



EMERGENCY PROCEDURES

FOR

HAGLEY OVAL PAVILION 63 RICCARTON AVENUE CHRISTCHURCH

DATE : 09 September 2014



PREPARED BY:

Fire Safety Net Ltd (FSN)

www.firesafetynet.co.nz

SAFETY FIRST

FIRE EVACUATION SCHEME

<p style="text-align: center;">PURPOSE OF SCHEME</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 pavilion by the nearest safe means of exit in the least possible time.</p> <p>To ensure that all Wardens are appointed throughout the pavilion 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>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 Pavilion.</p>
<p style="text-align: center;">PERSONNEL</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"> • INCIDENT CONTROLLER(IC) : OPERATIONS MANAGER • DEPUTY INCIDENT CONTROLLER: HOSTING MANAGERS • SECTOR WARDENS: TEAM LEADERS ON DUTY • WARDENS: HOST STAFF ON DUTY
<p style="text-align: center;">ACTION TO BE TAKEN IF YOU DISCOVER A FIRE</p> 	<ol style="list-style-type: none"> 1. Activate the nearest Fire Alarm Call point and / or Radio Alert to the Incident Controller on Duty who will activate the Fire alarms for the area of concerned and may initiate a complete evacuation of the pavilion if circumstances require. 2. 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 (HAGLEY OVAL PAVILION, 63 RICcarton AVENUE, CHRISTCHURCH) and the nature of the emergency. If you can give any further information about the type of fire and its precise location within the Pavilion then do so. 3. Start evacuation of your area of the Pavilion. 4. Fire extinguishers should only be used if you are trained to use them and no personal risks are taken. <p><i>* NOTE: you may need to obtain an outside line first when making a 111 call</i></p>
<p style="text-align: center;">IF ALARMS ARE ACTIVATED !</p>	<p>Upon hearing the <u>continuous</u> sound of the fire alarm, all staff will:</p> <ul style="list-style-type: none"> • Direct Guests to the nearest fire exit. • Begin searching your area <p>Continue the evacuation unless the Incident Controller or Team Leader gives permission to re occupy the pavilion.</p> <p>If Fire Alarm is Continually Sounding: Will ensure that all your areas have been search and then report to your Team Leader.</p>
<p style="text-align: center;">DISABLED PERSONS</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 have persons that may require assistance are to advise the Incident Controller.</p>

WARDENS DUTIES

<p>INCIDENT CONTROLLER</p> <p>(IC)</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. Wardens are to follow Incident Controller and Senior Fire Officers' instructions.</p> <p><u>SMOKE DETECTOR ALARM ACTIVATED IN CONTROL ROOM</u></p> <ul style="list-style-type: none"> • Check on the Remote Display Unit located in the Control Room for location of the alert. • Radio Team Leader (Sector Warden) to investigate the cause of the alert. • If no fire will reset the alarm using the RDU panel located in the Control Room. <p><u>IF THE FIRE ALARM SOUNDS CONTINUALLY</u></p> <ul style="list-style-type: none"> • Call the NZ Fire Service dial "111" and advise them that you have a Fire or evacuating the pavilion. Confirm name and address of the Pavilion (HAGLEY OVAL PAVILION, 63 RICcarton Avenue, Christchurch) • <i>NOTE: you may need to obtain an outside line first when making a 111 call</i> • Collect the Evacuation Clearance Board and IC Jacket. • Go to the Fire Alarm Panel located near the Players Entrance. • Wait by Panel / Entrance and receive evacuation clearance reports from all Sector Wardens. Meet with the NZ Fire Service on arrival. • Report to the NZ Fire Service on arrival. <p>All Sector Wardens report area clearance to the Incident Controller. The Evacuation Clearance Report must then be adjusted to show clearance or otherwise.</p>
<p>DEPUTY IC</p>	<ul style="list-style-type: none"> • Will assume the responsibilities of the Incident Controller when requested or required.
<p>SECTOR WARDEN DUTIES</p> <p>(TEAM LEADERS)</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 style="text-align: center;">On the sounding of the Fire Alarm and or radio call from the Incident Controller</p> <p>SMOKE DETECTOR ACTIVATION (Pre –Alert alarm in Control Room)</p> <ul style="list-style-type: none"> ➤ Will receive radio instructions from the IC about the area of concern to investigate. ➤ Then Investigate area – If false radios the Incident Controller who will then reset the fire alarm system. If Fire activate the nearest Fire Alarm Call Point. ➤ IF FIRE ALARM IS CONTINUALLY SOUNDING: ➤ Ensure Warden Identification (Yellow Warden Jacket) is worn ➤ Search designated area and report clearance via radio to the IC. ➤ Ensure that no person enters your search areas. ➤ Sector Wardens Assemble: By the Fire Alarm Panel by the Players Entrance.
<p>WARDENS</p> <p>(HOSTS)</p> <p>FLOOR CLEARANCE & REPORTING PROCEDURES</p>	<p>On the sounding of the Fire Alarms all Wardens will:</p> <ul style="list-style-type: none"> • Ensure you wear your ID (Arm Band) • Direct Guests to the nearest Fire Exits • Assist any disabled persons <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 if possible after the floors above have been vacated. The safe holding area will at the top of the stairs that are by the TV & Radio Studios then they will be assisted to a first safe place outside. The disabled persons assistants or nominees must remain with that person until assisted by Fire Service personnel. (As required)</p> <p>The safe outside disable person's assembly area is the car park by the Horticultural Hall.</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>"THEN REPORT TO YOUR ASSIGNED TEAM LEADER</p>

