

Evacuation **Procedure**

MANUKAU CITY BAPTIST CHURCH
9 LAMBIE DRIVE MANUKAU CITY

JANUARY 2010

INTRODUCTION

This Evacuation Procedure meets the requirements of the Fire Safety and Evacuation of Buildings Regulations 1992.

An emergency can strike at any time. It will be sudden and unexpected. It will disrupt the routine of business and it will demand immediate actions by persons within the building.

To reduce the risk of injury and the effects of an emergency, a prompt, safe and orderly evacuation of the building must be carried out.

All staff, customers and visitors and on Sundays, the Congregation, must comply with the following requirements of this Evacuation Procedure.

The following procedures are in accordance with:

- The Fire Service Act 1975 (Section 21A Evacuation Schemes for Public Safety)
- The Fire Safety and Evacuation of Buildings Regulations 1992
- The Health and Safety in Employment Act 1992
- The Health and Safety Regulations 1995

THESE PROCEDURES DESCRIBE:

- What to do if you discover or are warned of a fire.
- Who are the Wardens in the building.
- The duties and roles of Wardens appointed to supervise the evacuation.
- How to evacuate the building promptly to a place of safety.
- How all building occupants are accounted for during an evacuation.
- How to ensure that all persons with disabilities, including staff, customers and visitors, are assisted and accounted for during an evacuation.
- Fire Action notices in the building.
- The safe operation of fire fighting equipment in the building.

APPOINTMENT AND TRAINING OF WARDENS

In the event of a fire or other emergency in this building all staff and occupants of the building (and the Congregation on Sundays) must be able to evacuate safely. During the week the Office Manager, on Sundays the Duty Steward and on other occasions the Ministry Leader present or the person in charge of a function in progress at the time of any emergency will act as the Fire Warden and carry out their duties in the event of a fire.

The personnel who may be required to act as Fire Wardens are to make themselves familiar with

- The Evacuation Procedures
- Their duties during an evacuation
- Managing the means of escape of the building
- On appointment as a Warden

All staff who may act as Fire Wardens are to complete the "Self Test for Wardens" on appointment and at least once a year.

All Staff including any new staff on appointment are to be trained in the Evacuation Procedures and location of fire fighting equipment.

Staff training is to be reviewed at regular staff meetings.

Fire Wardens' hats and/or armbands are stored in the cupboard below the post boxes.

MEANS OF ESCAPE TO BE MONITORED

Regular checks of the means of escape and the fire safety of the building will be carried out to ensure that:

- (a) They are kept clear of all obstacles at all times.
- (b) Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time.
- (c) Smoke control and fire stop doors are to be kept closed and not wedged open. Use of "hold open devices" that comply with the Building Code is permitted.
- (d) Stairways and passageways, which are designed for means of escape from fire, are not to be used as places for storage or places where refuse is allowed to accumulate.
- (e) Flammable liquids or materials shall not be stored near or within any part of the building used as a means of escape from fire.

Any fault affecting the means of escape must be rectified immediately or reported to the building owner for action.

FIRE WARDEN DUTIES. WHEN YOU HERE THE FIRE ALARM

- Begin the evacuation of the building
- Ensure that the Fire Service has been called using the “111” system
- Ensure that all of building is evacuated. Check toilets, locker rooms etc.
- Ensure that all Smoke / Fire Control doors are closed on the route of escape
. are closed
- Note the location of any person remaining in the building and the reason they are not evacuating. Only those persons who are either unable to evacuate (eg disabled or injured) or those persons involved in firefighting or assisting in the evacuation may remain. Appoint a suitable person to assist disabled persons as necessary.
- Account for all building occupants
- Report to the front entry (adjacent to the Fire Alarm Panel and. pass on any information to the Fire Service on their arrival.

Only if conditions permit and it is safe to do so, should any attempt be made to extinguish the fire. Persons remaining in the building to extinguish the fire must have their location reported to the Fire Service on their arrival.

