

Appendix 1**Hirers Agreement****Hirer or User Responsibilities**

In order to comply with the requirements of Section 21a of the Fire Service Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 1991, every group booking the hall must appoint a person who will be responsible for accounting for all occupants when hiring the facilities should evacuation become necessary. For the purpose of this Evacuation Scheme the person shall be the nominated Fire Warden.

As a condition, the Hirer must ensure that the nominated Fire Warden is aware of their evacuation duties in the event of a fire.

The Hirer after acquiring familiarity with the requirements of the hall Evacuation Scheme will:

- Appoint a Fire Warden *normally the person in charge of the group*.

A Hirers Pack contains a copy of this form *the Hirers Agreement*, a hall Floor Plan and the Fire Warden's Information and Duties.

The Hirer must implement checks to ensure:

- Escape routes are clear of obstacles at all times.
- Exit doors are not locked, barred or blocked to prevent occupants from leaving the building at any time.

I agree to appoint a person who will be responsible for making sure that all occupants are accounted for in the event of an evacuation.

I acknowledge my responsibilities and have received the Hirers Pack as specified above.

Name: _____
Print

Signed: _____

Date: _____

Appendix 2

Fire Warden's Duties

The Fire Warden is the on-site individual in charge of the group at the time of the fire emergency and they shall coordinate the overall evacuation.

On hearing the alarm:

1. Wear your identification located in the Emergency Cupboard: Hi Viz sash clearly imprinted with Fire Warden.
2. Proceed to your reporting point at the front entrance of the Hall.
3. Ensure the Fire Service has been notified by a **111 call** *this may be delegated and reported back to you*. The call may be placed by using a telephone in a neighboring premise or by mobile telephone etc. Clearly state the premises **NGATEA WAR MEMORIAL HALL, 66 ORCHARD WEST ROAD, NGATEA, HAURAKI PLAINS** and the **NATURE OF THE EMERGENCY** *fire, alarm sounding etc.*
4. Receive a report from the person who activated the alarm.
5. Receive reports from the Wardens and maintain the evacuation board.
6. If no report is received from any Warden, commence inquiries.
7. Ensure the Building Assistance Register is available and that all listed individuals have been accounted for.
8. Check the Fire Alarm Panel situated in the front foyer and visible from outside on the entrance steps.
9. Meet the Fire Service on their arrival and advise them of the evacuation status of the Hall, including the location of any person with disabilities.
10. If it is established that the fire emergency is a false alarm, you may return all building occupants *if there is any doubt, consult with the Fire Service before issuing the all-clear to return*.

Appendix 3

Warden's Duties

The Warden's are those on-site who have been nominated by the Fire Warden to ensure specific areas are checked in the event of a fire emergency and an evacuation.

Upon hearing the fire alarm:

1. Wear your identification located in the Emergency Cupboard: Hi Viz sash clearly imprinted with Warden.
2. Assist all occupants in your area of responsibility to evacuate the building via the nearest safe exit to the predetermined Assembly Point: beyond the Children's Playground Area, by the fence, where the Assembly Point sign is located.
3. Ensure smoke control doors are closed.
4. Check that all areas of responsibility are clear, including toilets.
5. Ensure critical appliances and systems are turned off if it is safe to do so.
6. Watch for people with disabilities who may require assistance; appoint a suitable person to assist as necessary.
7. Report to the safety warden and convey area status. eg. Stage evacuated or occupied or person injured.

Only if it is safe to do so should fire-fighting be attempted.

Fire-fighting Precautions

The first priority for the Warden's and Fire Warden is to ensure the safety of the building occupants. This may dictate that all occupants are immediately evacuated before fire-fighting actions are considered.

Do not approach the fire or attempt to extinguish a fire unless you have had appropriate training. Implement all considered plans of action with a minimum of two people.

Always make sure you are positioned between the fire and a safe way out.

Small Fire

If a small fire is discovered, it may only require the immediate use of a hose reel or 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 commence evacuation actions. Report the location to the Fire Warden.

Appendix 4**General Instructions****If you discover a fire:**


1. Raise the nearest alarm by operating the nearest safe Manual Fire Alarm Call Point.
2. Close all doors near the fire area *if safe to do so*.
3. Quickly check that the area is clear of people *if safe to do so*.
4. Ensure the Fire Service is called using 111. This may be done using a telephone in neighboring premises, a cell phone outside. Clearly state **NGATEA WAR MEMORIAL HALL, 66 ORCHARD WEST ROAD, NGATEA, HAURAKI PLAINS** and the **NATURE OF THE EMERGENCY** *fire, bells ringing etc.*
5. Potentially dangerous processes or machinery should be closed down; if possible do so safely and with no delay.
6. Report to the Fire Warden or Wardens. Advise where the fire is situated.

Firefighting should only be attempted if it is safe to do so.

