

Evacuation Scheme



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1. INTRODUCTION

The premises known as Tui Ridge Park are required under the Fire Safety and Evacuation of Buildings Regulations 1992 to have in place an approved Scheme for the safety and welfare of its occupants.

As the building is used by various groups it is the responsibility of the person in charge of the occupancy at the time to ensure that the procedures contained in this manual are followed and able to be implemented should the need arise.

The owners of the premises have been deemed to have discharged their responsibilities under the Fire Safety and Evacuation of Buildings Regulations 1992 by the production of this scheme.

2. GENERAL PROCEDURES

A copy of this scheme shall be available to every group that occupies the premises and these procedures and the appointment of fire wardens shall be adopted. It is essential that the procedures are adhered to as an orderly evacuation ensures maximum safety.

The emergency warning signal consists of the “break glass and switch on” manually operated call points wired to siren speakers. The call points are located in each building and operation of any one of them will sound the alarm throughout the whole complex. Therefore total evacuation of the complex will be required should the alarm system sound.

Evacuation notices detailing the method of operating the emergency warning signal, the nearest fire extinguishing apparatus and the evacuation assembly point shall be posted at strategic positions throughout the complex.

The appointed Fire Wardens shall have available to them coloured armbands / jerkins / helmets designating their responsibility which they shall wear should an evacuation be necessary.

So that any evacuation can be co-ordinated and appropriate liaison take place, a person shall be appointed to oversee the whole operation. This person shall be provided with a coloured jerkin / armband / helmet appropriately marked and shall be designated the Building Warden. To enable the accounting of persons the Building Warden shall collect the Dormitory Sleeping Plan and Assistance Register and take it with him to the Evacuation Point. The plan and register together with the wardens armbands are stowed in a cabinet adjacent to the Fire Hydrant in the car park.

Premises required to have an approved Evacuation Scheme are also required to have a designated Evacuation Assembly Point. It is essential that all occupants of the building assemble at the designated area if called to evacuate the premises, for if persons are not able to be accounted for search procedures will need to be initiated.

3. MEANS OF ESCAPE

When any of the buildings are occupied the means of escape shall be checked at regular intervals to ensure that:-

- a) They are kept clear of obstacles at all times
- b) Fire Exit doors are not locked, barred or blocked so as to prevent occupants from leaving the building
- c) Flammable cleaning liquid or material or any 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 stored in non-combustible containers with close fitting lids.
- d) Designated smoke-stop doors shall be kept closed unless held open by approved hold open devices.

4. FIRE WARDENS

The number of Wardens appointed shall be such as are able to assist the total number of occupants to evacuate and to carry out a check to ensure the premises have actually been evacuated.

DUTIES

- a) On hearing the evacuation signal, assist all occupants in your designated area to leave the building by the nearest **safe** exit.
- b) Check all toilets and store rooms etc.
- c) Ensure critical appliances and systems such as heaters and gas are turned off. Computers and lights may be left on.
- d) Watch for disabled people who may need assistance.

- e) When your area is clear report to the Building Warden at the Evacuation Assembly Point.

NOTE:

It is important to check all areas as fire conditions cause stress and disorientation and some occupants may feel safer staying than evacuating.

5. BUILDING WARDEN

A Building Warden shall be appointed who will co-ordinate the evacuation and liaise with the Fire Wardens and the NZ Fire Service.

The method of accounting for all persons occupying the premises will be the Dormitory Sleeping Plan.

DUTIES

- a) On hearing the evacuation signal ensure the NZ Fire Service has been called - Dial 9 111
- b) Ensure evacuation is taking place and Fire Wardens are in attendance.
- c) Collect Assistance Register and Dormitory Sleeping Plan
Report to the assembly point
Co-ordinate and take charge.
- d) Liaise with Fire Wardens and the officer in charge of the Fire Service on their arrival.
- e) Ensure no one re-enters the building without permission.

6. EVACUATION ASSEMBLY POINT

The evacuation assembly point for this complex is located -

CAR PARK AT FRONT OF COMPLEX

Consideration may need to be given to shelter and/or methods of keeping warm, evacuees who may be young / elderly or lightly clad.

7. ASSISTANCE REGISTER

A requirement of an approved evacuation scheme is the establishment of an Assistance Register for disabled persons who occupy or visit the premises. It is required whether or not disabled persons currently occupy the building. This register lists:-

- a) Those responsible for assisting known disabled people (if any) in the premises
- b) Those responsible for assisting disabled visitors in the building

The Assistance Register shall be the responsibility of the person in charge of the occupancy at the time. It shall be given to the Building Warden if an evacuation is required so that any extra persons on site can be verified.

The term “disabled persons” is a general term and not confined to those who may require wheelchairs and should be regarded as any person who may not have the full use of any bodily function or faculty.