

# Fraser Park Sportsville

## Fire Evacuation Training Programme


### July 2019

# Evacuation Training Programme

This training programme is designed to clearly demonstrate how visitors to Fraser Park Sportville (The Ricoh Sports Centre) can manage during a fire emergency, the evacuation of all persons included in their group and other occupants from the building.

As your team manager, you will provide a responsible person to perform the duties of Building Warden at all times you occupy the venue when the building has no staff onsite. The Building Warden will be responsible for the safety and wellbeing of all persons occupying the building at the time of their occupancy.

## Please be advised of the following:

1. Location of emergency exits. These are situated on the Ground floor and Level 1 and can be identified by the Green & White sign above each emergency exit.  1
2. Location of evacuation assembly point – Main entrance on Taita Drive
3. Location of toilet facilities
4. Location and use of firefighting equipment – Do not attempt to extinguish a fire, leave the building immediately.

## Emergency preparedness

- The fire alarm can be activated by smoke alarms or by activating a manual fire call point. These call points are located next to each emergency exit
- The facility has both men's and women's toilets in different locations and separate wheel chair accessible toilets, 1 for both men & women on the ground floor and the first floor. Management and/or staff have ensured all escape routes and emergency exits are clear of any obstruction. Please keep exits clear at all times to ensure occupants can leave the venue in an emergency.



## Details of the building's means of escape

- The venue is a double level design.
- Exit locations are clearly indicated by Exit signs. Please familiarise yourself with the locations of exits.
- Evacuation notices are located throughout the building next to fire call points and include the location of the safe assembly point.
- Exit doors are controlled doors that unlock automatically upon activation of the fire alarm. The Emergency Exit Door is not controlled by an Emergency Exit button – the door can be opened from the inside by pushing down on the lever bar.

## **DUTIES OF THE BUILDING WARDEN**

### **THE FIRST PRIORITY IN AN EMERGENCY IS THE SAFETY OF ALL PEOPLE PRESENT**

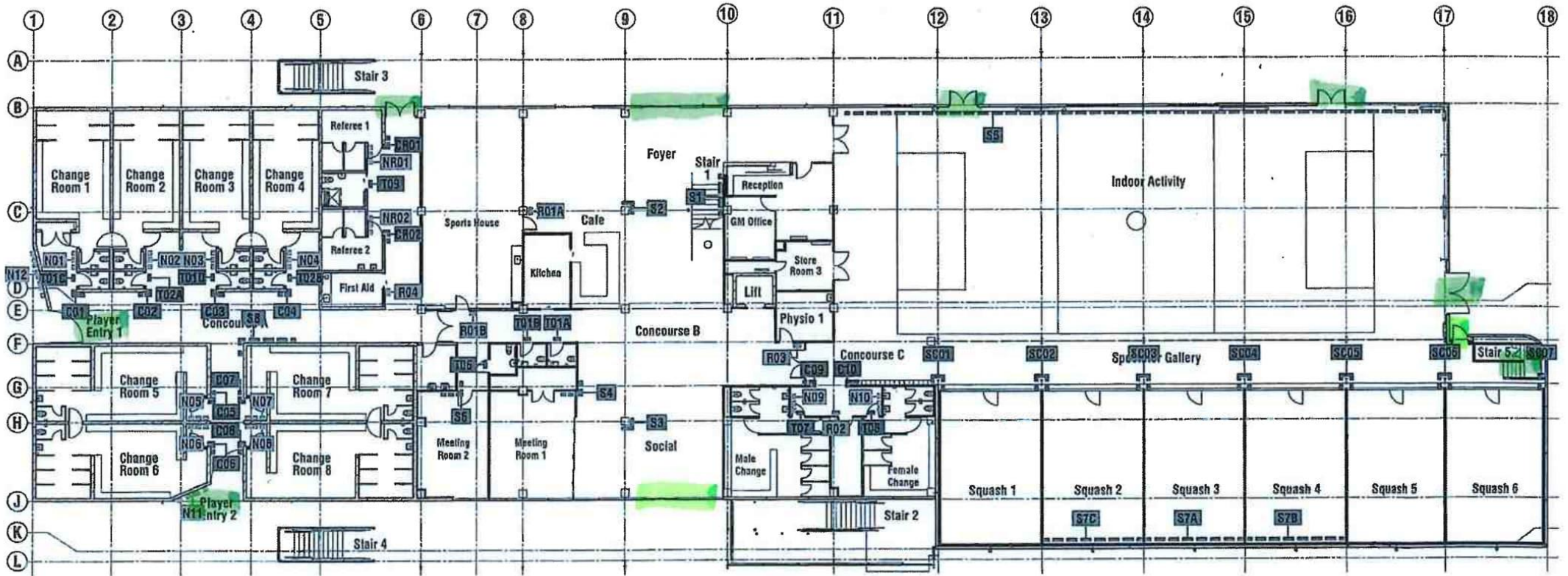
**If an alarm is raised then the Building Warden is instructed to carry out the following:**

1. Do Not endanger yourself
2. Delegate someone to call emergency services “1-111” – and ask for Fire.
3. Do Not use lifts
4. Do Not collect personal belongings
5. Search the building clearing all areas and report to the Chief Building Warden (if 1 is allocated).
6. Ensure that anyone who requires particular assistance has been safely evacuated from the building and taken to the assembly point. The warden should ensure that someone remains with them.
7. Once everyone has been evacuated from the building, proceed to the evacuation assembly point as indicated on the Fire Action Notice. The assembly point is at the main front gate on Taita Drive.
8. Wait for emergency services to arrive and liaise with them.
9. Delegate one or more persons to direct other occupants to the correct evacuation assembly point and control access to the building as required.
10. Do not re-enter or let any person re-enter the building until the all clear has been given by emergency services.

