



Dunedin Fire District

Reference/Job Number: SHET D24

85 Castle Street, PO Box 341
DUNEDIN

13 December 2004

Tom Duff
Araiteuru Marae
24 Shetland Street
Dunedin

Dear Sir/Madam

Re: FIRE SAFETY AND EVACUATION OF BUILDINGS REGULATIONS 1992
APPROVED EVACUATION SCHEME FOR – Araiteuru Marae 24 SHETLAND
STREET

Under regulation 17 of the Fire Safety and Evacuation of Buildings Regulations 1992 ('the Regulations'), your application for an evacuation scheme has been approved.

The scheme was approved on: 13 December 2004

Under regulation 18 of the Regulations, the building owner is required to:

1. Ensure that the provisions of the evacuation scheme are observed.
2. Notify the New Zealand Fire Service of the date and time of any trial evacuation prior to the evacuation being held (a form is attached for your use).
3. Notify the New Zealand Fire Service if the building ceases to require an evacuation scheme.

Your first trial evacuation is to be held on or before 3 June 2005 and thereafter every 180 days (or term if an educational institution).

The Dunedin Fire District is responsible for the ongoing monitoring of your scheme. If you have any queries about your scheme please contact them in the first instance.

Yours faithfully,

Dave Seque
Chief Fire Officer
Dunedin Fire District



NEW ZEALAND
FIRE
SERVICE
Whakarātonga Iwi

THIS IS TO CERTIFY THAT

Araiteuru Marae
24 Shetland Street
Dunedin

*has been issued with an approved evacuation scheme
in accordance with the New Zealand Fire Service Act 1975 (Section 21A)
and the Fire Safety and Evacuation of Buildings Regulations 1992 (Part 2)*

Chief Fire Officer

13 December, 2004

Date

Evacuation Scheme Application

Fire Safety and Evacuation of Buildings Regulations 1992

To: The Fire Region Commander, New Zealand Fire Service

I hereby apply for EVACUATION SCHEME approval for the premises described below:

- 1 FULL NAME OF APPLICANT **Thomas Duff**
Appointment or Position of Applicant. **Chairperson**
(if not building owner)
Postal Address of Applicant **94 Marlow Street
Tainui
Dunedin**
- Telephone Number of Applicant **03 4550567** Fax Number **03 4550567**
- 2 NAME OF BUILDING **Araiteuru Marae**
Street Address **24
Shetland Street
Dunedin**
- 3 NAME AND ADDRESS OF BUILDING OWNER **Araiteuru Marae Council Inc**
**24 Shetland Street
Wakari
Dunedin**

SIGNATURE OF BUILDING OWNER OR AUTHORISED AGENT 

Date 15/01/2004

4 NAME BUILDING'S OCCUPANCY GROUPS

- a List Floors where group is located (eg. ground floor, second floor etc.) **Ground floor**
- b Name Occupancy Groups(eg. offices, manufacturer, laundry, tavern etc.) **Marae**

c Location and Maximum Number of People in Building When Building Fully Occupied.

	Employees	Public/Occupants
i Number Below Ground Floor		
ii Number On Ground Floor	2	150
iii Number Above Ground Floor		

5 DOES THE BUILDING HAVE SLEEPING ACCOMMODATION?

- a Location and number of bed spaces
- | | Number |
|----------------------------|--------|
| i Below Ground Floor level | |
| ii At Ground Floor level | 100 |

iii Above Ground Floor level

b Minimum number of people employed at any one time

	Number During Day	Number At Night
Sleeping		
Non-Sleeping	2	2

c Greatest number of people likely to require Evacuation

Day	150
Night	150

6 BUILDING ASSISTANCE REGISTER

Permanent Location of Register
Office

(A building assistance register must be provided for all buildings.) Attach a copy of the Register to this application.

