

## SECTION 2

### FIRE SAFETY

#### 1.0 HALL HIRE

- 1.1 Any group utilising the Hall must adhere to a fire-safety procedure for this facility. In addition the building has safety features that require monitoring before and during the occupation.
- 1.2 The maximum number of occupants permitted in the Paeroa War Memorial Hall is **350**.

#### 2.0 OVERVIEW

##### Procedure

- 2.1 Prior to occupation, the safety features of the Hall must be checked by a designated person - such as the person in charge of the group or a Building Warden - and this is contingent on the envisaged occupancy number.
- 2.2 The safety features of the facility must be regularly monitored before and during occupation in accordance with the Fire Service Act 1975 Section 21a, New Zealand Standard 9232: 1991 – Places of Assembly, and Hauraki District Council's approved Evacuation Scheme for the Paeroa War Memorial Hall.
- 2.3 If a Hall occupant discovers a fire they are instructed, as per the Fire Evacuation Notice on the wall, to operate the nearest *safe* manual fire alarm call point that will then activate the buildings fire alarm system.
- 2.4 Upon the fire alarm sounding, all occupants must evacuate the facility through the front entrance or southern side exit of the hall.
- 2.5 The Building Warden will establish the location of the fire problem from the fire alarm panel.
- 2.6 The Building Warden will ensure that the Fire Service is called; ascertain the evacuation status of the hall, and meet the Fire Service on their arrival to inform them of the situation.

##### Conditions

- 2.7 A Hirer comprises any person or group of persons using the premises, whether or not a charge has been imposed for this use. An illustration of a Hirers agreement is included in Section Three.
- 2.8 As a condition, the Hirer authorised to occupy the hall must ensure that Wardens - and a certified Safety Officer if required - have been nominated and are familiar with their evacuation duties in the event of a fire.
- 2.9 This requirement is in accordance with the Fire Service Act 1975 Section 21a New Zealand Standard 9232: 1991 *Places of Assembly* and the Hauraki District Council's approved Evacuation Scheme for the Paeroa War Memorial Hall.

### **Fire Wardens**

- 2.10 When the Hall is utilised a Building Warden must be nominated to supervise and Floor Wardens may be required contingent on the level of occupancy as follows:
  - a. 99 or fewer occupants = one Building Warden to execute all duties
  - b. 100 to 299 occupants = a Building Warden plus one Floor Warden where the occupants are in a single floor area or space, and one Floor Warden for each additional area or space.
  - c. 300 to 350 occupants = a certified Fire Safety Officer plus two Floor Wardens where the occupants are in a single floor, area or space and one Floor Warden for each additional level, area or space

## **3.0 OCCUPATION PROCEDURE**

### **Less than 100 people**

- 3.1 **Procedure:** When the premises are hired out or utilised by other parties for an occupancy that is fewer than 100 individuals, the *Evacuation Scheme Coordinator* or delegated person will determine whether the Hirer operates procedure for more than 100 people, as elaborated in clause 3.2 or whether the procedure for less than 100 people should be adopted. The selection of the appropriate procedure will canvas such issues as:
  - a. Number of persons
  - b. Ability of persons
  - c. Maturity of persons

- d. Whether or not alcohol will be consumed
- e. Number of rooms intended to be used

### **100 to 299 people**

3.2 **Procedure:** When the premises are hired out or utilised by other parties for occupancy between 100 to 299 people, the Evacuation procedure will operate as below:

- a. Requirements: Prior to utilisation of the Hall the *Evacuation Scheme Coordinator* will ensure that:
  - i. The person in charge of the Group (Hirer) assumes responsibility for the safety of the group and signs a Hirer's agreement.
  - ii. The Hirer makes certain that escape routes are kept clear of obstructions and that exit doors are unlocked and not obstructed in any way that could impede occupants from evacuating
  - iii. The Hirer must ensure that all Wardens are aware of the location of manual fire alarm points and fire extinguishers; are familiar with the operation of the lighting system

### **300 to 350 people**

3.3 **Procedure:** When the premises are hired out or utilised for occupancy of up to 350 people, the Evacuation procedure will operate as below:

- a. Requirements: Prior to utilisation of the Hall the *Evacuation Scheme Coordinator* will ensure that:
  - i. The person in Charge of the Group (Hirer) assumes responsibility for the safety of the group and signs a Hirer's agreement.
  - ii. The Hirer makes certain that escape routes are kept clear of obstructions and that exit doors are unlocked and not obstructed in any way that could impede occupants from evacuating
  - iii. The Hirer must ensure that all Wardens are aware of the location of manual fire alarm points and fire extinguishers; are familiar with the operation of the lighting system.
  - iv. All Hirer's will be issued with a Hall Hire Conditions pack. This pack comprises
    - a. A copy of the Hire conditions;
    - b. Hall Floor Plan;
    - c. Fire Warden's Information on Duties;
    - d. Location and Contents of the Emergency Cupboard.

