

FIRE REGULATIONS & EVACUATION PROCEDURES

The Orchard Church is required to follow the Fire & Emergency NZ Act 2017 and the Fire & Emergency Regulations NZ 2018. We also have a Registered Evacuation Scheme (approved 25/03/2009). So this document has been prepared to ensure all staff are reminded of the legal requirements and correct procedure for the evacuation of The Orchard Church buildings.

MAINTAINING AN ESCAPE ROUTE:

Building owners, staff and users must work to maintain the means of escape from fire for the building. This means:

- Exits must be kept clear of obstacles at all times.
- Exit doors must **not** be locked, barred, or blocked.
- Smoke-control and fire-stop doors must not be kept open (unless done so in a way that complies with the building code).
- Stairwells and passageways must not be used for storage or accumulation of waste.
- Flammable cleaning liquids and other flammable materials must not be stored near the means of escape from fire for building. They must also be stored in non-combustible containers with close-fitting lids.

KEY FIRE & EMERGENCY LOCATIONS:

Fire extinguishers are located at each main foyer exit door, staff entry/exit door, foyer between large white double doors behind the Auditorium, in the kitchen and by the back fire exit adjacent to the storage area.

The Fire Evacuation Kit for Wardens is kept in the cupboard in the connection/reception area.

The Fire Alarm control panel is located to the left of the connection/reception area towards the foyer exit.

A first aid kit is in the Kitchen on top of the fridge.

A fire blanket is in the kitchen above the hand washing area for stove top fires.

The defibrillator is in the cupboard in the connection/reception area.

FIRE WARDENS/ EVACUATION MANAGERS

There are two types of Wardens; Area Wardens and Building Wardens - both must wear identification tags and high viz vests during evacuation procedures, so they can be easily identified. There should always be 1 nominated building warden and at least 1 nominated area warden onsite at all times when the building is in use by the public.

RESPONSIBILITIES OF BUILDING WARDENS:

Current Building Wardens – Work Days = Executive Director (Monday to Thursday) First Impressions Administrator (Friday). Sunday Service = Duty Elder. Events/After Hours = House Manager/Person in Charge.

- To act as a central communication point in the event of an emergency evacuation.
- To ensure that all requirements for an emergency evacuation are met.
- To ensure ongoing observance of any requirements demanded by legislation (e.g. keeping smoke-stop doors closed, keeping exit-ways clear, posting evacuation notices etc.).
- If the Building Warden is going to be absent from the building for the day, they should nominate a deputy from the Area Warden list to ensure their duties are covered.
- Your Area Wardens are to check in with you as they exit the building to tick of their areas are clear.

RESPONSIBILITIES OF AREA WARDENS:

Current Area Wardens – Work Days = All Staff. Sunday Service = Duty Elder & Children’s Ministry Leaders. Events/After Hours = House Manager/Person in Charge.

- During working hours all staff are considered Area Wardens – The Generations Pastor and Equipping Pastor are to clear the building turning left out of their offices. Youth Pastor, Executive Pastor, Pastoral Care Pastor and the Worship Director are to clear the building turning right out of their offices.
- Shut doors as you clear rooms in your areas so you know they have been checked.
- During Sunday Service - announce “Your Children will be evacuated; you do not need to get them.”
- To ensure that, in the event of an emergency evacuation, all occupants of and visitors to the area effected, have left the building and unauthorised persons are prevented from entering the building once it has been evacuated (this doesn't mean accounting for individuals; just to make sure that everybody has left the area).
- To ensure that all occupants of the area controlled receive instruction in how to evacuate the building and know the nearest evacuation point.
- To assist the Building Warden.
- If the Area Warden is going to be absent from the building for the day, they should nominate a deputy from the area warden list to ensure their duties are covered.

RESPONSIBILITIES OF STAFF:

All staff have a responsibility for their own safety at work and also have a responsibility to see that they do not act (or fail to act) in a manner likely to cause harm to any other person. Staff must follow the instructions of the fire wardens and/or self-evacuate if they are in the building and don't have warden duties. *If someone was seriously harmed as a result of*



failure to follow the directions of the fire wardens there is provision under the legislation for a fine of up to \$250,000.

During normal office hours (Monday to Friday and during the Sunday Service) the appointed Building and Area Wardens will coordinate any building evacuations.

After normal office hours, building evacuations/emergencies are coordinated by the staff member or House Manager.

Quarterly all staff should be refreshed on The Orchard Church evacuation procedure, operation of the fire alarm and how to use fire extinguishers. Annual training, on the use of the defibrillator.

HOW THE ORCHARD FIRE ALARM SYSTEM WORKS:

Our fire alarm is monitored by Tarnix Security and is located to the left of the Connection/Reception desk.

When a fire alarm sounds Tarnix Security will immediately call the Fire Brigade.

If a fire is discovered and the alarm is not sounding then activate the nearest alarm immediately, call 111 as you leave the building by the nearest exit and report to the Building Warden who should be at the assembly point.

If the fire alarm is required to be disabled for a pre-approved reason e.g. using a smoke machine in the Auditorium then Tarnix Security must be notified: (07) 573 7757. The person disabling the alarm is responsible for resetting it.

