



FIRE EVACUATION PROCEDURE

**Castle Hill Community Centre
Castle Hill Drive, Castle Hill 7580
SELWYN DISTRICT**

Prepared by Linda Conway
Canterbury Training & Contracting Ltd
8th August 2024

CTC CANTERBURY
TRAINING
& CONTRACTING

INTRODUCTION

This Evacuation Procedure has been implemented for the public use of the Castle Hill Community Centre.

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 people within the building.

In the event of a Fire or other emergency which requires the evacuation of Castle Hill Community Centre, Castle Hill Drive, Castle Hill, the prime consideration at all times, shall be to protect occupants from any possibility of injury or death.

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 occupants must comply with the following requirements of this Evacuation Procedure.

The following procedures describe:

- What to do if you discover or are warned of a fire
- Who the Wardens are 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 and occupants are assisted and accounted for during an evacuation
- Fire Action notices in the building
- The safe operation of firefighting equipment in the building

THE COMPLEX

This complex is the existing Castle Hill Community Centre which is a single storey building with a mezzanine floor. The building has had recent alterations/extension completed.

The existing building comprises of a main hall, kitchen, storage, and toilets. The new alterations will comprise of extending the main hall, and minor alterations to the toilets.

The Community Centre Hall is Selwyn District Council property owned but is managed on behalf of the council by the CHCA.

The hall is booked by residents for either public or private events.



OWNER DETAILS

Selwyn District Council
2 Norman Kirk Drive
P.O. Box 90
Rolleston 7643

Cameron Warr
Email: Cameron.warr@selwyn.govt.nz
Cell: 027 836 0239

LAND PARCEL

The Land Parcel Title is :- 550551

Legal Description is :- Lot 501 DP 441790



OCCUPANCY LEVELS

As per TM Consultant Fire Report the Design Occupancy levels for the building are as per below: -

2.1 Risk Groups and Design Occupancies

RISK GROUPS AND OCCUPANT LOADS			
Use and Risk Group		Occupancy	Escape Height (m)
Ground floor (main hall, kitchen, existing)	CA	66	0
Ground floor (main hall, kitchen, new)	CA	75	0
Building Total		75	

Table 2: Risk groups and occupant loads

The above occupant loads are calculated using the most appropriate values from Table 1.2 of C/AS2 (having the most stringent requirements) and are indicated (including the associated density) on the attached drawing F3. Following discussion with the client on the use of the hall, they advised that an occupant density based on 'loose seating and tables' was the most appropriate occupant density.

This includes the main hall having an occupant density of 1.1 m²/person (loose seating with tables).

HOURS OF OPERATION

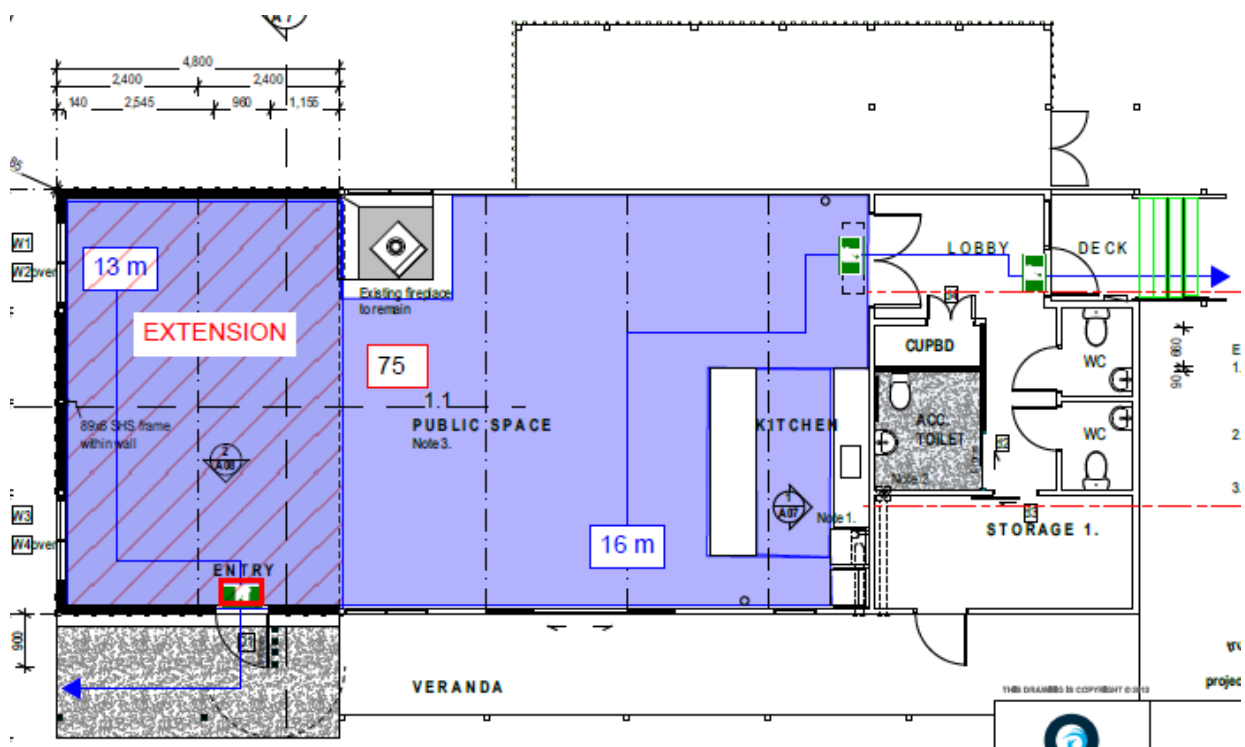
Hours/Days of the week are varied due to the usage of the complex. Every hirer and club/group that uses the building are responsible for evacuating the area they occupy.

