

**Example of Fire Action Notice – Church** (normally larger to achieve required text size)

# **FIRE ACTION NOTICE**

**IF YOU DISCOVER A FIRE  
WARN OTHER BUILDING OCCUPANTS**

**OPERATE FIRE ALARM & DIAL 111 FROM A  
SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS LOCATED  
BETWEEN MAIN CHURCH HALL AND FOYER AND  
KITCHEN AREA**

**WHEN WARNED OF A FIRE IN THIS BUILDING**

**BY ALARM, WARDENS OR PA SYSTEM  
YOU MUST LEAVE THE BUILDING IMMEDIATELY  
USING THE NEAREST EXIT**

**EXITS ARE LOCATED SIDE DOOR TO THE RIGHT  
AND MAIN ENTRANCE**

**ASSEMBLE AT SCHOOL NETBALL COURTS**

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***IF YOU REQUIRE ASSISTANCE TO EVACUATE,  
WARDENS WILL ASSIST***

# Standard Church

## Fire Emergency Training

### Introduction

Each group that uses the building will:

- Appoint a designated Duty Fire Warden and as many Assistant Wardens as needed to ensure a safe evacuation.
- Ensure all Wardens are familiar with the building, the location of alarm call points, the exit routes and gathering place outside.
- Be responsible for the safe evacuation of all persons from the premises in case of an emergency.
- Take part in fire emergency training as required by the Church.

New users of the building will be made aware of the fire emergency procedures and exit routes prior to their group meeting. Group Leaders will decide on the appropriate number of training sessions for their group or may run their own trial evacuations. Any trial evacuations will be managed by the Group Leader / Duty Fire Warden.

The main groups that use the building currently include:

Sunday Worship – 10am Sunday (including Sunday School in the Activity Hall)

Standard Music Group – Monday morning

Girls Brigade – Tuesday evening

Church Youth Group – Wednesday evening

New Mothers Group – Thursday morning

Seniors Group – one Sunday afternoon a month

Each of these regular groups will ensure the Church has a current list of their Duty Warden and Assistant Wardens and dates of their last training. Any other one-off groups will sign to confirm they have received and will comply with this document.

### Before Any Group Meets

The Duty Fire Warden or their designated Assistant Warden(s) must walk all exit routes in the building to:

- Ensure that they are clear of obstructions prior to a group meeting in the building.
- Identify the most appropriate route for their group to exit to the assembly point outside depending on the location of the fire or other emergency.

### Fire Fighting

This should only be attempted by people who are trained in the use of the equipment, and always by a minimum of two people – one to fight the fire and one to watch for the safety of that person. Do not attempt any fire fighting if there is any risk to your safety. The first priority is to evacuate the building and ensure all occupants are safe.

## **Emergency Procedure**

Any person who discovers a fire must:

- Warn anyone in the immediate area
- Operate the nearest fire alarm switch
- Call Fire and Emergency NZ (from a safe phone) on 111
- Go to the outside assembly point – School Netball Courts
- Report to the Duty Fire Warden at the assembly point and pass on any relevant details about the fire

**Any person who is warned of a fire must:**

- Operate the nearest fire alarm switch if the alarm is not already sounding
- Help others to evacuate as needed
- Go to the outside assembly point – School Netball Courts

No-one should re-enter the building until the all clear has been given by Fire and Emergency NZ.

## **Evacuation Procedure (Warden Responsibilities)**

When the fire alarm has sounded, the Duty Fire Warden will:

- **If it is safe to do so** – collect a Hi Vis vest from either the Storeroom or the cupboard in the main Foyer.
- If your group has an attendance register, take this with you as you evacuate.
- Proceed to the assembly point (School Netball Courts).
- Ensure that a 111 call has been made – if there is any doubt, make another 111 call.
- Receive reports from your Assistant Wardens as the evacuation progresses, checking against the attendance register (where used).
- Report to the attending firefighters on their arrival, advising any details of the fire and any areas of the building that were not able to be checked.
- Ensure your group remains calm and safe, do not allow anyone to re-enter the building until Fire and Emergency NZ have given the all clear.