EARTHQUAKE EMERGENCY PROCEDURES

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| 1. | Remain in the Pavilion - it is safer. |
| 2. | Move away from windows and any equipment/ furniture which may be dangerous if it falls over. |
| 3. | Take immediate shelter under solid furniture such as tables or desks. |
| 4. | Keep calm and assist those who panic. |
| 5. | If an evacuation order is given, follow the fire evacuation procedures. |
| 6. | Follow the instructions from Wardens. (HOSTS) |

YOUR PAVILION SAFETY EQUIPMENT

<p>MANUAL FIRE ALARMS</p> <p>BREAK GLASS & DIAL 111</p> <p>(you may need an outside line first)</p>	<p>SMOKE DETECTORS</p> <p>VESDA (PARTIAL)</p> <p>HEAT DETECTORS (PARTIAL)</p>
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**YOUR PAVILION HAS PORTABLE FIRE EXTINGUISHERS
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 Pavilion when it is occupied;
- c) Smoke control and fire stop doors are not kept open by methods other than hold open devices that comply with the Pavilion Code;
- d) Stairways and Vomitory's 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 pavilion.

WARDENS ID

<p>WARDENS (HOSTS) ARM BANDS</p>	<p>SECTOR WARDENS (TEAM LEADER) YELLOW HI VIZ VEST</p>	<p>INCIDENT CONTROLLER HI VIZ VEST (HOSTING MANAGER)</p>
		

ASSEMBLY AREA'S

**GUESTS: WILL BE DIRECTED AWAY FROM THE PAVILION TO THE CAR PARK
ASSEMBLY AREA (BY THE HORTICULTURAL HALL)**

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 pavilion 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.

