



## **EMERGENCY PROCEDURES**

**FOR**

# **HORNCASTLE ARENA 55 JACK HINTON DRIVE CHRISTCHURCH**

**DATE : 11 August 2014**



**PREPARED BY:**

**&**

***Fire Safety Net Ltd (FSN)***

[www.firesafetynet.co.nz](http://www.firesafetynet.co.nz)

## FIRE EVACUATION SCHEME

<p style="text-align: center;"><b>PURPOSE OF SCHEME</b></p>	<p>To comply with the NZ Fire Service Fire Safety and Evacuation of Buildings Regulations 2006.</p> <p>We promote the method and practice that will ensure the systematic and orderly evacuation of all parts of the Arena by the nearest safe means of exit in the least possible time.</p> <p>To ensure that all Wardens are appointed throughout the Arena and are fully acquainted with their duties. Wardens will be trained in Fire Evacuation and encouraged to attend additional safety training, First Aid and Civil Defence.</p> <p><b>Vbase are to ensure that all new and current staff have a copy of this document and are made aware of the evacuation instructions / scheme during their induction / review to the work place / or new to the Arena.</b></p>
<p style="text-align: center;"><b>PERSONNEL</b></p>	<p>Personnel responsible for carrying out the instructions and procedures in this manual are designated as follows:</p> <ul style="list-style-type: none"> <li>• <b>INCIDENT CONTROLLER: HOSTING MANAGER.</b></li> <li>• <b>DEPUTY INCIDENT CONTROLLER: SENIOR STAFF HOST.</b></li> <li>• <b>SECTOR WARDENS: SENIOR HOSTS.</b></li> <li>• <b>WARDENS: HOST STAFF ON DUTY</b></li> </ul>
<p style="text-align: center;"><b>ACTION TO BE TAKEN IF YOU DISCOVER A FIRE</b></p> 	<ul style="list-style-type: none"> <li>• Activate the nearest Fire Alarm Call point and / or Radio Alert to the Incident Controller on Duty who will activate the Fire alarms and initiate a complete evacuation of the Arena.</li> <li>• On the sounding of the full fire alarms a call is to be made by telephone to the NZ Fire Service by dialling “111” and ask for the “Fire Service”. Then confirm the address (<b>HORNCastle ARENA, 55 JACK HINTON DRIVE, CHRISTCHURCH</b>) and the nature of the emergency. If you can give any further information about the type of fire and its precise location within the Arena then do so.</li> <li>• Start evacuation of your area in the Arena if safe to do so.</li> <li>• Direct Guests to the nearest Fire Exit Door.</li> <li>• Report your area clearance to your Senior Host.</li> <li>• Go to the safe assembly area (Front car parks by flag pole).</li> </ul> <p><i>* NOTE: you may need to obtain an outside line first when making a 111 call</i></p>
<p style="text-align: center;"><b>IF ALARMS ARE ACTIVATED !</b></p>	<p><b>Upon hearing the <u>continuous</u> sound of the fire alarm, all staff will:</b></p> <ul style="list-style-type: none"> <li>• Start evacuation of your area of the Arena if safe to do so.</li> <li>• Direct Guests to the nearest Fire Exit Door and safe Car Parks assembly areas.</li> <li>• Report your area clearance to your Senior Host.</li> <li>• Go to the safe staff assembly area (Front car parks by flag pole).</li> </ul> <p>Note: <b>KEEP CALM DO NOT PANIC.</b></p>
<p style="text-align: center;"><b>DISABLED PERSONS</b></p> 	<p>A register identifying disabled persons (Who are employed by Vbase) is held in the Evacuation Clearance Board (See Incident Controller) All Wardens who may require assistance are to advise the Incident Controller before an event.</p> <p>Wheelchair access and seating areas are allocated in the Arena – during a Fire Alert a disabled person assistant will be assigned.</p>