## **4.0 EMERGENCY CUPBOARD**

- 4.1 The following items are housed in the Emergency Cupboard and are to be returned if used.
  - a. Torch(es)
  - b. Hi Viz Sash – Building Warden
  - c. Hi Viz Sash – Warden

## **5.0 EVACUATION OF PERSON REQUIRING ASSISTANCE**

- 5.1 The Building Warden is to be informed of any person entering the building who may require assistance in an evacuation and register their requirements on the Assistance Register (see Section 3 Forms).
- 5.2 The Wardens are to be aware of the likely location and the type of assistance that person may require.
- 5.3 In the event of an evacuation the Wardens will be responsible for ensuring those that require assistance are assisted from the building to the assembly Point during an alarm.
- 5.4 At the time of the evacuation the Building Warden may nominate suitable persons to assist as required.

## **6.0 ASSEMBLY POINT**

- 6.1 In an evacuation event, the Assembly Point is the area beyond the driveway, by the Pascoe Motors fence. This area is easily identifiable by the green Assembly Point sign located on the fence
- 6.2 An alternative Assembly Point is the area at the rear of the building beyond the driveway, by the southern fence. This area is easily identifiable by the green Assembly Point sign located on the fence
- 6.3 While proceeding to this point, keep clear of vehicles in the car park.
- 6.4 Remain at the Assembly Point until the Building Warden or Fire Service has issued the 'all-clear' for occupants to return to the hall.

## **7.0 CLEAN UP AND RE-ENTRY**

- 7.1 You cannot re-enter the building until the Building Warden has given the all clear to do so.

## **8.0 SAFETY OF APPLIANCES AND GOODS**

- 8.1 Reasonable fire safety precautions are to be taken with regard to:
  - a. Electrical wiring and appliances including portable equipment,
  - b. Gas equipment and appliances including portable equipment,
  - c. Appliances fuelled by flammable liquid.
- 8.2 Any appliance that has an open flame or is fuelled by flammable liquid or gas must be constructed, secured and protected so as to minimise the risk of fire to the building and contents
- 8.3 The packing and unpacking area of the building is to be kept clean and tidy.
- 8.4 Smoking is not permitted in these areas.
- 8.5 A “Comments” sheet at the rear of Section 3 may be used to record any identified hazards.

## APPENDIX D: CLASSES OF FIRE

<p>Fire is divided into four classes for the purpose of effective fire-fighting. The correct extinguisher must be used for each fire. This table shows how to identify the classes of fire and the most suitable of extinguisher to use on that fire.</p>	
Class of Fire	Suitable Extinguisher
<p><b>Class A</b> Materials such as wood, paper and textiles.</p>	<p>Fire Hose Reel, water filled extinguishers or multi-purpose dry powder extinguishers.</p>
<p><b>Class B</b> Flammable liquids such as petrol, oils, cooking fats and solvents.</p>	<p>Dry powder or multi-purpose extinguishers, carbon dioxide, foam or light water extinguishers.</p>
<p><b>Class C</b> Gases such as acetylene, LPG, CNG and natural gases.</p>	<p><b>TURN OFF THE GAS SUPPLY FIRST</b> Use a multi-purpose dry powder extinguisher.</p>
<p><b>Class D</b> Metals such as sodium, potassium and magnesium.</p>	<p>Special dry powder extinguisher.</p>
<p><b>Class E</b> Fires in electrically energized equipment or any other class of fire.</p>	<p><b>TURN OFF THE ELECTRICITY FIRST</b> Dry powder or multi-purpose extinguishers, carbon dioxide extinguishers.</p>

## APPENDIX E: FIRE FIGHTING EQUIPMENT

- A Hose Reel and fire extinguishers are strategically located throughout the building.
- The Hose Reel and fire extinguishers are inspected monthly and are maintained and serviced annually.
- A record of the service is displayed on the equipment.
- They are to be kept clear of obstruction and able to be used at all times.
- Signs and labels indicating the location of fire-fighting equipment must not be removed or obstructed.
- If an extinguisher has been used it must be recharged as soon as possible.
- The location of fire fighting equipment is highlighted on the Evacuation Floor Plan. Occupants should familiarise themselves with their whereabouts in case of emergency