FIRE EVACUATION PLAN

FIRE

IF YOU DISCOVER FIRE

DO

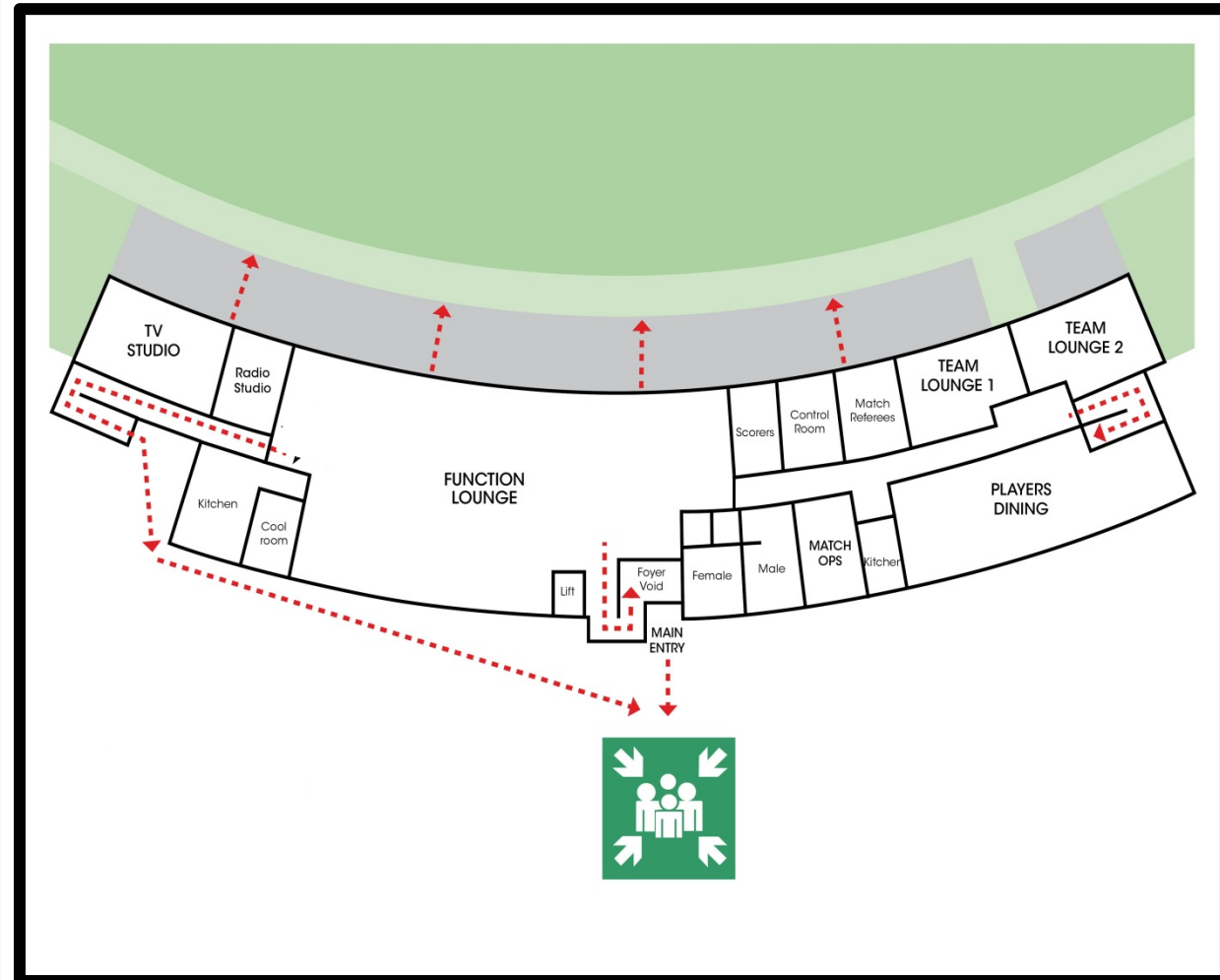
- Activate the nearest Fire Alarm Call Point and radio the Incident Controller who will Dial "111".
- Evacuate the fire effected area first.
- Search your assigned designated area.
- Direct all GUESTS to the nearest Fire Exit.
- Report clearance to your Team Leader.

IF THE FIRE ALARM SOUNDS

DO

- Direct all GUESTS to the nearest Fire Exit.
- Search your assigned designated area.
- Report clearance to your Team Leader.