After a fire evacuation the Building Warden will reset the Fire Alarm if an "all clear" assessment is made. This is done with the Fire Alarm Key – instructions are written inside the Fire Alarm box door.

WHEN A FIRE ALARM SOUNDS OR A FIRE IS DISCOVERED:

If a fire is discovered and the alarm is not sounding then activate the nearest alarm immediately, call 111 as you leave the building by the nearest exit and report to the Building Warden who should be at the assembly point.

All wardens are to collect and put on their identification and high viz vests and begin to follow their checklists (found in each office or at the connection/reception area cupboard).

If the fire alarm goes off, Tarnix Security will immediately call the Fire Brigade.

If no immediate fire is observed nor an obvious reason for the alarm to have sounded then the Building Warden or an Area Warden nominated by the Building Warden must relay the situation to Tarnix Security. The Fire Brigade must still attend as only the Fire Brigade can assess if the alarm is a true false alarm and not a hidden fire – this is also an essential step for insurance and safety of all persons onsite.

All other staff, volunteers and building users should calmly and quickly exit the building by their nearest exit and proceed to the assembly point sign beyond the volleyball court. Stay there until the Building Warden tells you to return to the building.

As you leave (if you are the last person to vacate an area) close all doors but do not lock them, leave any windows as they are and leave lights on.

If anyone refuses to leave the building don't waste your time arguing; you should note their name and/or location and report them to the Building Warden.

Make sure all those that need assistance evacuating are given assistance.



BUILDING WARDEN DUTIES & CHECKLIST

When the Fire Alarm sounds:

Fire alarm goes off - this sends an alert to Tarnix Security who will immediately call the Fire Brigade.

Collect and put on your Building Warden identification and high viz vest.

Proceed to the assembly point sign beyond the volleyball court and coordinate the evacuation from there – if possible take your mobile phone with you.

If the fire is obvious call the Fire Brigade on 111 – this can be done from outside the building using your mobile or a neighbour's phone.

If the fire is not obvious send an Area Warden to assess the situation or wait for a report from the Area Warden.

As quickly as possible get reports from Area Wardens to establish if there is a fire in the building, assess situation and advise Tarnix Security asap if a false alarm.

Call Fire Brigade to confirm situation, report observations and receive instructions.

Receive Area Warden reports. If an Area Warden is slow to check in (they may need help evacuating people) make enquiries and/or send another Area Warden to investigate.

Maintain the Evacuation Area Checklist (below).

Ensure the building occupants are assembling at the designated safe assembly areas. If there are any problems, instruct the Area Wardens to direct building occupants as required.

Meet the Fire Brigade on their arrival and advise them of the evacuation status of the building, including the location of any person(s) not evacuated or with disabilities and the location and type of emergency.

Area	In Use – Total Occupants	Area Cleared By
Foyer		
Auditorium		
Youth Hall		
Kitchen		
Lounge		
Toilets		
Prayer room		
Creche/Counselling Room		
Storage Area		
Children's Ministry Office		
Equipping Pastors Office		
Long Story Short Office		
Staff Room		
Youth Pastors Office		
Executive Pastors Office		
Music Directors/ Long Story Short Office		
Main Office		



AREA WARDEN DUTIES & CHECKLIST

When the Fire Alarm sounds:

Collect and put on your Area Warden identification and high viz vest, take your mobile phone with you if it's to hand.

If there's an obvious fire or other danger, start from that point to direct and assist all occupants in your area to evacuate the building via the nearest safe exit, and proceed to the assembly point sign beyond the volleyball court

If anyone refuses to leave the building don't waste your time arguing; you should note their name and/or location, so you can report them to the Building Warden.

Assist people with disabilities or appoint a suitable person to assist them.

Leave lights on as you clear areas.

Check all rooms and spaces in your area are clear (offices, toilets, storerooms etc), closing doors behind you as you go.

If it is safe to do so ensure fire/smoke control doors are also closed.

Assign a person to monitor each exit to prevent people re-entering the building.

Once you are outside ensure building occupants proceed to the assembly point sign beyond the volleyball court.

If you think it's safe to do so and/or the fire is small and localised, then assign someone to try to control the spread of any fire by using the fire extinguishers.

When your area has been cleared immediately go and tell the Building Warden:

- that the area has (or hasn't) been completely evacuated.
- the location of anyone left in your area.
- any information/observations on the fire or other danger.
- if you have assigned anyone to monitor exits and/or to use the fire extinguishers.

If you are using the building after work hours, then as the Person in Charge you are the Building Warden. You must nominate a "2nd in Charge" to be your Area Warden in case of fire or evacuation. Please read and sign this form to show you understand your responsibilities.

USING THE BUILDING AFTER WORK HOURS

If you are using the building after work hours, then as the Person in Charge you are the Building Warden. You must nominate a "2nd" in charge to be your Area Warden in case of fire or evacuation.

PLEASE READ AND SIGN THIS FORM TO SHOW YOU UNDERSTAND YOUR RESPONSIBILITIES.

I have read and understood my obligations as Person in Charge/Building Warden

Signed: _____

Date: _____