7 GIVE DETAILS OF THE BUILDING'S FLOORS AND AGE

- a Total Number of Floors excluding basement
- b Total Number of Basement levels
- c Approximate Date of building's construction

8 DETAILS OF HAZARDOUS SUBSTANCES STORED OR USED IN BUILDING.

Name of Substance	Max. Qty Stored	Method of Storage	Max. Qty Exposed at any one time
matresses	100	seperate room	100

9 GIVE DETAILS OF FIXED FIRE PROTECTION EQUIPMENT INSTALLED IN BUILDING

Type of System	Extent of Building Protected by System (If only part of building protected state which part)	Frequency of Servicing	Testing
a Automatic Fire Sprinkler	full building	monthly	
b Automatic Detection (eg smoke or heat)	smoke and heat	monthly	quarterly
c Manual Call Points	full building		quarterly
d Warning Devices Audible	full building		quarterly
Warning Devices Visual	full building		quarterly
e Emergency Lighting	full building		quarterly
f Other			

10 GIVE DETAILS OF MANUALLY OPERATED FIRE FIGHTING EQUIPMENT AVAILABLE IN

BUILDING

	Type of Equipment	No. of Units Available	Where Installed	Serviced Annually?
a	Hose reels			
b	Portable Fire Extinguishers	2	kitchen/office	Yes
c	Other			

11 GIVE DETAILS OF TRAINING GIVEN TO STAFF IN FIRE SAFETY PROCEDURES

Have Wardens Been Appointed?	Yes
Number of Wardens	2
Senior/Building Warden appointed?	yes
Review of Wardens duties	No
Trial Evacuations	No
Part 1 of Fire Safety & Evacuation Regulations 1992 (Places of Care)	?
Other (specify):	staff will be trained on induction and annually
Frequency of staff training	

12 DESCRIPTION OF EVACUATION SCHEME

a	Date plan prepared	6/12/2003 00:00:00
b	Method of initiating evacuation	fire alarm
c	Are Exitways Adequately Marked?	True
d	Have Wardens Been Appointed?	yes
	Enter Number of Wardens	2
e	Description of Wardens' Identification	Red band: Arm band Arm bands
f	Location of "Evacuation Points" Inside Building:	Passage ways, Wharenuui, Wharekai
g	Location of final designated "Assembly Points" Outside Building	Car park area Yes
h	Location of evacuation notice instructions:	office, passage ways, wharenuui, wharekai
i	Frequency of trial evacuations:	quarterly
j	Describe Method of Accounting for Occupants (after physical check of building.)	Roll Call Roll Call

Evacuation Scheme

Araiteuru Marae
24 Shetland Street
Wakari
Dunedin

INTRODUCTION

In the event of a Fire or other emergency which requires the evacuation of Araiteuru Marae the prime consideration at all times is to protect the building occupants from any possibility of injury or death.

To reduce the risk of injury and the effects of an emergency, a prompt, safe and orderly evacuation of the building will be carried out

All building occupants will comply with the provisions of this Evacuation Scheme

The Scheme has been prepared in accordance with:

- The Fire Service Act 1975 (Section 21A Evacuation Schemes for Public Safety)
- The Fire Safety and Evacuation of Buildings Regulations 1992

THE SCHEME DESCRIBES:

- What happens when a fire is discovered,
- Who are the Wardens in the building
- The duties and roles of Wardens appointed to supervise the evacuation,
- How the building is evacuated
- How all building occupants are accounted for during an evacuation,
- How to ensure that persons with disabilities, including staff, customers and visitors, are assisted and accounted for during an evacuation,
- Fire Action notices in the building
- The maintenance of this Evacuation Scheme,
- The safe operation of fire fighting equipment in the building.

