

# HALL HIRERS AGREEMENT – FIRE EMERGENCY PROCEDURES

The hirer of the hall becomes (or appoints) the CHIEF WARDEN

CHIEF WARDEN NAME: \_\_\_\_\_

The hirer of the hall must appoint at least two FIRE WARDENS

WARDEN 1 NAME: \_\_\_\_\_

WARDEN 2 NAME: \_\_\_\_\_

## ALL OCCUPANTS MUST BE ADVISED OF THE ACTIONS TO TAKE IF YOU DISCOVER A FIRE

- WARN OCCUPANTS IN THE IMMEDIATE AREA
- Sound the Fire Alarm by activating the nearest manual call point
- Move to a safe place away from the noise of the alarm and make a 111 call to Fire and Emergency NZ advising of a fire at Waiau Community Hall, 3 Cheviot Street, Waiau. Pass on any known information about the fire eg. Location and size
- Evacuate the building to the place of safety outside – Waiau Village Green
- Confirm to the Chief Warden that a 111 call has been made

## Firefighting should only be attempted if:

- You have been trained in the use of the firefighting equipment
- The fire is small enough to contain
- You are not putting yourself or anyone else at risk

## FIRE WARDEN DUTIES

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point

- Direct all occupants to evacuate the building to the place of safety outside – Waiau Village Green
- Turn off electrical appliances if it is safe to do so
- Check **all areas on all floors** (including bathrooms, storage rooms, stage and changing rooms) to ensure all occupants have evacuated. Ensure all internal doors are closed (but not locked) and lights are left on
- Assist anyone who may have difficulty evacuating the building on their own, or assign another occupant to do so
- Report to the Chief Warden at the main entrance to confirm that all occupants have evacuated
- Proceed to the place of safety outside – Waiau Village Green

## CHIEF WARDEN DUTIES

If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point

- Wait outside the main entrance. Ensure no one tries to enter the building
- Ensure that a 111 emergency call has been made. If there is any doubt, make another call.
- Receive notification from the Fire Wardens as they exit the building
- Once all Fire Wardens have evacuated, proceed to the place of safety outside – Waiau Village Green
- Report to Fire and Emergency NZ on their arrival to advise the status of the evacuation

## TICK THE BOXES TO CONFIRM YOU UNDERSTAND AND HAVE BEEN SHOWN THE FOLLOWING:

What to do if a fire is discovered

The roles and responsibilities of the Fire Wardens

The Fire Action Notices

The location of Fire Exits and place of safety outside

This is to verify that I, \_\_\_\_\_, have read, understand and agree to comply with the Fire Emergency Procedures stated above

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_