who is disabled remain on the premises during an evacuation, their location should be noted and this information must be passed on as soon as is possible to the fire warden so that Fire Service Personnel may be informed.

## 8 Trial Evacuations

These are to be conducted at not more than six monthly intervals after any previous emergency or trial evacuation. The Fire Service will be informed at least 14 days prior to all trail evacuation and invited to observe.

## 9 Fire Equipment Locations

Type	Location
Fire Extinguisher	Main Stand - Media Room
Fire Extinguisher	Main Stand - In Hallway Outside Box 11
Fire Extinguisher	Main Stand - In Hallway Outside Box 2
Fire Extinguisher	Main Stand - In Bar
Fire Extinguisher	Main Stand - Kitchen
Fire Extinguisher	Main Stand - In Hallway Office
Fire Extinguisher	Main Stand - Boiler room LHS end of passage (store)
Fire Hose Reel	Whiskers Stand - Changing Room #1
Fire Hose Reel	Whiskers Stand - Changing Room #4

## 10 Monitoring of the Means of Escape

Means of Escape are the egress routes throughout a building to a safe place outside. The Means of Escape will be checked monthly to ensure that:

- a. They are kept clear of obstacles at all times; and
- b. Exit doors are not locked, barred or blocked, so as to prevent occupants from leaving the building when the building is occupied; and
- c. Stairways and passageways which are designed specifically for means of escape from fire (most apply) are not used as places of storage or places where refuse is allowed to accumulate; and
- d. Flammable cleaning liquid or material or any other like flammable liquid or material shall not be stored near or within any part of the building used as a means of escape from fire, and shall be in non-combustible containers with close fitting lids.

## 11 Display of Notices

- A. Notices are to be displayed in the building explaining the procedures and the routes to be followed in an evacuation.
- B. Examples of the notices as displayed are attached.

## 12 Administrative duties

### Building Warden

1. Responsible for all fire protection matters.
2. Appoints the necessary wardens to cover the building.
3. Arrange six monthly trial evacuations.
4. Arrange for these procedures to be reviewed every six months in conjunction with trial evacuations.

### Deputy Building Warden

Act as building warden in their absence.

### Fire Wardens

1. Advise the Building Warden of any changes to the floor plan and or staff of your area.
2. Keep your area of responsibility clear of fire hazards.

### Managers

Ensure that all new staff is briefed on the evacuation procedure and have a copy to read.

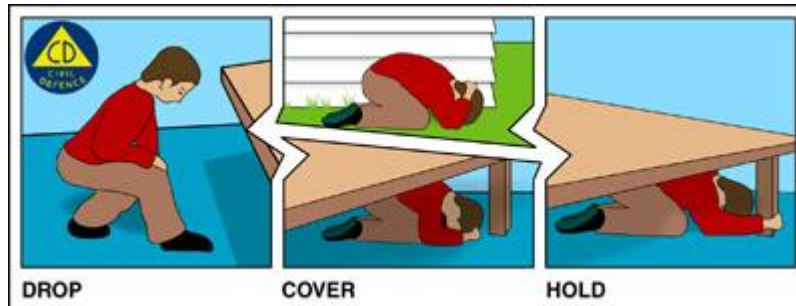
## 13 EARTHQUAKES

### General Instruction

#### Prepare for an earthquake

- 1 All staff is encouraged to consider their own private situation and make the necessary plans such as
  - Plan for children and dependent relatives. Organise someone local to pick them up from school or check them.
  - The bridges over the Whanganui River may be damaged and crossing to Whanganui East may to be possible.
  - List names and cell phone numbers of people you may need to contact.
  - You may wish to have your own kit at work with items essentials to you such as additional medicine you may need in an emergency, wind and waterproof clothing, and strong outdoor shoes, etc.
  
- 2 Identify any hazards in your area and take the necessary steps to eliminate, isolate or minimise the hazard. Hazards may include;
  - glass that shatters or “flies” inside rooms, hallways or stairways
  - objects that restrict movement to a safe place (books on floor, overturned equipment, furniture, broken glass)
  - objects set on wheels
  - objects stored above head level
  - open shelving without restraining straps or lips
  - cabinets without latches
  - free standing cabinets
  - blocked exits
  - equipment and furniture in hallways that may impede movement the location of people with respect to emergency hazards

- 3 Identify safe places within your workplace. A safe place is:
- Somewhere close to you, no more than a few steps or less than three metres away, to avoid injury from flying debris.
  - Under a strong table (hold on to the table legs to keep it from moving away from you).
  - Next to an interior wall, away from windows and tall furniture that can fall on you (protect your head and neck with your arms).
  - adjacent to a main building column
- 4 Practice **Drop, Cover and Hold**.



