

## Parish Wardens Emergency Evacuation Responsibilities



## PARISH EMERGENCY EVACUATION PROCEDURES

### Responsibilities

#### Building Warden Responsibilities

##### Upon hearing the alarm:

1. Proceed to the Main Evacuation Area.
2. Uplift your Identification: **Orange Reflective High Viz Vest**, Procedures and Evacuation Board.
3. Ensure the Visitors Register and MSDS folder are available from the office.
4. Dial 111 and ask for 'Fire'. Confirm the Activation of the Fire Alarms and notify them of the type of emergency and pass on any relevant information.
5. Notify Security.

##### For the evacuation:

1. Receive Area Wardens reports.
2. Check the Assistance and Visitor's Registers (are all persons accounted for?).
3. Check the Evacuation Board and mark if areas Clear / Not Clear.
4. Make inquiries if no report is received from any Area Warden for any area.
5. Meet the Fire Service on their arrival, advise them of the evacuation status of the building, including the location of any person with disabilities.

**Do not allow anyone to return to the building until the "All Clear" has been given by the Fire Service.**

#### Area Warden Responsibilities

##### Upon hearing the alarm:

- Wear your Identification: Orange High Viz Vest (if possible)
- Assist all occupants in your area to evacuate the building by the nearest safe exit
- Watch for people with disabilities that may require assistance, appoint a suitable person to assist as necessary; and
- Stay calm and make sure ALL people leave in an orderly manner.

## **Parish Wardens Emergency Evacuation Responsibilities**

### **During the Evacuation**

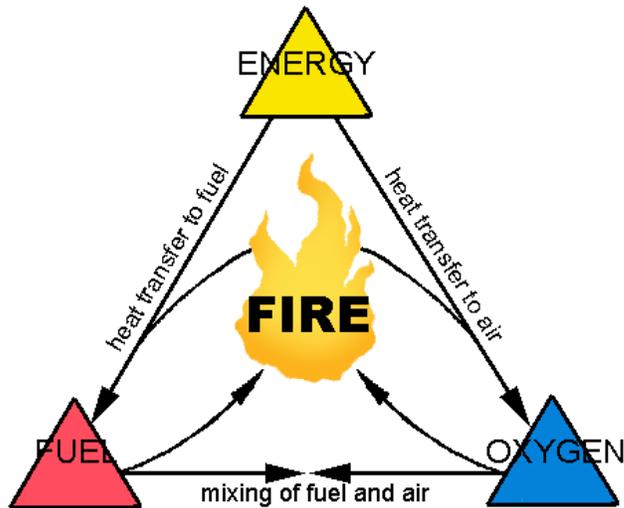
- Check all areas in your area are clear e.g. main Church, Sacristy, toilets etc. are clear
- Ensure all smoke control doors in your area are closed as you leave
- When your area is clear, report to the Building Warden at the evacuation point and advise your area (e.g. Sacristy area is clear); and
- Remain with the Building Warden for further instructions which may include manning entrances to prevent people re-entering.

Only if it is safe to do so should fire-fighting be attempted

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## General Information

### Fire Tetrahedron



### Nature of Fire

- In **30 seconds** a fire can be out of control.
- In **2 minutes** a Kitchen or work area can be full of thick smoke
- In **4 minutes** a house could be significantly engulfed
- The heat can be 100° at floor level and more than 700° at eye level
- Smoke and toxic gases kill more people than flames do.

### General Fire Safety

- Know where your Fire Exits are.
- Evacuate if you hear the alarm.
- Feel doors with the back of your hand before opening.
- Get low and crawl if there is smoke.
- Close doors behind you.
- Call 111.
- Help others.
- Stay calm.

### Fire Extinguishers

Only use a Fire Extinguisher if:

- You have raised the alarm.
- You are confident in its use
- It is safe to use (i.e. the fire is not out of control).
- You have a safe exit route.
- You have a 'safety buddy' with you.

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## Evacuation Procedure

### Building Evacuation

If an alarm sounds in the Church, evacuate the building by the nearest safe Fire Exit and proceed to the nearest Assembly Point, keeping evacuated people clear of the structure and any Fire Service vehicles arriving at the scene. Ensure parishioners do not get in their cars and try to leave, they must wait for an all clear, even in a trial evacuation.

### Evacuation Routes

The main evacuation routes are:

- Through all Fire Exits doors
- Out the Main Front Door of the Church

### Assembly Points

The Assembly point is

- Car Park (Front Left)

### Parish Office Wardens

- Wardens during a normal week/work day are:
  - Building Warden is [insert name]
  - Area Wardens are [insert name]

### Church Wardens

- Wardens during weekend and morning/evening Masses
  - Building Warden is [insert name]
  - Deputy Building Warden is [insert name] and
  - Area wardens are [insert names]

## **Parish Wardens Emergency Evacuation Responsibilities**

### **Emergency Fire Evacuation Procedures for Users of Parish Hall & Meeting Rooms**

***The following procedures are to be relayed to all users/occupants of the Parish Hall and Meeting Rooms in the Parish – at the beginning of your meeting/event.***

An emergency evacuation of the building is signaled by the building alarm sounding continuously or you are otherwise made aware that an emergency evacuation is necessary i.e. you discover a fire.

In the latter case please raise the alarm by activating the nearest wall alarm N.B. Break the glass carefully with a covered elbow, stapler etc and activate the switch.

***Please ensure 111 has been rung when it is safe to do so, clearly stating the name and address of the Parish: 34 Bolton Street, Blockhouse Bay, Auckland.***

1. When the alarm sounds continuously tell meeting room occupants to evacuate the building calmly and quickly (taking no drink or food with them) by the nearest exit.
2. Main organiser of the meeting/event please check meeting room and toilets are empty, bring attendance register (if one) with you, close any fire doors (if any) before evacuating yourself.
3. The assembly place is located at [insert assembly point].
4. Ensure occupants do not get into their cars and head for home, as this could cause congestion for emergency vehicles entering grounds.

***Do not leave or go back into the building until the all clear has been given***