The person responsible for maintaining this Evacuation Scheme is Administrator

Procedure for Evacuation in the Event of Fire

- A fire will be detected by the automatic detection system installed in the building or by an occupant of the building.
- Where a building occupant detects a fire, the occupant will activate a manual fire alarm switch to sound the alarm throughout the building. Activation of the manual alarm also automatically calls the New Zealand Fire Service
- The automatic detection system also activates the alarm throughout building and automatically calls the New Zealand Fire Service
- Building Warden makes 111 call to confirm existence of a fire and meets NZFS on arrival at Araiteuru Marae carpark 24 Shetland Street
- On hearing the alarm, all occupants evacuate the building using one of the marked exit ways, several trough out the building.
 - Occupants assemble at Car park area
 - Area Wardens check their respective areas are fully evacuated.
 - Area Wardens report to Building Warden at carpark.

APPOINTMENT AND TRAINING OF WARDENS

The Building Warden and Area Wardens appointed to supervise evacuations are

THE BUILDING WARDEN is Administrator and will be identified by wearing a Red Arm band

THE AREA WARDENS will be identified by wearing a red arm bands

All Wardens are trained in

- The Evacuation Procedures
- Their duties during an evacuation
- Managing the means of escape of the building
- Use of firefighting equipment installed in the building (however, wardens will only carry out firefighting if it is safe to do so)

Training of Wardens will be undertaken by Chairperson and will be carried out

- In conjunction with planned trial evacuations
- on appointment as a Warden
- All Wardens are to complete the "Warden Self Test" on appointment as Warden and at least once a year

The appointment of Building and Area Wardens will be reviewed every six months

All Staff including any new staff on appointment will be trained in the Evacuation Procedures and location of fire fighting equipment. Staff training is to be reviewed at six monthly intervals

BUILDING WARDEN

The Building Warden is responsible for ensuring that the Evacuation Scheme is maintained and all the requirements of the Evacuation Scheme are complied with all staff. The Building Warden is to oversee the evacuation of the building by receiving and recording the reports from the Area Wardens and conveying this information to the Officer in Charge of the first arriving Fire Appliance

BUILDING WARDENS DUTIES

When the Fire Alarm Operates:

- Put on Identification (Arm band)
- Ensure the Fire Service has been called using -111 (This may be delegated) This may be done using telephone in neighboring premises, cell phone from outside or, if safe to do so, from within the building. Clearly state the NAME & ADDRESS OF THE BUILDING and the NATURE OF THE EMERGENCY (fire, bells ringing etc).
- Proceed to assembly area at carpark
- Receive area wardens' reports. Maintain the Evacuation Checklist.
- Make enquiries if no report is received from any warden(s)
- Ensure Building Assistance Register is available.
- Meet the Fire Service on their arrival and advise them of the evacuation status of the building, including the location of any person with disabilities and the location and type of emergency
- responsible for system check

AREA WARDENS

The Area Wardens are responsible for overseeing the evacuation of all occupants from a designated area to the assembly point at Car park area.

Area Wardens will report to the Building Warden at car park assembly point and confirm the area they are responsible for has been evacuated.

AREA WARDENS DUTIES

When the Fire Alarm operates:

- Put on Identification (arm bands)
- Assist all occupants in the area the warden is responsible for to evacuate the building via the

nearest safe exit, to the assembly point at Car park area.

- Ensure Fire/Smoke Control doors are closed.
- Check all rooms and spaces in the area are clear e.g Offices, toilets storerooms etc.
- Only turn off appliances and systems if it is safe to do so.
- Watch for people with disabilities that may require assistance, appoint a suitable person to assist them as necessary.
- When the area is clear, report to the Building Warden at the car park assembly point and report the area status e.g area all clear.

PROCEDURE FOR EVACUATION

Building occupants will be instructed by the wardens and evacuation notices to take the following action

If a fire is discovered: -

- Raise the alarm immediately by operating the nearest fire alarm.
- Ensure Fire Service is called using - 111. This may be done using telephone in neighbouring premises, a cell phone outside or, if safe to do so, from within the building. Clearly state the NAME & ADDRESS of the building and NATURE OF THE EMERGENCY (fire, bells ringing etc).
- Follow the instructions of the Area Warden

If a fire alarm is heard or a warning of a fire is made: -

- Follow the instructions of the Area Warden
- Potentially dangerous processes or machinery should be closed down, if possible, do so safely and with no delay
- Leave lights on. Leave immediately by the NEAREST safe exit route. Move quickly but DO NOT RUN
- Assist any person with disabilities
- Report to Car park area

- Stay outside the building until the "all-clear" is given.