STAFF INSTRUCTIONS

If you discover a fire

- Raise the alarm immediately by operating the nearest fire alarm.
- Ensure Fire Service is called using **111**. This may be done using telephone in neighbouring premises, a cell phone outside or, if safe to do so, from within the building. Clearly state the **NAME & ADDRESS** of the building and **NATURE OF THE EMERGENCY** (fire, bells ringing etc). A phone is located in reception. Dial 1 for an outside line before dialing 111.
- Potentially dangerous processes or machinery should be closed down, if possible do so safely and with no delay.

- Leave lights on. Leave immediately by the **NEAREST** safe exit route. Move quickly but **DO NOT RUN**

4

- Report to the designated assembly point – for 9 Lambie Drive this is on the paddock down the rear of the building.
- Stay outside the building until the “all-clear” is given.

Firefighting should only be attempted if it is safe to do so.

If you hear the fire alarm or are warned of a fire

- Potentially dangerous processes or machinery should be closed down, if possible, do so safely and with no delay
- Leave by the nearest safe exit route Move quickly Do Not Run
- Assist any person with disabilities
- Report to the assembly point
- Stay outside the building until the “all-clear” is given

AFTER HOURS EVACUATION PROCEDURE

Outside normal working hours, all building occupants must follow this procedure:

If you discover a fire

- Raise the alarm immediately by operating the nearest Fire Alarm Call Point.
- If safe to do so, quickly check that the floor is clear of all other people.
- Leave immediately by your nearest escape route, as indicated on the *Fire Action Notice* displayed on your floor/area.
- Report to the assembly point
- Ensure the Fire Service is called using **111**.
- Report to the Fire service on their arrival.
- **Do not** re-enter the building until the all clear has been given by the Fire Service.

If you hear the fire alarm or are warned of a fire

If safe to do so, quickly check that the floor is clear of all other people.

- Immediately by your nearest escape route, as indicated on the Fire Action Notice displayed on your floor/area.
- Report to the assembly point
- Ensure the Fire Service is called using **111**.
- Report to the Fire Service on their arrival.
- **Do not** re-enter the building until the all clear has been given by the Fire Service.

ASSEMBLY POINT

The assembly point is the the paddock at the left rear of the property.

All staff and visitors are to assemble here. Keep clear of the building and roadways.

Ensure visitors do not enter the building. Remain at the assembly point until the all clear is given.

DISPLAY OF FIRE ACTION NOTICES

Notices explaining the procedures and the escape routes to be followed in an evacuation will be displayed in the following areas of the building: (example attached).

EVACUATION OF PERSONS WITH DISABILITIES

All staff will be generally responsible to ensure disabled visitors are assisted from the building to the Assembly point during an alarm.

SAFE USE OF APPLIANCES IN THE BUILDING

Reasonable fire safety precautions are to be taken with regard to:

- Electrical wiring and appliances including portable equipment.
- Gas reticulation, equipment and appliances including portable equipment.
- Appliances fuelled by flammable liquid.

CONTROL OF OPEN FLAMES

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 or contents.

PACKING AND UNPACKING OF GOODS

- The packing / unpacking area of the building is to be kept clean and tidy.
- Public are to be excluded from these areas
- Smoking is not permitted in these areas.

STORAGE OF GOODS AND MATERIALS INSIDE AND OUTSIDE

- Flammable or combustible materials must be kept in a suitable or protected area.
- Flammable or combustible material is not to be stored close to any building or neighbouring property.
- Hazardous materials must be clearly identified.