#### During an earthquake

1. Move no more than a few steps to a safe area such as under a desk or building column, drop to the ground, cover your head, and hold onto a solid object. Stay in this position till the shaking stops and you are sure it is safe to move.
2. If you are in an elevator, drop, cover and hold. Elevator may automatically stop.

#### After an earthquake

1. Once the movement has stopped, move to a safe location such as a doorway or a major building column. Expect to feel aftershocks.
2. Provide any medical support that is necessary.
3. Remain in your location and await further instructions via the public-address system or directly from your fire warden.
4. Check yourself for injuries and get first aid if necessary. Help others if you are able to.
5. Be aware that electricity supply could be cut, and fire alarms systems can automatically operate during an earthquake even if there is no fire. Check for, and extinguish, small fires.
6. Do not use the elevators until the all clear is given.
7. Only use the phone for short essential calls to keep the lines clear for emergency calls.
8. If you leave the building, after the all clear is given, let your team know that you have left and how to contact you.

## **Building Wardens Duties**

### After an earthquake

1. Check your area and ensure personal for which you are responsible for are safe and organise assistance if help is required.
2. Don building warden identification.
3. Proceed to the main entry of the building and receive reports from other wardens.
4. Once reports have been received and the situation has been assessed, make an announcement over the public-address system if available. If it is obvious that the shaking of the earthquake has caused the fire alarm to operate, silence the fire alarm by turning the Bell silence switch at the rear of the panel and make an announcement instructing people to remain where they are until the situation is assessed further.

Consider giving the following instructions over the public-address system. Immediately.

- Please remain at your location. Unless urgent help is required, please do not move around the building until the all clear is given

After ascertaining the situation makes one of the following.

- Please remain in your location. The situation outside the building is hazardous and we are waiting further instructing from Civil Defence. Unless urgent help is required, please limit all movement around the building.
- Please evacuate the building in a controlled and orderly manner. Please follow the instructions of your floor warden.
- All clear, all clear. It is safe to leave the building if you wish to.
- All clear, all clear. Please resume normal activities.