Front Door



Rear Door



Main Stage Exit



South Wall Exit



Foyer Fire Extinguisher and Hose Reel



Rear Toilets Hose Reel

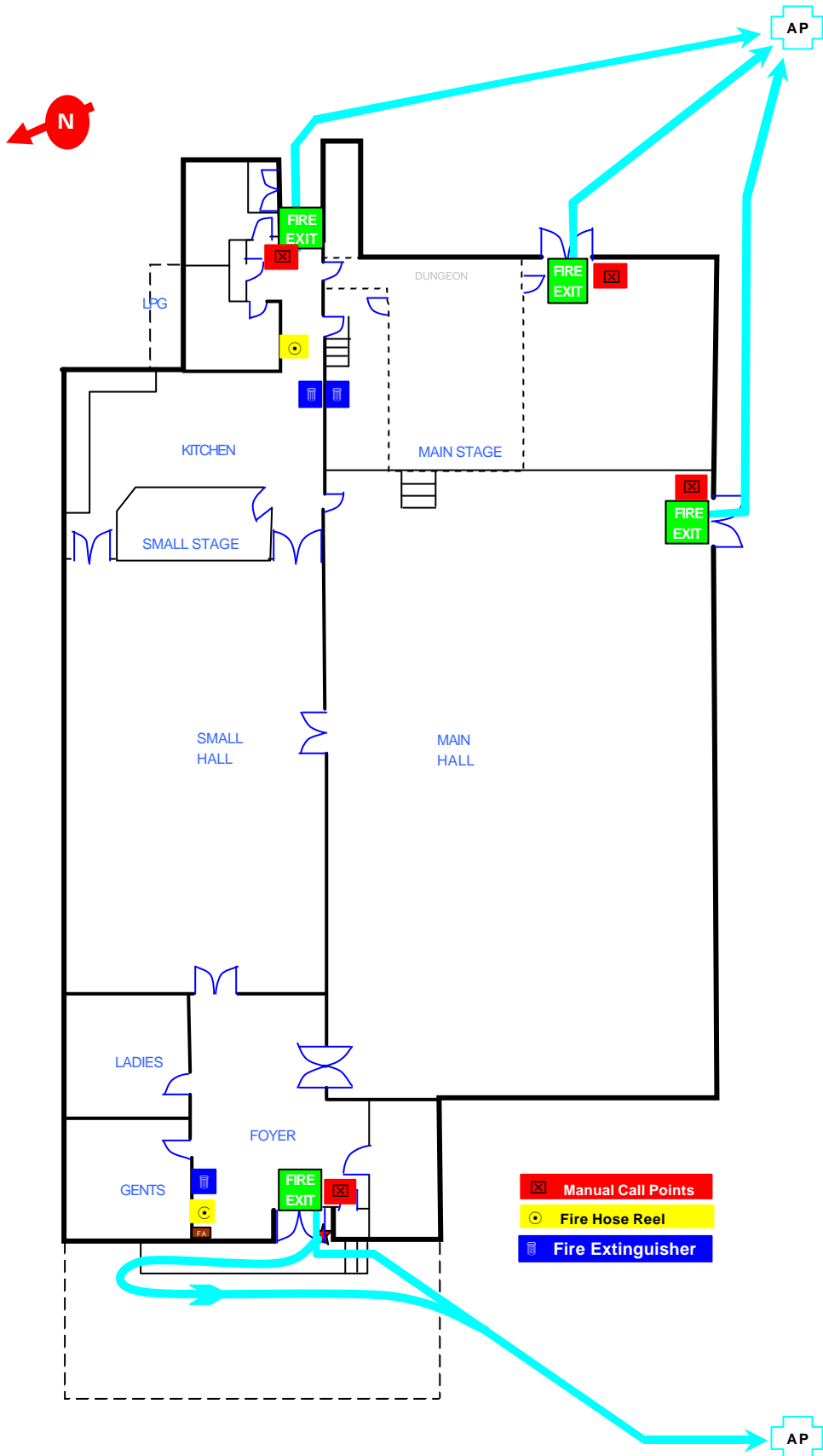


Kitchen Fire Extinguisher

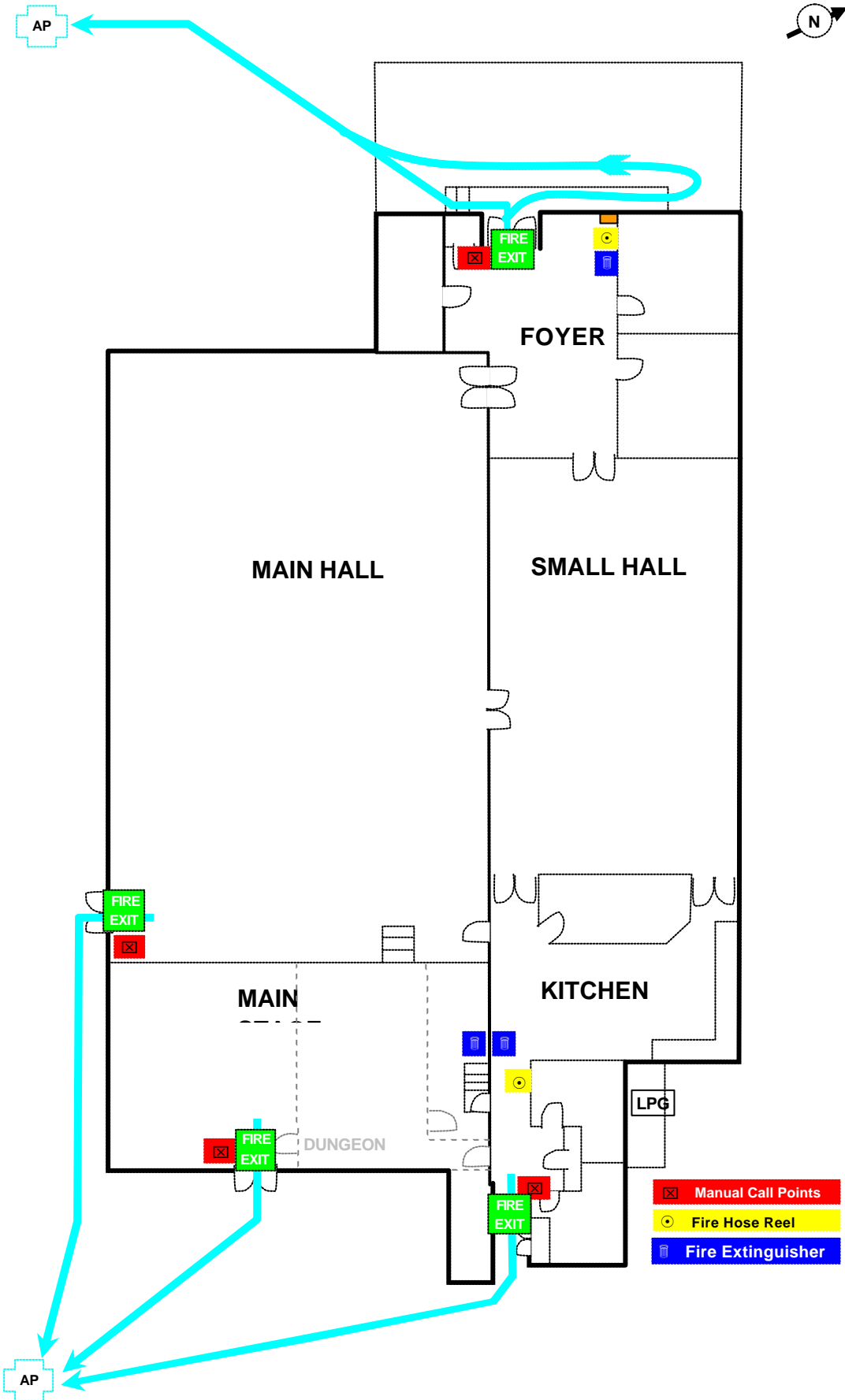


Main Stage Fire Extinguisher

# APPENDIX F: EVACUATION FLOOR PLAN



- X Manual Call Points
- Fire Hose Reel
- 🔥 Fire Extinguisher



## APPENDIX G: 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 neighbouring premises, a cell phone outside. Clearly state **PAEROA WAR MEMORIAL HALL, 144 NORMANBY ROAD, PAEROA** 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 Building Warden or Floor 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 near 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 Building Warden or the Fire Service.

## APPENDIX H: 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 Building Warden.

As a condition, the Hirer must ensure that nominated Wardens are 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 Building Warden *normally the person in charge of the group.*

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.

## APPENDIX I: BUILDING WARDEN'S DUTIES

The Building 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 BUILDING 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 neighbouring premise or by mobile telephone etc. Clearly state the premises **PAEROA WAR MEMORIAL HALL, 144 NORMANBY ROAD, PAEROA** 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 Floor Wardens and maintain the evacuation board.
6. If no report is received from any Floor Warden, commence inquiries.
7. Ensure the 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 J: FLOOR WARDEN'S DUTIES

The Warden's are those on-site who have been nominated by the Building 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 Hall boundary, 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 Building Warden and convey area status. e.g. 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 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 Building Warden.

## APPENDIX K: ASSEMBLY POINT CHECK SHEET

Area	Occupied	In Area 			Out	Clear ✓ / X
Foyer						
Men's Toilets						
Ladies Toilets						
Storage Room						
Main Hall						
Main Stage						
Small Hall						
Kitchen						
Basement						
Rear Toilet 1						
Rear Toilet 2						

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.