FIRE FIGHTING EQUIPMENT

- All Hosereels and extinguishers are to be maintained and serviced annually.
- They are to be kept clear of obstruction and able to be used at all times.
- Signs and labels indicating the location of firefighting equipment must not be removed or obstructed.
- If an extinguisher has been used it must be recharged as soon as possible

FIRE FIGHTING

All buildings should be equipped with first aid firefighting equipment such as Fire Hose reels and Fire Extinguishers etc. All first-aid firefighting equipment must have a label showing what type of fire it is safe to use the equipment on and how it is operated. All occupants including staff members must be familiar with the location and the safe use of the firefighting equipment in their building. To assist in making a building firesafe, the Fire Service may require that suitable first-aid firefighting equipment is installed.

A Fire Extinguisher should be used on small fires only. Fire is a chemical process that requires three elements to keep it burning, fuel, heat and oxygen. Remove any one of these three and the fire will go out. This sounds simple, but fire is dark, fast, hot and frightening. A small flame can turn into a large fire in seconds. Your actions must be quick and safe.

To determine if it is safe to use a Fire Extinguisher or Fire Hose reel on a fire consider:

- Is the fire small enough to be put out by a Fire Extinguisher?
- Is the Fire Extinguisher or Hose reel suitable for extinguishing the class of fire?
- Will attempting to extinguish the fire endanger any person's life or safety?
- Is there an unrestricted access to the fire?
- Will there be a quick safe retreat possible at all times?

The safety of all occupants must always be the first consideration. Before using an extinguisher or Hosereel on a fire ensure that:

- You know how to use the extinguisher. Train before the emergency arises.
- The Fire Alarm has been operated and people are evacuating the building. Use the nearest Fire Alarm Call Point.
- A "111" call is made to the Fire Service. Always call the Fire Service even if you are sure the fire is out. The Fire Service would rather arrive to an extinguished fire than arrive to a fire that is out of control because they were not called in the early stage of the fire. Firefighting is a job best left to Firefighters. They have the training, equipment and the experience to deal with a fire emergency.
- You have somebody standing by as a back up when you attack a fire using a Fire Extinguisher or Hosereel. If a Hosereel is to be used, have somebody to assist in running out the hose and to turn the tap on.

SAFETY NOTE:

Unless you are certain you can extinguish the fire, **do-not** attempt it

TO OPERATE A FIRE EXTINGUISHER

- Make the Extinguisher ready to use by breaking the seal or, if applicable, removing the safety pin.
- Carry the Extinguisher to the fire. Remember to keep low to reduce the effect of heat and smoke.
- Aim the Extinguisher at the base of the flames.
- When in position, start discharging the Extinguisher in a sweeping motion across the base of the flames.
- Keep going until you have completely extinguished the fire.

If at any time the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately. Close the door to the room as you leave

ALWAYS KEEP BETWEEN THE FIRE AND YOUR ESCAPE ROUTE.

CLASSES OF FIRE	
Fire is divided into four classes for the purposes of effective firefighting. The correct extinguisher must be used for each class of fire. This table shows how to identify the classes of fire and the most suitable type of extinguisher to use on that fire.	
CLASS OF FIRE	SUITABLE EXTINGUISHER
CLASS A: Materials such as wood, paper and textiles.	Fire Hosereel, water filled extinguishers or multi -purpose dry powder extinguishers.
CLASS B Flammable liquids such as petrol, oils, cooking fats and solvents	Dry powder or multi-purpose extinguishers, carbon dioxide, foam or light water extinguishers.
CLASS C: Gases such as acetylene, LPG, CNG and natural gases	TURN OFF THE GAS SUPPLY FIRST. Use a multi-purpose dry powder extinguisher
CLASS D: Metals such as sodium, potassium and magnesium	Special dry powder extinguisher.
CLASS E: Fires in electrically energised equipment of any other class of fire	TURN OFF THE ELECTRICITY FIRST. Dry powder or multi-purpose extinguishers, carbon dioxide extinguishers

IF YOU DISCOVER A FIRE

WARN OTHER OCCUPANTS &

TELEPHONE THE FIRE SERVICE

Dial: (outside line if required) **111** *from a safe phone*

WHEN WARNED OF A FIRE IN THIS

BUILDING

**LEAVE THE BUILDING IMMEDIATELY BY YOUR NEAREST
EXIT**

WHICH IS:

YOUR ALTERNATIVE EXIT IS AT:

**ASSEMBLE AT: The Paddock to the left rear of the
property.**

**STAY AT THE ASSEMBLY POINT UNTIL THE “ALL CLEAR” IS
GIVEN. WALK - DO NOT RUN. FOLLOW THE INSTRUCTIONS OF
THE WARDENS. DO NOT ATTEMPT TO EXTINGUISH THE FIRE
UNLESS IT IS SAFE TO DO SO.**

FIRE SAFETY CHECKLIST

MANUKAU CITY BAPTIST CHURCH 9 LAMBIE DRIVE MANUKAU CITY

Check each item and tick the appropriate box. Make a note of any work required to rectify the situation immediately.

ITEM	YES	NO
Smoke, exit, and fire doors move freely, are in good working order, and not held open by non-complying devices	<input type="checkbox"/>	<input type="checkbox"/>
Fire exits clear of obstructions (rubbish, storage, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Exit signs in place and visible	<input type="checkbox"/>	<input type="checkbox"/>
Exit doors open easily without the use of a key	<input type="checkbox"/>	<input type="checkbox"/>
Fire hose reels in good condition, and not obstructed	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers in place, not obstructed, and in clear view	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher seal intact	<input type="checkbox"/>	<input type="checkbox"/>
Manual call points not obstructed, glass intact	<input type="checkbox"/>	<input type="checkbox"/>
HOUSEKEEPING : Flammable storage in non-combustible containers	<input type="checkbox"/>	<input type="checkbox"/>
Floor / Area tidy and neat	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish removed	<input type="checkbox"/>	<input type="checkbox"/>
Previous faults rectified	<input type="checkbox"/>	<input type="checkbox"/>

FAULTS:

.....

.....

.....
.....

.....
Date to be rectified by : / / Signature :

A SELF TEST FOR ALL WARDENS

- WHAT DO I DO FIRST IF I SEE FLAMES OR SMELL SMOKE?
- WHERE IS THE NEAREST FIRE ALARM CALL POINT?
- WHO DIALS 111?
- DO I NEED TO DIAL AN EXTRA NUMBER FOR AN OUTSIDE LINE BEFORE 111?
- WHERE IS THE NEAREST FIRE HOSE REEL?
- DO I KNOW HOW TO OPERATE A FIRE HOSE REEL?
- WHERE IS THE NEAREST EXTINGUISHER, WHAT TYPE IS IT? AND WHAT TYPE OF FIRE WILL IT EXTINGUISH?
- DO I KNOW HOW TO OPERATE THE FIRE EXTINGUISHER?
- WHERE THE OUTSIDE ASSEMBLY POINTS ARE LOCATED?
- WHO IS THE BUILDING WARDEN AND FLOOR WARDEN?
- WHERE DO I MEET THE BUILDING WARDEN DURING A FIRE EVACUATION?
- WHAT DO I DO IF THE SMOKE IS THICK?
- HOW DO I RECOGNISE AN EXIT DOOR?
- IF THE LIGHTING IS OFF, WHERE IS THE NEAREST TORCH?
- WHERE IS THE MAIN ELECTRICAL SWITCH?
- MY WALLET AND RINGS ARE IN THE CHANGING ROOM DURING FIRE ALARM
- SOUNDING-WHAT DO I DO ABOUT THEM?
- AN OCCUPANT SAYS, "I WANT MY HAND BAG" DURING THE FIRE ALARM SOUNDING - WHAT DO I DO ABOUT IT?
- WHO MEETS THE FIRE SERVICE WHEN IT ARRIVES?
- WHERE IS THE FIRE ALARM PANEL?
- DO I SHUT DOORS DURING EVACUATION ?