NB: No persons including management of your group should remain inside the building for any reason, as there are no safe places.

## **DUTIES OF THE CHIEF BUILDING WARDEN**

1. Call 1-111 and report Fire
2. Receive reports from Building Wardens or delegated persons and ensure all people are accounted for
3. Chief building Warden location is the Evacuation Assembly Point
4. Liaise with attending Firefighters



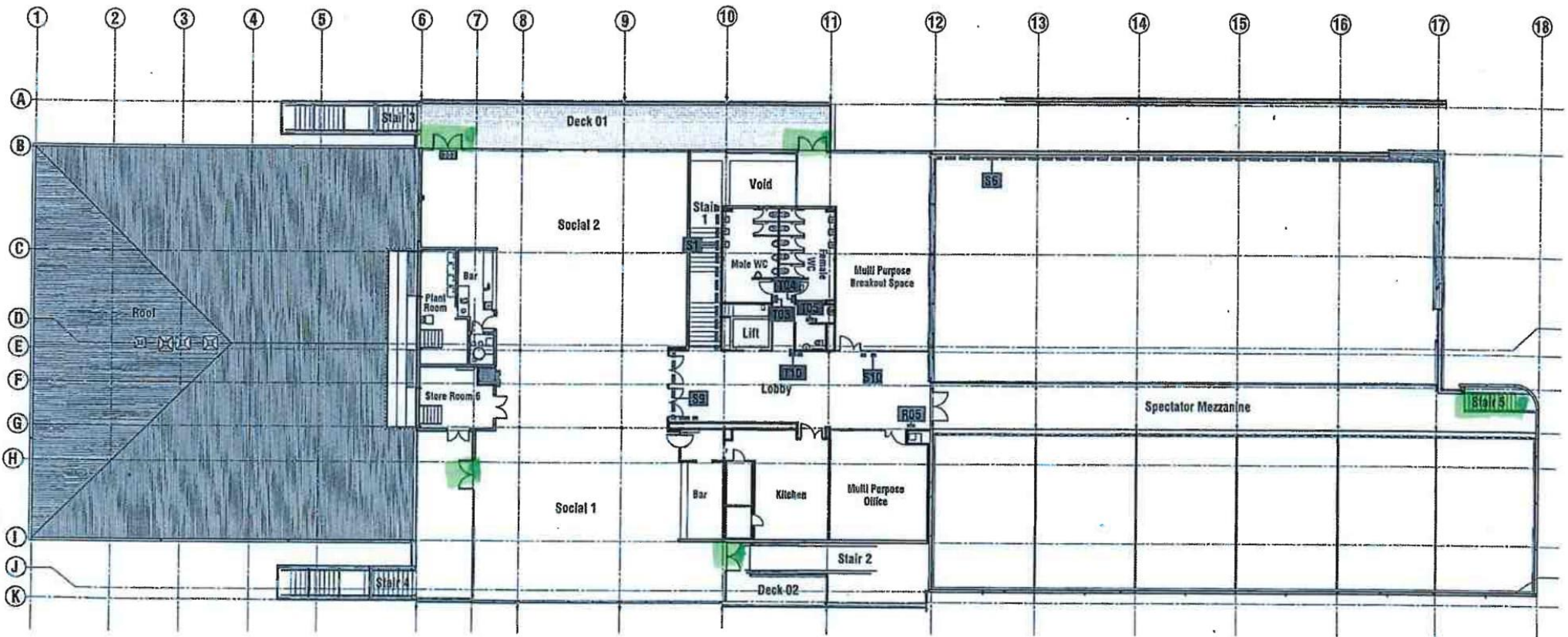
Ground Floor Plan \_ Sponsors Signs  
Scale 1:250

**FRASER PARK SPORTSVILLE**  
HUTT CITY CFT  
SIGNAGE & GRAPHICS  
JUNE | 2018

**BOON**  
teamarchitects

job no. 5825	A3 scale 1:250	drawing title SK1-02   Ground Floor Plan - Sponsors Signage	issue date 23   10   18
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First Floor Plan \_ Sponsors Signs  
Scale 1:250

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job no.	A3 scale	drawing title	issue date
5825	1:250	SK1-03   First Floor Plan - Sponsors Signage	23   10   18

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## EXTERNAL CONTACT LISTS – LAST UPDATED: JULY 2019

Where possible include a primary and alternate number. Please add further important numbers as required.

### EMERGENCY SERVICES CONTACT INFORMATION

Police, Fire, Ambulance	111
Police – Lower Hutt	560 2600
National Poison centre	Urgent line 0800 764 766 – 0800 POISON Non-urgent 03 479 7227
Med Centre	Naenae Medical Centre 39 Treadwell St 567 1066

### ESSENTIAL SECURITY CONTACT INFORMATION

Security	Contact Fraser Park Sportsville Staff
Alarm monitoring	Contact Fraser Park Sportsville Staff
Fire alarm/equipment maintenance	Contact Fraser Park Sportsville Staff