Each of the clubs/groups and hirers have individuals that will be trained to act as wardens and understand the evacuation procedures and be able to perform duties during an evacuation when the building is in use.

MEANS OF ESCAPE

There are two means of escape from the building and both of them lead directly outside and around to the assembly area.

- Exit 1 – Main Front Lobby
- Exit 2 – Hall



ASSEMBLY AREA

The assembly area for the building occupants is the grass area beside the front car park.

This is the first meeting point, and if required due to the nature of the emergency will be moved, this will be the role of the Chief Warden.

The Chief Warden will receive reports from wardens/occupants of the building at the assembly area to ascertain their evacuation status and meet with the first arriving fire appliance.



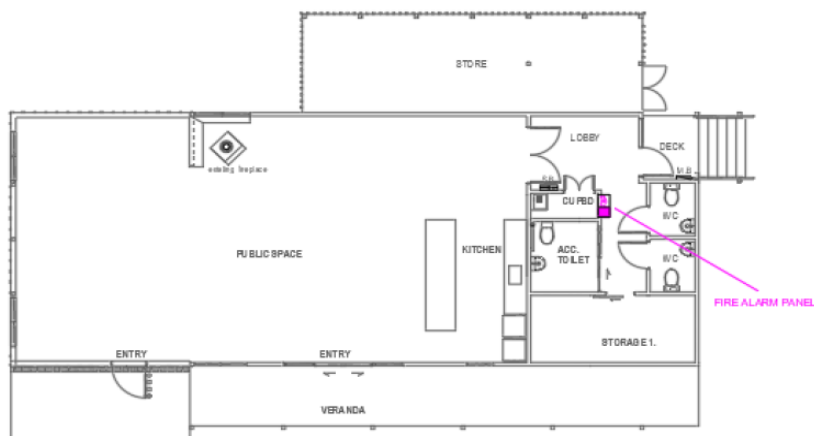
FIRE ALARM SYSTEM TYPE & EQUIPMENT

There is a new Type 2 Manual Fire alarm system installed throughout the building. The system has manual call points, plus supplementary smoke detectors, and sounders.

- The fire alarm is cell phone connected to AFAM "Monitoring Services with local FENZ contacted and SDC Facilities via text when alarm activations occur.
- The building is total evacuation.
- Always ring **1-1-1** when the system is activated.

Fire Alarm Panel

The fire alarm panel is located inside the Community Centre in the hallway to the toilets.



Manual Call Points

Manual Call Points are located throughout the building. To operate, break the plastic and push in the switch, this will activate the building evacuation alarm, and the local FENZ at the Village Fire Station will be notified.

Ensure Fire and Emergency NZ has also been notified by calling **1-1-1**



FIRE ALARM SYSTEM TYPE & EQUIPMENT continued...

Smoke Detectors

These devices will pick up any smoke in the area and will automatically sound the building fire alarm. If a smoke detector has been operated the red LED lights will be on permanently. Ensure Fire and Emergency NZ has also been notified by calling 1-1-1



Illuminated Exit Signage

Exit signage will indicate exit paths and will illuminate if power to the building is lost.



Fire Extinguishers

Fire extinguishers are installed throughout the building as necessary and are installed to NZS4503:2005 Standard.



Evacuation Grab Folder

This contains Chief Wardens Hi viz, Building Checklist, Evacuation Procedures, Building Assistance Register. This will be kept in the front lobby entrance of the Community Centre.