## **Fire warden duties**

### After an earthquake.

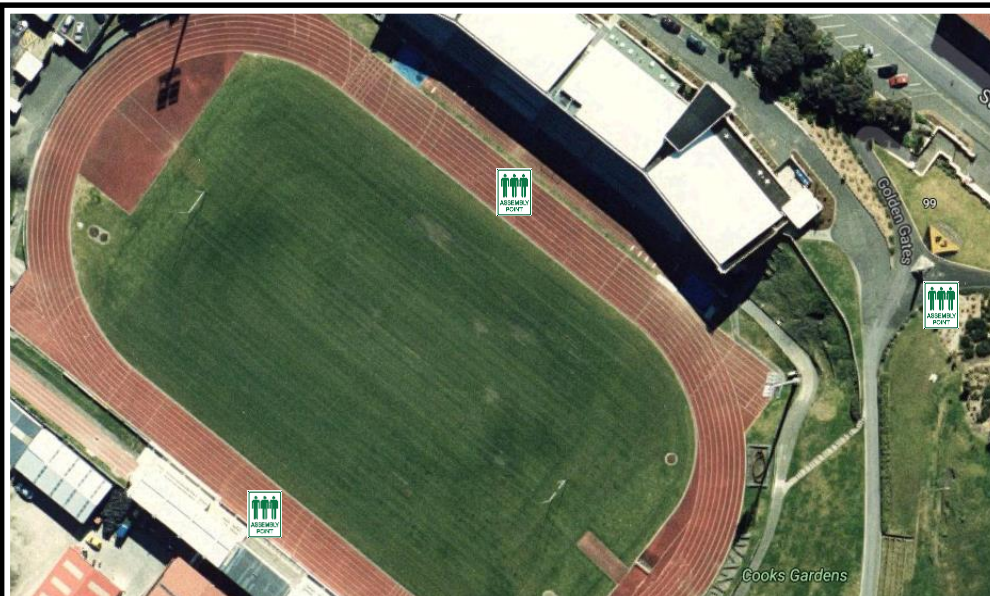
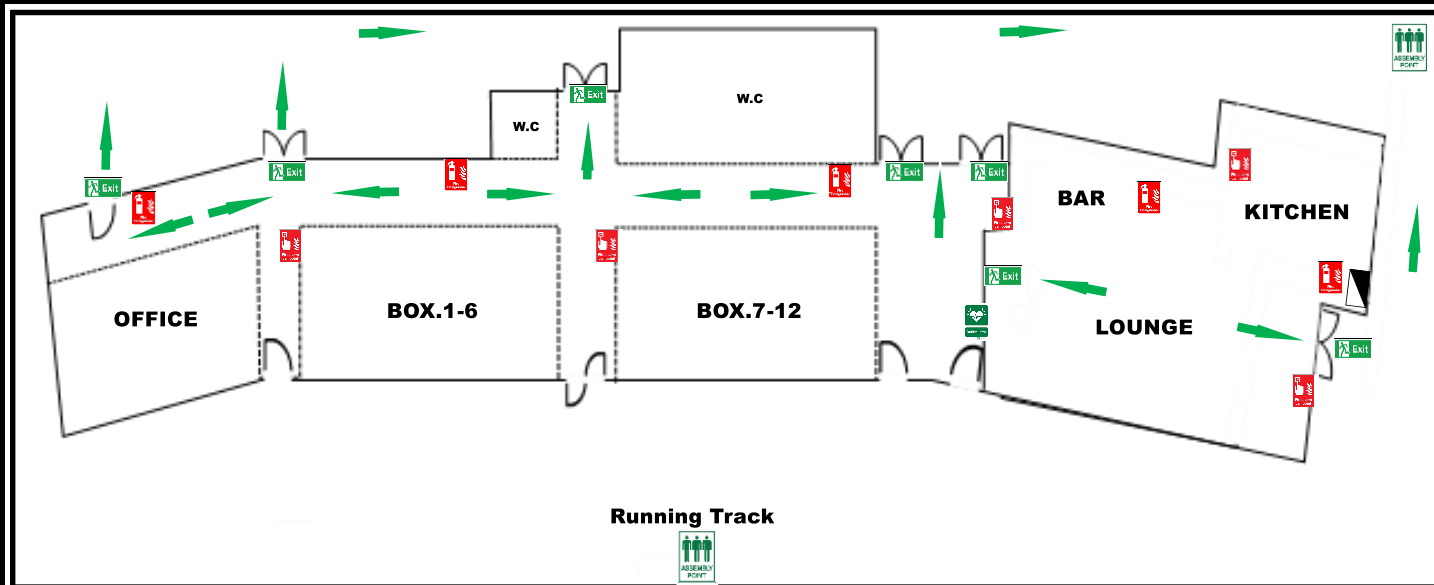
1. Ensure personal for which you are responsible for are safe and organise assistance if help is required.
2. Instruct the occupants in your area to remain together in a place of safety such as by a building column or stairwell.
3. Don fire warden identification.
4. Proceed to the main entry of the building and report the situation in your area to the building wardens.
5. Return to your area.

**Note: Under no circumstance must the fire alarm system be activated unless there is a fire.**





# EVACUATION PLAN



LEGEND	
	<b>Fire Alarm</b>
	<b>Exit</b>
	<b>Fire extinguisher</b>
	<b>Assembly Point</b>
	<b>Defibrillator</b>



## Evacuation Procedure

1. Leave immediately when alarm sounds/ asked to
2. Stay Calm. Walk quickly using the nearest exit
3. Proceed to assembly area. Stay until all clear is given

## TO USE FIRE EXTINGUISHER



- PULL PIN**
- AIM AT BASE OF FIRE**
- SQUEEZE HANDLE**
- SWEEP SIDE TO SIDE**



# FIRE ACTION

**IF YOU DISCOVER A FIRE  
WARN OTHER BUILDING OCCUPANTS  
OPERATE FIRE ALARM & PHONE THE  
FIRE SERVICE**

(FROM A SAFE PHONE) **DIAL: 111**

**WHEN WARNED OF A FIRE IN THIS BUILDING  
LEAVE THE BUILDING IMMEDIATELY USING  
THE NEAREST EXIT WHICH IS:**

*OUT TO THE REAR OF THE FUNCTION CENTRE  
towards ST HILL STREET*

**YOUR ALTERNATIVE EXIT IS:**

*THE EXIT TO THE GRANDSTAND & DOWN TO THE  
RUNNING TRACK*

**ASSEMBLE AT:**

*THE MEMORIAL AT THE RIGHT REAR OF THE FACTION  
CENTRE*

**WALK - DO NOT RUN**

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS GIVEN.  
DO NOT ATTEMPT TO EXTINGUISH THE FIRE  
UNLESS IT IS SAFE TO DO SO.**



**RFS FIRE & BUILDING COMPLIANCE LTD**  
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