

Training & Evacuation Plan: Fire Wardens

The Evacuation Team:

Consists of the staff (volunteers) who have completed Fire Warden training and are rostered on to an area on the day of the event:

Area A: Pavilion

Area B: Foyer & Toilets/Kitchen

Area C & D: Each kids church space (*Blampied Lounge and Hocton Hall*)

In the event of a fire:

All staff/volunteers who discover a fire are to:

- Warn occupants by: **shouting Fire, Fire, Fire and activate alarm system by breaking the glass and switching button on**
- Alert Chief Warden and report all relevant information concerning the location of the fire (if necessary use mobile phone to advise warden)
- Immediately phone "111." *When making a "111" call, to avoid background noise, if possible, use a mobile phone from outside the buildings*
 - Ask for Fire and give relevant information concerning the fire
 - Provide the following information:
 - Name of Building: **UNITE CHURCH**
 - Street Number & Name: **171 - 183 Rutherford St**
 - Nearest Intersection: **Corner Examiner and Rutherford St, Nelson City**
- Commence evacuation, guide occupants to exit the buildings and to go to the outside place of safety. Move quickly but DO NOT RUN.
 - Outside place of safety (evacuation point) is: **Carpark Exit on Examiner Street**
- Report to the Chief Warden at the designated reporting point.
 - Designated reporting point: **In Carpark, a safe distance away from the buildings**

The Evacuation Team, when warned of a fire are to:

- Advise other evacuation team staff/volunteers, to make an announcement to warn occupants to evacuate.
- Guide occupants to exit the buildings and to go to the outside place of safety. Move quickly but DO NOT RUN. Assisting occupants to evacuate if required.

Persons with disabilities

Regular occupants of the building are trained to help people who require assistance (those in wheel chairs, with walkers, other mobility aid and children in prams) during an evacuation.

Persons with Hearing Impairment

Any occupants with hearing impairment will be seated in the same area at the front of the church. There is a **blue light** that will activate at the same time as the sirens. Wardens are to contact leader of deaf community to confirm they know to evacuate.

Fire fighting

Only if it is safe to do so should fire fighting be attempted. Operating instructions are printed on the front of the extinguisher. Do not place yourself at risk when attempting to extinguish a fire. If in any doubt, do not attempt fire fighting. Leave the fire fighting to the FENZ personnel.

Area Fire Wardens Duties:

Refer to the Fire Warden's Flowchart below for Area Fire Warden duties

PRE-EVENT CHECKS

Ensure you know what area (zone) you are responsible for



Ensure you know where the evacuation bag for your particular area is located, and that it is properly equipped with your identification (your 'warden' armband)



Ensure you know who the Chief Warden is so you know who to report to.
Ask for their cell number if you don't have it.

IN THE EVENT OF AN EMERGENCY

Put on your Fire Warden armband found in evacuation bag



Ensure assigned area is clear of occupants & guide all occupants to evacuate the building via the nearest safe exit. If safe to do so, turn off any critical appliances as you leave.



Assist people with disabilities or anyone who may require help evacuating.
Appoint a suitable person to assist as necessary.

*If unable to assist, gather occupants at nearest safe exit without impeding the egress route.
Report to the Chief Warden immediately.*



Evacuate the building and report the clearance of assigned area to Chief Warden, positioned at the outside place of safety at the designated reporting point
(in the carpark, near the exit on Examiner street).



Remain near to the Chief Warden to further assist if required, including:

1. Manning the building entrances to prevent people re-entering the building
2. Guiding evacuating occupants to the outside place of safety
3. Going to and remaining with the evacuated occupants at the outside Assembly Point until the "All Clear" is given by the FENZ.