EVACUATION RESPONSIBILITIES

The Building Owner is responsible for having a warden's structure and procedures on evacuation process and protocols.

Any groups or individuals hiring any part of the facility will be responsible for the evacuation of the area hired. Staff of Selwyn District Council and the council of the CHCA will explain the procedures to the clubs/hirer and will make sure the policies and procedures are adhered to.

Trial evacuations will be managed by Selwyn District Council and Canterbury Training & Contracting Ltd.

APPOINTMENT AND TRAINING OF WARDENS

Chief Warden and Wardens are appointed to supervise evacuations. The Chief Warden will be identified by:

- Chief Warden - Orange Hi-Viz Vest

All Wardens are to be trained in:

- The Evacuation Procedures
- Their duties during an evacuation
- Managing the means of escape of the building

Training will be completed by CTC Limited as part of the scheme handover.

Training of Wardens will be undertaken by the Selwyn District Council and CHCA and will be carried out:

- In conjunction with planned trial evacuations
- On appointment as a Warden
- All Wardens are to complete the "Warden Self-Test" on appointment as Warden.

The appointment of Chief Warden and Wardens is to be reviewed at least every 12 months.

Staff training is to be reviewed at regular staff/committee meetings.

- If there are any occupants, members of clubs that occupy the building, they will be responsible for the evacuation of their area and will have trained wardens to be able to respond to the fire alarm activation and reporting functions.
- The Building Owner will ensure that this process has been undertaken.

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 extinguisher, what type is it?
- What type of fire will it extinguish?
- Do I know how to operate the fire extinguisher?
- Where are the outside assembly points located?
- Who is the chief warden and wardens?
- Where do I meet the chief warden during a fire evacuation?
- What do I do if the smoke is thick?
- If the lighting is off, where is the nearest torch?
- Where is the main electrical switch?
- I am not leaving my drink here, can I take it with me?
- An occupant says "I want my handbag" during the fire alarm sounding - what do I do about it?
- Who meets the Fire & Emergency when it arrives?
- Where is the fire alarm panel?
- Do I shut doors during the evacuation?

TRAINING / INDUCTION CHECKLIST

<input checked="" type="checkbox"/>	Subjects & Equipment Covered
	Fire Action Notices
	Manual Call Points
	Smoke Detectors
	Fire Extinguishers
	Building Exits
	Fire Alarm Tone
	Evacuation Procedures & Duties
	Evacuation Assembly Area
	People with Disabilities

Signed: **Date:**

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:

Exit Routes, Exit Doors

**FIRE ACTION
NOTICE**

IF YOU DISCOVER A FIRE

**OPERATE THE NEAREST FIRE ALARM
WARN OTHER BUILDING OCCUPANTS
DIAL 1-1-1 FROM A SAFE PHONE
ASK FOR FIRE & EMERGENCY**

**FIRE EXTINGUISHERS ARE LOCATED IN THE
ENTRANCE LOBBY, KITCHEN AND HALL**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE MAIN FRONT ENTRANCE DOOR
OR THE HALL EXIT**

**ASSEMBLY AREA IS THE GRASS AREA
BESIDE THE FRONT CAR PARK**

**WARDENS TO REPORT TO CHIEF WARDEN AT
ASSEMBLY AREA**

***PERSONS REQUIRING ASSISTANCE WILL
GATHER AT THE NEAREST SAFE EXIT
WARDENS WILL HELP YOU TO EVACUATE***

**Example Only*

EVACUATION OF PERSONS WITH DISABILITIES / IMPAIRMENT

A Building Assistance Register will be kept by the Group / Hire Facilitator. Any occupant from a regular group hirer or member of clubs that may require assistance to evacuate will inform their Facilitator so the building assistance register can be updated. Each hirer / club will have their own procedures to evacuate these people.

The Wardens will work together to evacuate and will keep each other informed of any special evacuation assistance / help required. Every attempt must be made to evacuate all occupants.

At the time of evacuation, the Warden may nominate additional suitable persons to assist people with disabilities.

Gathering point for staff and public with disability:

- Persons who are unable to evacuate on their own will gather at a safe exit door or top of the stairs, and wait for assistance to evacuate from a warden, nominated staff member, or member of the public.
- Every effort must be made to evacuate all occupants.
- Chief Warden will inform the fire service of evacuation status at the assembly area.

The following are the most likely locations of regular users of the building who will require assistance to evacuate the building in an emergency.

Anyone requiring assistance out of the building will be helped by a nominated club member or member of the public as per below.