AFTER HOURS EVACUATION PROCEDURE

Outside normal working hours, all building occupants will follow this procedure which is set out on evacuation notices in the building.

If a fire is discovered

- The alarm is raised by operating the nearest Fire Alarm Call Point.
- The Fire Service is called using - 111

On activation of the fire alarm

- A quick check is made to ensure that the area is clear of all people.
- Occupants leave immediately by the nearest escape route, as indicated on the Fire Action Notice displayed on the area
- Occupants assemble at Car park area and report to the Fire Service on their arrival.
- The building is not re-entered until the "all clear" has been given.

TRIAL EVACUATIONS

Trial Evacuations will be conducted not more than six months after any previous emergency or trial evacuation. The first trial evacuation will be 6 months after the date of approval of this scheme unless an emergency occurs sooner.

Administrator is responsible for managing and co-ordinating trial evacuations

The Fire Safety Department will be notified of trial evacuations in writing (fax, e-mail) seven days prior to the planned time and date of the trial evacuation.

HOW TRIAL EVACUATIONS WILL BE CONDUCTED

As the alarm is monitored the Fire Service Communications Centre will be contacted 10-15 minutes before operating the Trial Evacuation switch

A Trial Evacuation Report (in the form set out in Appendix X attached) will be completed by the Building Warden and sent to the NZFS [at this address]

ASSEMBLY POINT

The assembly point is Car park area

All building occupants will assemble here. The point is well clear of the building and roadways.

DISPLAY OF FIRE ACTION NOTICES

Notices explaining the procedures and the escape routes to be followed in an evacuation will be displayed in the following areas of the building:

office, passage ways, wharehau, wharekai (The format of the notices is set out in Appendix X attached)

Regular checks of the means of escape will be carried out daily by Administrator to ensure that:

- (a) They are kept clear of all obstacles at all times.
- (b) Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the building
- (c) Smoke control and fire stop doors are kept closed and only wedged open with "hold open devices" that comply with the Building Code
- (d) Stairways and passageways that are designed for means of escape from fire are not used as places for storage or places where refuse is allowed to accumulate.
- (e) Flammable liquids or materials are not stored near or within any part of the building used as a means of escape from fire

Any fault affecting the means of escape will be rectified immediately.

EVACUATION OF PERSONS WITH DISABILITIES

Every area warden is responsible for ensuring that the Building Warden is informed of any regular occupant of the building who may require assistance in an evacuation. The Building Warden is responsible for updating and maintaining the Building Assistance register with details of those occupants that may require assistance. Every area Warden is responsible for being aware of the likely location and the type of assistance building occupants may require

The Building Assistance Register will be kept at Araiteuru Marae office and be continuously updated by administrator

All regular building occupants will be generally responsible to ensure disabled visitors are assisted to a safe place in the building during an alarm. Any difficulties in carrying out this function are reported to the relevant Area Warden so that the warden can nominate someone to assist the person. The location of any disabled people will be reported to NZFS when they arrive

A copy of the current Building Assistance Register is attached as Appendix X

Procedure for Avoidance of Panic

The following measures will be taken to avoid panic on the part of members of the public who are in the building

All groups or parties will be informed on arrival of wardens, evacuation points and procedure, manual alarm points and be given all information to ensure their safety. Instruction on clearways and improper use of smoke doors etc will also be given

These measures comply with NZ Standard 9232: Precautions against Fire and Panic in Cinemas, theatres and

places of assembly [delete if not applicable]

SPECIAL CONDITIONS

There are no special conditions