LES MUNRO FIRE EMERGENCY PROCEDURES

CHIEF WARDEN – HIRER OF COMPLEX

WARDENS – HIRERS ASSISTANTS

***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 Les Munro Center on Jennings Street, Te Kuiti. Pass on any known information about the fire e.g. location and size.
* Evacuate the building to the place of safety outside – Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.
* Confirm to the Chief Warden that a 111 call has been made.

**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 –
* Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.
* 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 – Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.

**CHIEF WARDEN DUTIES**

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

* 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 – Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.
* 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.

LES MUNRO HIRERS AGREEMENT – FIRE EMERGENCY PROCEEDURES

The hirer of the hall becomes the CHIEF WARDEN.

The hirer of the hall must appoint at least two other 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 the Les Munro Center, King Street East, Te Kuiti. Pass on any known information about the fire e.g. location and size.
* Evacuate the building to the place of safety outside – Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.
* Confirm to the Chief Warden 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.

**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 – Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.
* 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 – Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.

**CHIEF WARDEN DUTIES**

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

* 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 Wardens as they exit the building.
* Once all Wardens have evacuated, proceed to the place of safety outside – Grassed area at the rear of the Les Munro Center on Jennings Street, Te Kuiti.
* 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_