## WARDENS DUTIES




<p><b>INCIDENT CONTROLLER</b></p> <p><b>(HOSTING MANAGER)</b></p>	<p>The Incident Controller is charged with co-ordinating the activities of the Sector Wardens and ensuring that clearance reports are received from all areas following the evacuation. The Incident Controller will liaise in turn with the Senior Fire Officer or Civil Defence Officer co-ordinating emergency services. All Wardens are to follow Incident Controller and Senior Fire Officers' instructions.</p> <p><b><u>SMOKE DETECTOR ACTIVATION</u></b> (4 minute delay to full alarm activation)</p> <ul style="list-style-type: none"> <li>• Upon notification will check with the Security Office the location of the alert.</li> <li>• Radios all Senior Hosts / Staff to stand by for a full evacuation.</li> <li>• Go to the area of concern to investigate.</li> <li>• After carefully checking the area and find the alert is False will radio the Security Office to Isolate by using the switch on the panel and to call FFP so that it may be reset.</li> </ul> <p><b><u>IF FIRE IS LOCATED:-</u></b></p> <p><b>Will activate a Fire Alarm Call Point or Radio Security Office to Activate the Call Point located in the office.</b></p> <ul style="list-style-type: none"> <li>• Radio for more assistance if required</li> <li>• Search clear the area of concern.</li> </ul> <p><b><u>NB:- DO NOT ENDANGER YOUR SELF</u></b></p> <ul style="list-style-type: none"> <li>• Call the NZ Fire Service dial "111" and advise them that you have a Fire and evacuating the HORNCastle Arena. Confirm name and address of the Arena (<b>HORNCastle ARENA, 55 JACK HINTON DRIVE, CHRISTCHURCH</b>)</li> <li>• <i>NOTE: you may need to obtain an outside line first when making a 111 call</i></li> <li>• Go to the Security Office and collect the Evacuation Clearance Board for the event and the Incident Controllers Vest.</li> <li>• Wait at the Security Office and receive or radio for clearance reports from Sector Wardens.</li> <li>• Account for all persons with disabilities.</li> <li>• Ensure that all entrances are being monitored.</li> <li>• Meet with the NZ Fire Service and advise them about the building evacuation status.</li> </ul> <p><b># All Sector Wardens report area clearance to the Incident Controller. The Evacuation Clearance Report must then be adjusted to show clearance or otherwise.</b></p>
<p><b>DEPUTY INCIDENT CONTROLLER</b></p> <p><b>(SENIOR STAFF HOST)</b></p>	<ul style="list-style-type: none"> <li>• Will assume the responsibilities of the Incident Controller when requested or required.</li> <li>• Will when requested meet the NZ Fire Service and assist them to the Incident Controller located at the Security Office. The Senior Fire Officer will assume command on arrival</li> </ul>
<p><b>SECTOR WARDEN DUTIES</b></p> <p><b>(SENIOR HOSTS)</b></p>	<p>Each Sector Warden is required to direct, enforce and have full charge of evacuating all personnel located within their assigned area during the period of an emergency or trial evacuation.</p> <p><b>On the sounding of the Fire Alarm and or radio call from the Incident Controller</b></p> <p><b><u>:- FIRE ALERT</u></b></p> <ul style="list-style-type: none"> <li>• Wear you wear the Yellow Wardens Arm Band.</li> <li>• Check that Hosts in your area are evacuating Guests to nearest Fire Exit</li> <li>• Receive clearance report for your area.</li> <li>• Report area clearance and persons with disabilities who will require Fire Service assistance to the Incident Controller via Radio.</li> <li>• Direct Guests to the safe assembly areas (ALL CAR PARKS)</li> <li>• Go to staff assembly area (Front car parks by flag pole).</li> </ul>

<p style="text-align: center;"><b>WARDENS</b></p> <p style="text-align: center;"><b>(HOSTS)</b></p> <p style="text-align: center;"><b>FLOOR CLEARANCE &amp; REPORTING PROCEDURES</b></p>	<p><b>On the sounding of the Fire Alarms all Wardens will:</b></p> <ul style="list-style-type: none"> <li>• Direct Guests to the nearest Fire Exits.</li> <li>• Search your area that all persons have left.</li> <li>• Assist any disabled persons to the safe holding area (Top of Pods by Stairs).</li> </ul> <p>Wardens will ensure that their floor / area's are completely evacuated by checking all rooms and enclosed areas. The Warden should start checking the floor from the furthest point on the floor working systematically toward the exit, or the point closest to the fire working toward the exit.</p> <p>Evacuation of disabled persons should only be made after the main flow of Guests have been vacated. Ensure assistants have been appointed and begin to the safe holding area (Top of Pods by Stairs). The disabled persons assistants or nominees must remain with that person until the incident is over.</p> <p>NB: During the alert the alarms may stop please wait for the signal from your Team Leader or Incident Controller before allowing any person back in. (The Fire Service may silence the alarms on arrival to assist them with communications)</p> <p>The safe outside disable person's assembly area is the car parks.</p> <p>When the Wardens have determined that their area is completely evacuated and any disabled persons are accounted for, they will leave via the nearest fire exit.</p> <p><b>“THEN REPORT TO YOUR TEAM LEADER”</b></p> <p>Your Assembly Areas is :</p> <p>(Front car parks by flag pole).</p>
--	---

## **EARTHQUAKE EMERGENCY PROCEDURES**

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Remain in the Arena - it is safer.</li> <li>2. Move away from windows and any equipment/ furniture which may be dangerous if it falls over.</li> <li>3. Take immediate shelter under solid furniture such as tables or desks if possible.</li> <li>4. Keep calm and assist those who panic.</li> <li>5. If an evacuation order is given, follow the fire evacuation procedures.</li> <li>6. Follow the instructions from the Incident Controller.</li> </ol> |
|--|

