

# **Parish Emergency evacuation Procedures**

## **Review Date June 2016**

### **FIRE EVACUATION SCHEME**

#### **AIMS AND OBJECTIVES**

TO:

- Evacuate persons from the buildings to the agreed place of safety in an emergency.
- Ensure NZFS is aware of the location of any person still in the buildings at the time of emergency.
- Training responsible persons to carry out and control the evacuation of others and help NZFS with local knowledge.
- Educate the occupants of the buildings on procedure for safe evacuation.

#### **FIRE EVACUATION FOLDER**

A folder listing all areas and a plan of all Parish buildings is held in the office or Church for use by the Building Warden or Deputy Building Warden. During an emergency the Building Warden will record areas evacuated prior to emergency services arriving on site.

The building is divided into areas, when the fire alarm sounds, the fire wardens check and clear their allocated area and then one warden from each area reports their area status to the Building Wardens.

When the NZ Fire Service (NZFS) arrive, the folder provides a method of indicating to Fire Officers that the building has been cleared and provides the senior officer with a quick assessment for search and rescue if required.

#### **IDENTIFICATION OF WARDENS**

Wardens are to wear high viz vests.

#### **TRAINING OF WARDENS**

1. Training for wardens will consist of:
  - Induction for all new Building and Fire wardens
  - Annual refresher course
  - Six monthly practical drill

## DISPLAY OF NOTICES

- Evacuation procedure notices are positioned by fire alarm manual callpoints, main exits and in public areas.
- Staff instructions will be displayed.

## TRIAL EVACUATIONS

- Trial Evacuations will be conducted every six months.
- Debriefs will be conducted after any emergency or trial evacuation.

## ASSEMBLY POINTS

The assembly point for the Parish is:

- [enter assembly point details]

Go immediately to the designated assembly point. Do not at any time assemble or meander around at the front of the building. This impedes the Fire Service operations.

## MEANS OF ESCAPE TO BE MONITORED (Building Warden)

Checks of the means of escape will be undertaken monthly to ensure that:

1. They are kept clear of obstacles at all times; and
2. Exit doors are not locked, barred, blocked or otherwise obstructed so as to prevent occupants from leaving the building when the building is occupied; and
3. Smoke control and fire stop doors are not kept open by methods other than hold open devices that comply with the Building Code; and
4. Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate; and
5. Flammable cleaning liquid or material or any other like flammable liquid or material shall not be stored near or within any part of the building used as a means of escape from fire, and shall be in non-combustible containers with close fitting lids.

## EVACUATION OF PERSONS WITH DISABILITIES

An assistance register will be:

- Continuously updated to record any persons needing assistance
- Kept with the Evacuation Folder so as to be readily accessible to the Building Warden and NZ Fire Service.

## **WORKER INSTRUCTIONS**

### **IN THE EVENT OF DISCOVERING A FIRE**

1. Activate the nearest fire alarm.
2. **RING THE FIRE SERVICE**
  - Dial (1) -- 111
  - Ask the Operator for "Fire Service"
  - Give the location of building and relevant details which NZ Fire Service may require
3. Clear people from the area immediately and report status to the Fire Warden.
4. Assist in the evacuation of those with disabilities. Persons with disabilities should be held back until last, in a safe place, and then assisted out.
5. Extinguish the fire if possible and await instructions from Wardens.

### **IN THE EVENT OF AN EVACUATION ALARM SOUNDING**

1. Leave by the nearest exit.
2. If required, assist in the evacuation of those with disabilities and visitors. Persons with disabilities should be held back until last, in a safe place, and then assisted out.
3. Assemble at the assembly area listed on the emergency procedures notices.
4. Await instructions from your fire Wardens.

**NOTE:** If persons in the building refuse to move, do not use force. Simply take their name (if known) or note their location, description & hand to the Building Warden.

## **EARTHQUAKE PROCEDURES**

### **ACTIONS DURING AN EARTHQUAKE**

#### **During the shake:**

1. Keep Calm, do not run out of the building.
2. Move away from the windows and outside walls. Be aware of large or heavy objects that may fall on you.
3. Drop, Cover, Hold - Take shelter under solid furniture or a solid doorway.
4. Be prepared for aftershocks.

**NOTE:** The Shaking may cause the Fire Alarm to activate on its own. Do not evacuate the building until the shaking has stopped.

## **Immediately after the Shake:**

1. Stay calm and assist persons who panic. Try and stay together at all times.
2. Account for all persons who work in your area and assess for injury.
3. Move carefully and check your area for hazards, eg. Fire, gas leaks, etc. and turn off electrical sources or gas taps if able to do so.
4. Evacuate if instructed to do so and meet at the assembly point.
5. Listen to the radio for Civil Defence instructions.

## **If you are out of the Parish Office (i.e. banking or running errands) during an Earthquake:**

1. Make your way home, do not return to the office.
2. Your Parish Priest will contact you within 48hrs to confirm that you are safe.

## **BOMB THREAT – EXPLOSIVES**

### **When a bomb threat is received or a suspicious object is discovered, it must be treated as genuine until proven otherwise.**

1. Do not touch or move any suspicious object. Treat any unusual or suspicious objects as a bomb as they can be made to resemble almost anything. The Police will determine the action to take with the object.
2. Keep Calm.
3. Keep the person talking – don't interrupt; let them feel in charge – keep the person on the line and don't hang up:
  - Listen for any background noise.
  - Get details of where the bomb is placed.
  - Ask what time the bomb is going to explode.
  - What type of bomb it is.
  - How long the bomb has been in place.
4. If you discover an unusual object, don't touch or tamper with it.
  - Evacuate the building and immediate area.
  - Secure and prevent access to the building and surrounding area.
  - Notify the Police.
  - Stay calm and only tell those persons who need to know.
  - The Police will then determine what is to be done.
5. Evacuation should be verbal warning. Do not activate the fire alarm.

**NOTE: Don't touch it, Don't move it, Report it.**

## **TERRORIST ATTACKS**

THE WORLD IS CHANGING AND ACTS OF TERRORISM, LIKE SUICIDE BOMBINGS ARE INCREASING WORLDWIDE. THE PRIMARY OBJECTIVE OF A TERRORIST ATTACK IS TO CREATE WIDESPREAD FEAR.

If there is a Terrorist Attack:

- Stay calm
- Be vigilant, look for secondary hazards such as falling debris or additional attacks.
- Follow instructions of emergency service personnel.

If there is a Shooter:

- Run – leave all personal items behind, take your cellphone but switch to silent mode.
- Hide and stay quiet, lock yourself in a room, lie low on the floor.
- Play dead – drop to the ground and play dead.

## **VOLCANIC ERUPTION**

GNS Science monitors volcanic activity and set alert levels. If a life-threatening eruption is likely to occur, a civil defence emergency will be declared and the areas at risk will be evacuated.

When a volcanic eruption is imminent:

- It is vital to keep ash out of the building, close all doors and windows, shut down air conditioning units
- Protect your electronics – shut down computers, printers, copiers etc and cover them (if possible)
- Head for home (driving) only if there is time

During a volcanic eruption:

- Protect yourself from ash, which is a health hazard – stay indoors
- Stay informed – listen to the radio for official advice, only make short urgent calls, to avoid overloading of lines
- If you are outside, seek shelter in a car or building, cover your nose and mouth with some clothing, if you wear contacts – take them out

After a volcanic eruption:

- Stay inside until ash stops falling and you have been informed that it is safe to leave the building and go home