

PAPAKURA COMMUNITY TRUST

Evacuation Procedure

- Procedure One - Normal working hours and warden system operating
- Procedure Two - After normal working hours (no warden system is in place).

Procedure One

1. During normal working hours ie. Between 9am and 5pm a staff member designated as a fire warden will be in attendance. In the event of a fire or trial evacuation the warden will immediately put on the identification vest and arm band.
2. A staff member will operate the nearest alarm switch.
3. The staff member will immediately call 111 for the fire brigade requesting that a unit be sent to Redhill Community Centre, 163 Dominion Rd, Papakura
4. On hearing the audible alarms (either when deliberately activated for a trial evacuation or set off automatically by the smoke detectors) all staff will instruct members of the public in their section of the building or grounds to evacuate the building calmly and to assemble at the carpark assembly point by the magnolia tree. The staff member will also check the areas near them eg. toilets, offices and storage rooms.
5. One staff member will remain outside the main entrance to direct the fire brigade.
6. Only if conditions permit should any attempts be made to extinguish the fire.

Procedure Two

The evacuation of the building occupants is initiated by the following events:

If a building occupant discovers a fire they are instructed to operate the nearest safe manual fire alarm call point that will activate the fire alarm system as described in the After Hours Emergency Evacuation Notice below.

When the fire alarm is sounding, all occupants must evacuate the building to the carpark assembly point, and make certain that at least one person immediately telephones emergency services by dialing 111 from a safe area, building or mobile telephone, and meet the Fire Service on their arrival to advise them of the emergency.

After Hours Emergency Evacuation Notice

If you discover a fire:

1. Raise the alarm immediately by operating the nearest safe Fire Alarm Call Point located near all building exits.
2. Close all doors near the fire area (if safe to do so).
3. Quickly check that the area is clear of other people (if safe to do so).
4. Leave the building by following the nearest escape route indicated by EXIT signs, that is unaffected by fire.
5. If exiting the main double doors, push 'Touch to Exit'. If that is unsuccessful, press 'Emergency Door Release'.
6. Ensure the Fire Service is notified per 111 call (outside line may be required) using a telephone in a safe area.
7. Assemble at the Carpark Assembly Point, to meet the Fire Service.
8. Report to the Fire Service on their arrival and advise them of any relevant information (fire location etc).
9. Do not re-enter the building until the Fire Services has issued the all clear to return.

If you hear the fire alarm follow steps 3-8:

Fire-Fighting Precautions

Do not approach the fire or attempt to extinguish a fire, unless it is safe to do so and you have had appropriate fire extinguisher training.

If a small fire is discovered, it may only require immediate use of a fire extinguisher. If there is any doubt as to your safety or the safety of other building occupants contain the fire by closing appropriate doors. Activate a manual fire alarm call point and evacuate the building following the above instructions.

First Aid

The First Aid Kit is located in the kitchen above the microwave.

Reviewed: _____

Date: _____