# YOUR ARENA SAFETY EQUIPMENT

<p><b>MANUAL FIRE ALARMS</b></p> <p><b>BREAK GLASS &amp; DIAL 111</b></p> <p>(you may need an outside line first)</p> 	<p><b>SMOKE DETECTORS</b></p> 
	<p><b>SPRINKLERS</b></p> 

**YOUR ARENA HAS PORTABLE FIRE EXTINGUISHERS & HOSE REELS  
KNOW THEIR LOCATION \* LEARN HOW TO USE THEM  
FIRE EXTINGUISHERS ONLY BE USED IF NO PERSONAL RISKS ARE TAKEN!**

## MANAGEMENT OF MEANS OF ESCAPE

**Checks of the means of escape will be undertaken at regular intervals to ensure that:**

- a) They are kept clear of obstacles at all times;
- b) Exit doors are not locked, barred or blocked so as to prevent occupants from leaving the Arena when the Arena is occupied;
- c) Smoke control and fire stop doors are not kept open by methods other than hold open devices that comply with the Arena Code;
- d) Stairways and Vomitory which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate and kept clear at ALL times.
- e) Rubbish bins are to be inspected at regular intervals, ensure that there is no build up of addition litter throughout the Arena.

### WARDENS ID

	<p><b>SECTOR WARDENS ARM BANDS</b></p> 	<p><b>INCIDENT CONTROLLER HI VIZ VEST</b></p> 
--	--	---

## ASSEMBLY AREA'S

**GUESTS:- ALL CAR PARK AREA (100 METERS FROM THE ARENA)**

**STAFF:- (FRONT CAR PARK BY FLAG POLES)**

## **BOMB THREAT AND EXPLOSIVES - EMERGENCY PROCEDURES**

When a Bomb Threat call is received there is no alternative but to treat it as a potential danger.

### **ACTION TO BE TAKEN WHEN A TELEPHONE CALL IS RECEIVED IN RESPECT TO BOMB THREAT**

1. Make use of the prepared Bomb Threat Checklist located at the back of this manual. Although the majority of Bomb threat calls are hoaxes, each call must be treated as genuine until confirmed otherwise. Following a Bomb Threat, the Police and Incident Controller must be advised immediately. **DO NOT SET OFF THE FIRE ALARMS AS THIS MAY DETONATE THE BOMB**
2. It is the decision of the Police to determine what action is to be taken. If a search of the Arena or part thereof is required, it is better carried out by the occupants and wardens. The Police or Incident Controller will instruct Wardens on what action is to be taken.
3. Assessment of a call and the information divulged by the caller may influence what action management takes, police advice and assistance will still be required. Specific details from the caller, about the make-up of the organisation and personalities therein, will add credence to the threat. If, however, the caller is vague and does not give specific details about the premises, layout, people, etc, then the possibility of a device being present is reduced but cannot be discounted.
4. Remain calm during the conversation.
5. Keep the caller talking as long as possible but do not interrupt. If possible pay attention to any background sound which may give an indication as to where the call is coming from.

Any answers to these questions could give an indication as to whether or not this is a hoax, and as much of this information as possible should be passed on to the Police or Incident Controller.

## **DISCOVERY OF UNUSUAL OBJECTS**

### **ACTION TO TAKE ON DISCOVERY OF ANY UNUSUAL OBJECT:**

- 1 When a suspicious object is found the Incident Controller should be notified as for Bomb Threat.
- 2 Suspicious items received through the mail should preferably be left where they may have been delivered, but if circumstances dictate, they may be gently moved and isolated in a secure area. However, objects which have been discovered or left by an unknown person should definitely not be touched.
- 3 **THE OBJECT MUST NOT BE TOUCHED OR TAMPERED WITH**
- 4 Following a room or area being evacuated, secure and prevent access. This does not mean locking doors, etc., unless absolutely necessary, but ensuring that personnel who may be oblivious to the emergency cannot enter the danger area.
- 5 Experience has shown that explosive devices can be made to resemble almost anything. It is wise, therefore, to treat any suspicious object found in an unusual place with utmost of care.
- 6 The Police will determine what action is to be taken.
- 7 Remain calm and inform only those "who need to know".

**DON'T TOUCH IT-- DON'T MOVE IT**  
**RING THE INCIDENT CONTROLLER AND/OR THE POLICE**

### **SPECIAL NOTE - STAFF PROCEDURES**

**WARDENS ARE TO ACT ON INSTRUCTIONS GIVEN BY THE INCIDENT CONTROLLER, POLICE OR FIRE SERVICE.**

**EVACUATION WILL BE VIA THE PUBLIC ADDRESS SYSTEM AND WORD OF MOUTH.**