If you hear the fire alarm or are warned of a fire:

1. Follow the instructions of the Warden.
2. Potentially dangerous processes or machinery should be closed down, if possible, do so safely and with no delay.
3. Leave lights on.
4. Leave the building immediately by following the **NEAREST** safe exit route indicated by **EXIT SIGNS** unaffected by fire. Move quickly but **DO NOT RUN**.
5. Leave by the nearest safe exit route **MOVE** quickly **DO NOT RUN**.
6. Assist any person with disabilities.
7. Report to the Assembly Point *Fence in the Hall car park identified by green Assembly Point sign* and stay until the 'all-clear' is given.
8. Stay outside the Hall until the 'all-clear' is given by the Fire Warden or the Fire Service.

Appendix 5

Assembly Point Check Sheet					
Area	Occupied	In Area		Out	Clear ✓ / X
Foyer					
Men's Toilets					
Ladies Toilets					
Storage Room					
Hall					
Supper Room					
Kitchen					
Conference Room					
Stage					
Stage Toilets 1&2					
Basement					

Use this Check Sheet or the Site Plan to Record the Evacuation Status.

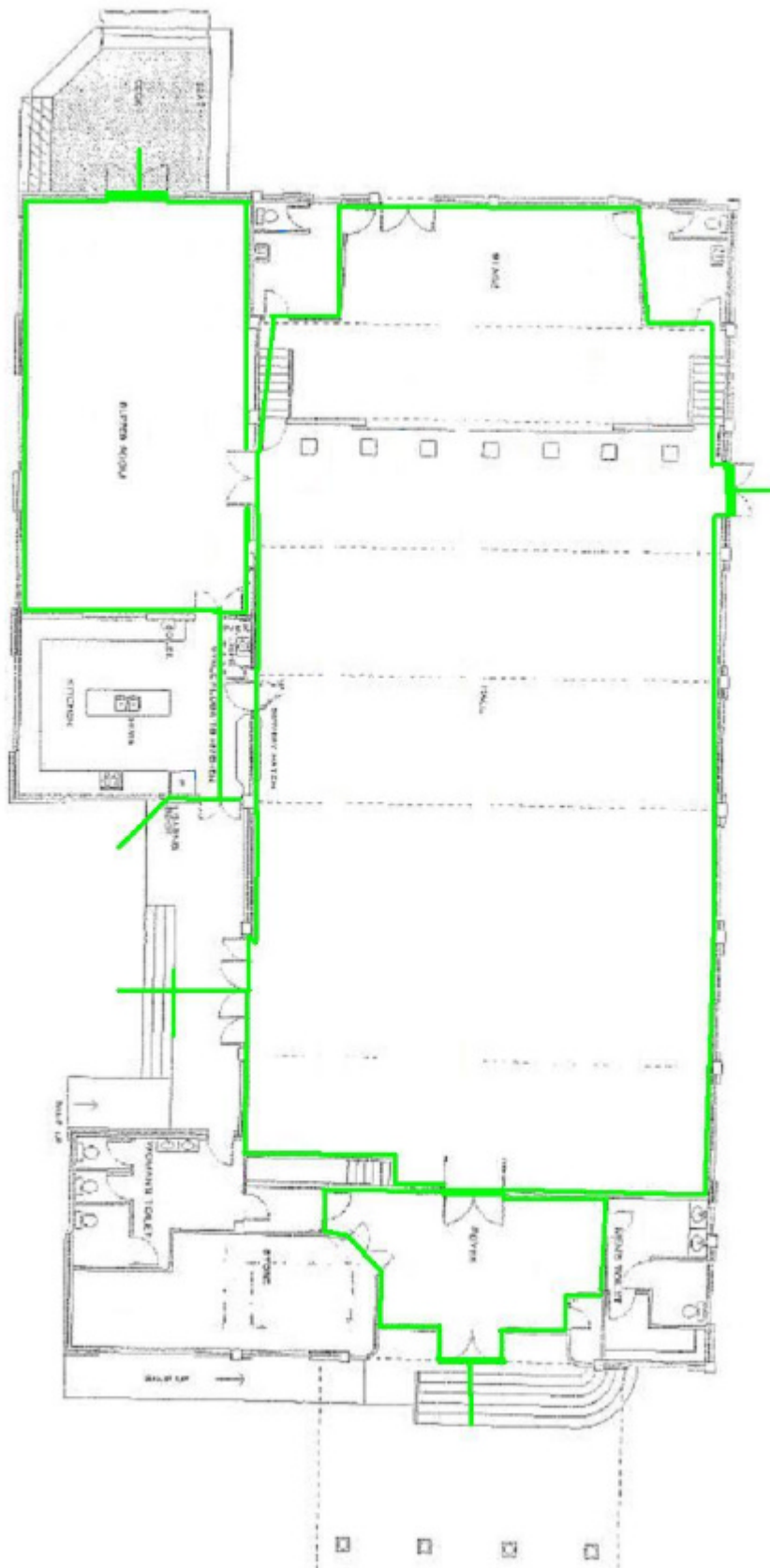
Assembly Points Warden Duties

Upon hearing the fire alarm:

1. Clear and Direct occupants in your area of responsibility to evacuate the building via the nearest safe exit to the predetermined Assembly Point

Appendix 6 – Egress and Escape Routes

Hall Floor Plan



Assembly Point