HAGLEY OVAL PAVILION 63 RICCARTON AVENUE CHRISTCHURCH



FIRE SITE EVACUATION PLAN

HAGLEY OVAL PAVILION

63 RICCARTON AVENUE

CHRISTCHURCH

FIRE

IF YOU DISCOVER FIRE

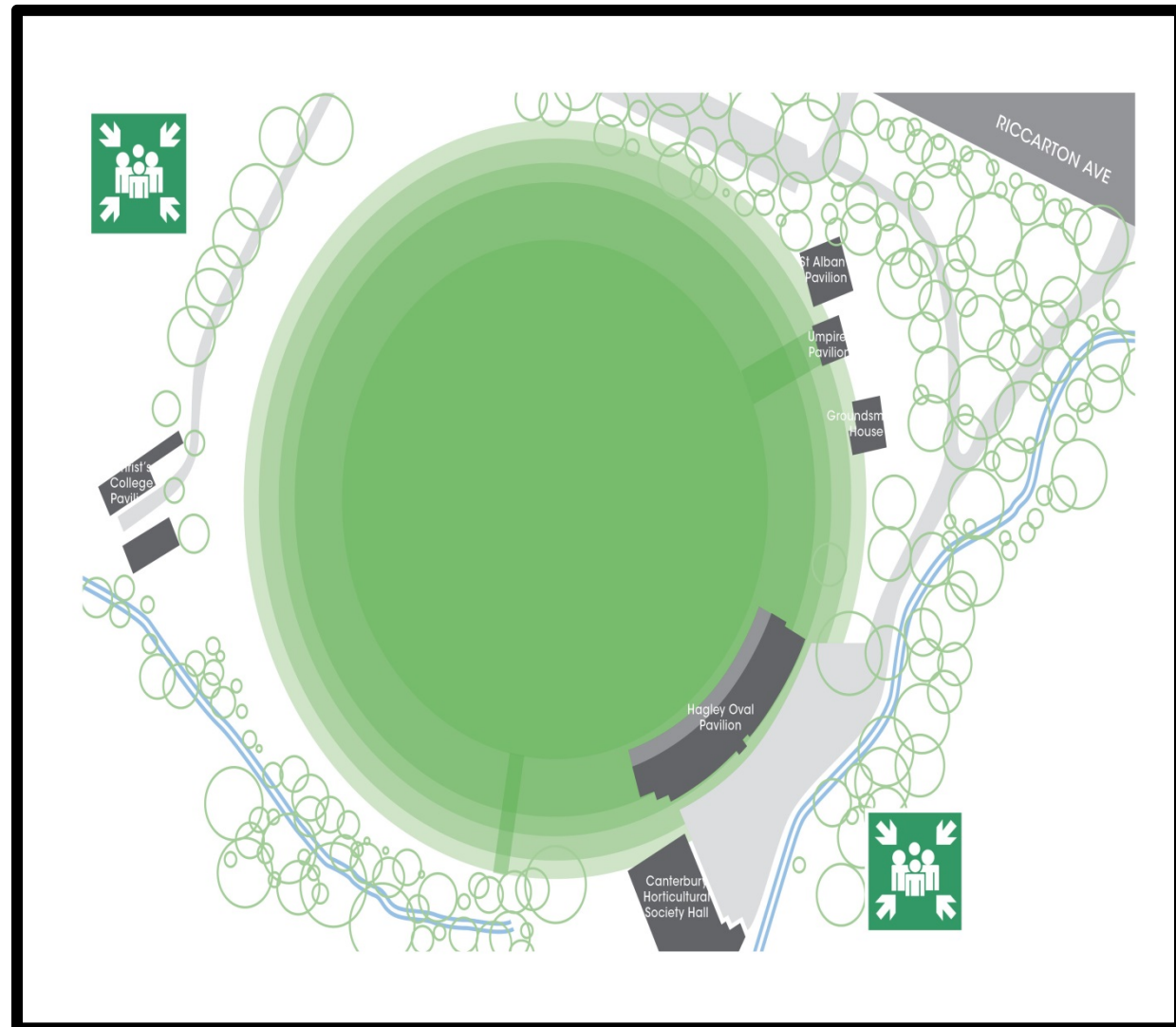
DO

- Radio Call to the Incident Controller.
- Evacuate the fire effected area first.
- Direct all GUESTS to the nearest Fire Exit
- Search your assigned designated area.
- Report clearance to your Team Leader

IF THE FIRE
ALARM SOUNDS

DO

- Direct all GUESTS to the nearest Fire Exit.
- Search your assigned designated area.
- Report clearance to your Team Leader.