Remember a disability can include injury, mobility, hearing, intellectual, or pregnancy.

DATE	LIKELY LOCATIONS OF PERSONS REQUIRING	ASSISTANCE REQUIRED	PERSON ASSIGNED TO ASSIST

FIRE EMERGENCY PROCEDURES

Premises Name: Castle Hill Community Centre

Premises Address: Castle Hill Drive, Castle Hill

IF YOU DISCOVER FIRE:

- Operate the nearest Fire Alarm
- Phone Fire & Emergency NZ
Dial **111** (from a safe area)
- Evacuate the Building

DO NOT:

- Run
- Carry drinks or food

IF THE FIRE ALARM SOUNDS:


- Evacuate using the nearest Fire Exit
- Follow all instructions given by the Wardens
- Assist any person with disabilities to a safe area
- Go to the Assembly Area

ASSEMBLY AREA: GRASS AREA BESIDE THE FRONT CAR PARK



Do Not Re-enter the building until the all-clear has been by Fire & Emergency NZ.

EVACUATION CHECKLIST – CHIEF WARDEN

Area		Clear
	In Area	
Main Hall		
Kitchen/Toilets		
Storage Area		
Mezzanine Storage		

CHIEF WARDEN'S DUTIES

When you hear the Fire Alarm or discover fire:

- Raise the alarm immediately by operating the nearest fire alarm manual call point. Shout **"Fire, Fire, Fire"**.
- Wear your identification (Collect Hi-Viz from evacuation grab-folder)
- Ensure the Fire & Emergency NZ has been called using **1-1-1**. This may be done using a cell phone from outside or, if safe to do so, from within the building.

Clearly state the Name and Address of the building and the nature of the Emergency, fire alarm sounding, see smoke/fire.

**Castle Hill Community Centre, Castle Hill Drive, Castle Hill
Closest Cross Street – Great Alpine Highway, State Highway 73**

- Report to the Assembly Area.
- Receive Warden's Reports, Maintain the Evacuation Checklist. Make enquiries if no report is received from any warden(s).
- Meet Fire & Emergency NZ on their arrival and advise them of the evacuation status of the building, including the location of any person with disabilities and the location and type of emergency. Inform them of any hazards onsite ie; BBQ LPG cylinder.
- **Do Not** re-enter the building until the "all clear" has been given by Fire & Emergency NZ.

GROUP VENUE HIRES – WARDEN INSTRUCTIONS

You are responsible for overseeing the evacuation of all occupants and members of the public from your area to the assembly point.

It is important that you report to the Chief Warden and confirm the area you are responsible for has been evacuated.

It is also important that while checking you are looking for signs of the emergency.

All group hires and clubs will be trained in evacuation procedures and a reminder of their duties during every trial evacuation. Occupants may be called upon to assist if required to help wardens.

WARDEN DUTIES

When you hear the Fire Alarm or discover fire:

- Raise the alarm immediately by operating the nearest fire alarm manual call point. Shout **"Fire, Fire, Fire"**
- Direct all occupants in your area to evacuate the building using the nearest safe exit.
- Check all rooms and spaces in your area are clear. (Hall, Kitchen, Toilets, Storeroom).
- Turn off any appliances if safe to do so, ensure doors are closed and leave lights on.
- Watch out for people with disabilities that may require assistance, appoint a suitable person to assist them as necessary.
- Wardens to report to the Chief Warden at the Assembly Area. Report your area status e.g. All clear or not, any information on the emergency, people requiring assistance.
- **Do Not** re-enter the building until the "all clear" has been given by Fire & Emergency NZ.

Hirers / Club Members may be asked to assist in the evacuation of people with a disability. It is extremely important that they know the evacuation procedures and be able to respond to warden instructions.

FIRE FIGHTING EQUIPMENT

All fire extinguishers are to be maintained and serviced annually. They are to be kept clear of obstruction and able to be used at all times. Any faults are to be reported immediately.

Firefighting equipment must be fit for purpose and staff trained on how to use safely.

Signage and labels must be correct for equipment and not be obstructed.

Location	Type	Size
Entry Lobby	DP	4.5kg
Kitchen Workbench	DP	4.5kg
Main Hall	DP	1kg
Civil Defense Emergency Hut	DP	4.5kg

PASS RULE FOR USE OF FIRE FIGHTING EQUIPMENT

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

- PULL – Pull the pin. This will also break the tamper seal.
- AIM – Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
- SQUEEZE – Squeeze the handle to release the extinguisher agent.
- SWEEP – Sweep from side to side at the base of the fire until it appears to be out.

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

