

ONEONESIX

116A Bank Street Fire Emergency and Evacuation Instructions

Policy Statement:

These instructions are issued as a guide for the safety of all users of ONEONESIX (116A Bank Street)

The life safety of all users of this building must take first priority in any evacuation situation. If any situation requires the evacuation of the building, the evacuation must be managed in an effective way so as to prevent loss of life, minimise injury and distress.

Key Aims:

This evacuation procedure is a method of ensuring the safe and efficient evacuation to a safe place outside the building and is in line with the requirements of the Fire Safety and Evacuation of Buildings Regulations 2018, and approved by the FENZ.

Process for Achieving Outcomes:

The Evacuation Plan and Procedure must be available for **ALL USERS** to be familiar with, and to be able to use in the event of a fire or other emergency that requires evacuation. Warden training must be carried out.

Scope:

These guidelines will apply to **ALL USERS** of 116A Bank Street.

IF YOU DISCOVER A FIRE

1. Raise the alarm immediately by operating the nearest fire alarm call point.
2. Ensure that the Fire Service is called by ringing 111 and give the following information:

**116A Bank Street.
Whangarei.**

What is burning.
Location of the fire in the building.

2. Do not put yourself or anyone else at any unnecessary risk.
3. Leave the building by the **NEAREST** safe exit. This will either be via the kitchen or via the lobby through the front door.
4. Assemble all personnel at the assembly point which is the large car park adjacent to 116A Bank Street.
5. Ensure that all personnel are accounted for.
6. Remain outside and **DO NOT** try to re-enter the building until the “all clear” is given.

REMEMBER: Firefighting must only be attempted if it is safe to do so.

BUILDING FIRE WARDEN DUTIES

1. Appoint Fire Wardens immediately on arrival at 116A Bank Street.
2. Complete the Building Assistance Register for people in the building who require assistance and provide a copy to each Fire Warden.
3. If a fire occurs ensure the Fire Brigade has been called.
4. Go directly to the front entrance via the lobby.
5. Await reports from fire wardens.
3. Liaise with the Officer in Charge of the Fire Brigade on their arrival.

FIRE WARDEN DUTIES

1. Assist all occupants to leave the building by the nearest safe exit door.
2. Check all toilets, office, costume wardrobe, Beagle Radio studio, dance studio and back storeroom.
3. Turn off any electrical equipment but **NOT** the building lights.
4. Assist any people who may require assistance paying explicit attention to people identified on the Building Assistance Register.
5. Report to the Building Fire Warden at the front entrance and tell that person what areas have been checked and if there was any sign of smoke or fire.
6. Do not allow anyone to re-enter the building until the “all clear” has been given.

IDENTIFICATION OF BUILDING FIRE WARDEN

The Building Fire Warden must wear an orange hi-viz jacket with the words 'Building Fire Warden' on it.

IDENTIFICATION OF FIRE WARDENS

Fire Wardens will wear a yellow hi-viz jacket with the words 'Fire Warden' on it.

The reason for fire wardens wearing hi-viz vests is that in an emergency, and on the arrival of the Fire Service, these people can immediately be identified.

FIRE SAFETY RESPONSIBILITIES OF THE BUILDING HIRER

The building hirer will, as part of the build hire agreement, sign and date the Fire Safety Responsibilities of the Building Hirer form. This document details the fire safety responsibilities of building hirers which are:

1. The person hiring the hall on behalf of a group, club or other organisation shall be responsible to see that the Fire Emergency and Evacuation Instructions in this document relating to the hall are strictly adhered to during the period of the hire.
2. To act as fire warden and appoint responsible persons as wardens who can carry out the evacuation procedures during the period of a fire evacuation. They must familiarise themselves with the location of fire alarms, portable extinguishers, exits, and designated assembly areas.
3. To check that all exits are clear of obstacles.
4. To highlight and announce fire evacuation exits prior to show, function, or event commencing.

MAINTAINING A MEANS OF ESCAPE

Means of escape from fire for the building must be maintained. This means:

1. Exits must be kept clear of obstacles at all times
2. Exit doors must not be locked, barred, or blocked
3. Stairwells and passageways must not be used for storage or accumulation of waste
4. Any flammable liquids related to cleaning must be placed in the storage room either under the sink or in the adjacent cupboard

FIRE WARDEN TRAINING INSTRUCTIONS

All fire wardens will receive training from the building fire warden. The training will cover:

1. The duties of the fire warden as stipulated above
2. The identification of fire wardens as stipulated above

MAINTENANCE OF FIRE SAFETY SCHEME

Trial evacuations will be carried out 6 monthly by the building fire warden. Staff will be required to attend the trial evacuation to undertake staff training. Staff members must complete, date and sign a Staff Fire Training Checklist to verify their training.

FIRE SAFETY NOTICES

Fire Safety Notices must be displayed throughout the building (kitchen, lobby, foyer, main hall and back studio)