FIRE SITE EVACUATION PLAN

HAGLEY OVAL PAVILION
63 RICCARTON AVENUE
CHRISTCHURCH

ASSEMBLY AREAS

FIRE

IF YOU DISCOVER FIRE

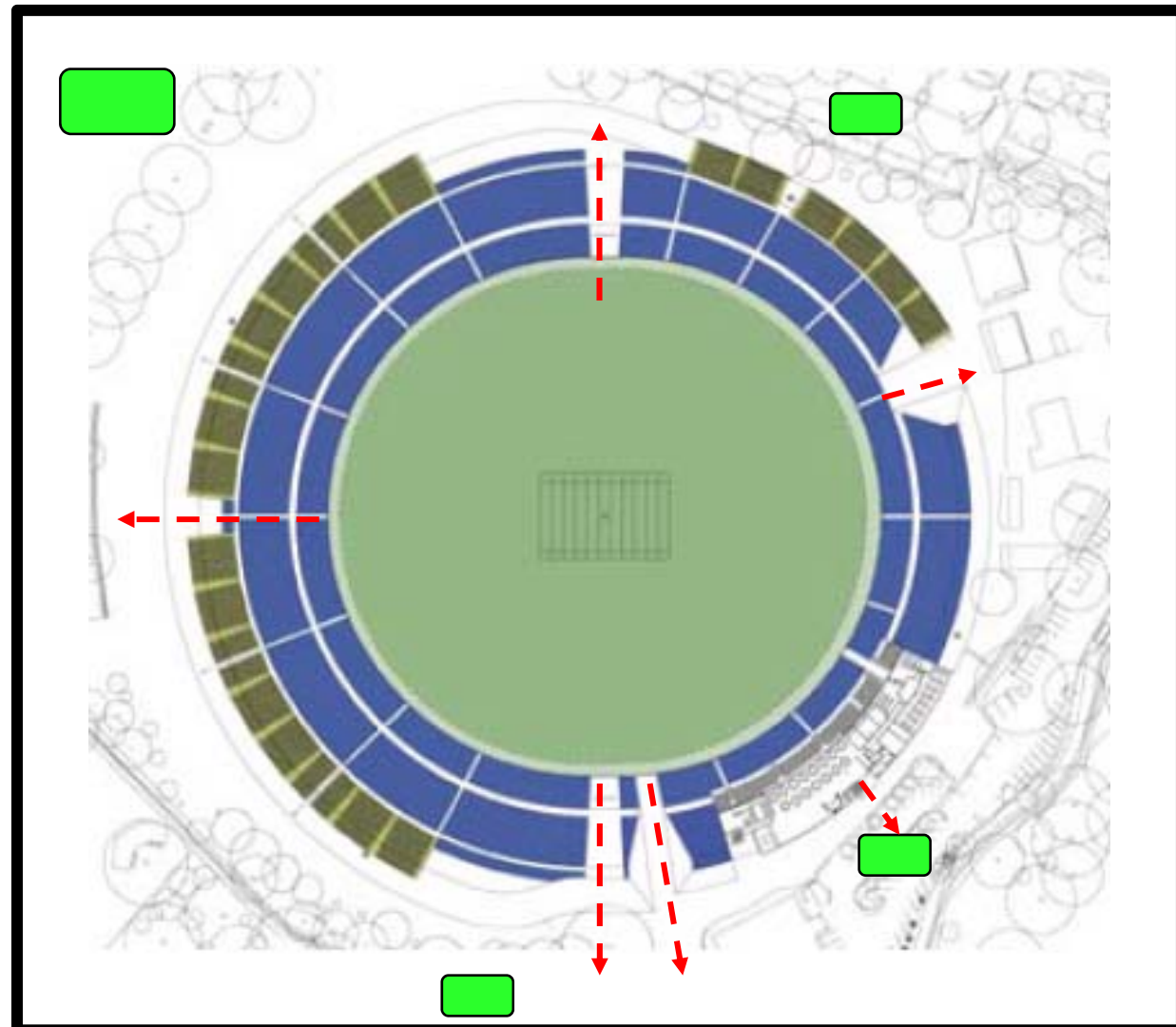
DO

- Radio Call to the Incident Controller.
- Evacuate the fire effected area first.
- Direct all GUESTS to the nearest Fire Exit
- Search your assigned designated area.
- Report clearance to your Team Leader

IF THE FIRE ALARM SOUNDS

DO

- Direct all GUESTS to the nearest Fire Exit.
- Search your assigned designated area.
- Report clearance to your Team Leader.



COMMAND STRUCTURE EMERGENCY PROCEDURES

