

EVACUATION PROCEDURE

For hirers of the South Waikato Sport and Events Centre

**Please note that the South Waikato Sport and Events Centre is staffed at all times.
All staff are trained in all Emergency Evacuation Procedures**

During normal hours of operation

Building Warden = Manager

Floor Wardens = Events Centre Co-ordinator & Venue Assistant

Outside normal hours of operation

Building Warden = Duty Supervisor

Floor Wardens = Will be appointed by Building Warden (may be a member of the public hiring the facility. In this case they will need to understand and sign this agreement)

Building Warden – Will be wearing an ORANGE VEST

Floor Wardens – Will be wearing a YELLOW VEST

It is your responsibility, to advise your occupants of the nearest EXITS. This should take place after their arrival but prior to the commencement of your event. Please see the attached map to ensure ALL EXITS are mentioned.

If an alarm sounds or you are alerted to a fire please follow the below procedures:

All occupants should exit the building using the nearest EXIT

**Places of safety: Centre of oval field
 Main carpark at main entrance to facility**

If unsure please follow the instructions on any of the Fire Action Notices displayed throughout the facility.

If you discover a fire:

Warn occupants in the immediate area

Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)

Call the Fire Service on 111

Report to the Building Warden at the alarm panel (outside of Managers office by auto entrance doors) and pass on any relevant information about the fire

Evacuate the building

Go to your nearest place of safety: Centre of oval field or Main carpark at main entrance to facility

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

Evacuate to your nearest place of safety: Centre of oval field or Main carpark at main entrance to facility.

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. Be aware that if you are using a landline you will need to press 1 first for an outside line (1-111)

Ask for fire.

You will need to provide the following information:

- The nature of the emergency (eg: alarms ringing)
- Building name (South Waikato Sport and Events Centre)
- Street number (25)
- Street name (Mossop Road)
- Nearest Intersection (Catholic church on corner of SH1 & Mossop Road)
- Suburb and city (Tokoroa)
- Rural ID number (not applicable)

Everyone is to remain at their place of safety until the ALL CLEAR has been given by Emergency Services.

It is the responsibility of the person/s hiring the facility to ensure that all occupants attending their event are informed of the above procedures.

I agree to inform all occupants of the above procedures and fully understand my obligations as the hirer of this facility as per South Waikato Sport and Events Centre standard Hireage Agreement.

Person responsible.....

Signature.....Date.....