**When the fire alarm has sounded, the Assistant Warden(s) will:**

- **If it is safe to do so** – collect a Hi Vis vest from either the Storeroom or the cupboard in the main Foyer.
- **If it is safe to do so** – the closest Warden to the PA system will make an announcement over the microphone: “Please evacuate the building quickly and calmly via your nearest exit and proceed to the school netball courts”
- Tell all occupants to evacuate the building by proceeding calmly to the assembly point (School Netball Courts).
- Ensure all rooms in your groups area are checked.
- If anyone needs assistance to evacuate – help them to exit via an accessible door (main foyer or back door of activity hall).
- **If it is safe to do so** – coordinate with the other Wardens to check all other areas of the building as you evacuate, including meeting rooms, toilets, etc.
- Report to the Duty Fire Warden at the assembly point and pass on details about the fire and the evacuation – i.e. any areas of the building that were unable to be checked, etc.

**Evacuating groups that include children:**

- Each group will ensure that there are always an appropriate number of adult helpers on hand to calmly direct children to the safest exit and on to the assembly point.
- Any non-walking children must be carried to the assembly point in an evacuation. All groups must ensure a ratio of at least one adult per two non-walking children as it is not permitted for an adult to re-enter the building after evacuating to collect more children.
- For Sunday School children, the Wardens will walk the children to the assembly point where they will be reunited with their parents or caregivers.

**Reporting**

All groups will provide written current lists of all trained Duty Fire Wardens and Assistant Wardens along with dates of training to the Church Health & Safety Officer.

All groups will report immediately to the Church Health & Safety Officer with any issues they discover relating to an emergency, safety of the building, or any events that occur.

The Church Health & Safety Officer will provide all groups with any updated evacuation processes as soon as is practicable. They will also ensure they check with each group six monthly to ensure all groups are fully aware of the emergency evacuation process and further training is given if required.

# Standard Church

## Fire Emergency Evacuation Scheme

Fire evacuation procedures for the Standard Church Building are as follows:

### If you discover a fire

- Warn occupants in the immediate area
- Operate the nearest fire alarm switch
- Call Fire and Emergency on 111 from a safe phone
- Go to the outside assembly point – School Netball Courts
- Report to the Duty Fire Warden at the assembly point and pass on any relevant details about the fire

### If you are warned of a fire

- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate if required
- Go to the outside assembly point – School Netball Courts

No-one should re-enter the building until the all clear has been given by Fire and Emergency NZ.

### When making a 111 call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm
- Ask for Fire
- You will need to provide the following information:
- Building name
- Building address – street number, street name, suburb and city
- Nearest intersection
- The nature of the emergency (e.g. alarms ringing)

### General evacuation information

#### **When the fire alarm has sounded, the Assistant Warden(s) will:**

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- Tell all occupants to evacuate the building by proceeding calmly to the assembly point (School Netball Courts).
- Ensure all rooms in your groups area are checked.
- If anyone needs assistance to evacuate – help them to exit via an accessible door (main foyer or back door of activity hall).
- **If it is safe to do so** – coordinate with the other Wardens to check all other areas of the building as you evacuate, including meeting rooms, toilets, etc.

Report to the Duty Fire Warden at the assembly point and pass on details about the fire and the evacuation – i.e. any areas of the building that were unable to be checked, etc

**Evacuating groups that include children:**

- Each group will ensure that there are always an appropriate number of adult helpers on hand to calmly direct children to the safest exit and on to the assembly point.
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- For Sunday School children, the Wardens will walk the children to the assembly point where they will be reunited with their parents or caregivers.
- Do not allow anyone to re-enter the building until the emergency is over

**Maintaining the evacuation scheme**

All Duty Wardens are required to:

- Participate in 6 monthly trial evacuations/training programmes
- Ensure that all exit ways are kept clear at all times
- Take precautions to avoid fires starting
- Report if they may need assistance to evacuate or assist others as required

**Special after hours groups procedure**

If the building is occupied outside of the normal hours, then there must be Wardens appointed and they must follow the **Fire Emergency Training** procedures

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- Be responsible for the safe evacuation of all persons from the premises in case of an emergency.
- Take part in fire emergency training as required by the Church.

