



bnz ^{☆☆☆}
**NATIONAL
HORTICULTURAL
FIELD DAYS**

Fire Evacuation Scheme

BNZ Corporate Marquee



Report to the Chief Fire Warden at a safe distance outside of main entrance to marquee and pass on any relevant information about the fire.

Go to the Evacuation/ Assembly Area.

All staff when warned of a fire:

Advise nearest Fire Warden to use the PA system to make announcement to warn occupants to evacuate (ensuring any music playing in marquee at time is silenced).

Activate the nearest manual call point if the alarm is not already sounding

Assist others to evacuate if required.

Evacuate to the Assembly Area in front of marquee

Ensure the marquee is clear of all occupants and report this to the Chief Fire warden

Persons requiring assistance to evacuate:

Any person with an impairment which may impair their ability to evacuate will be identified on arrival to the marquee. The Chief Fire warden will nominate a caregiver to ensure one- on-one assistance in the case of an emergency evacuation. This Caregiver will be trained to ensure they are fully aware of their responsibility and the evacuation procedure.

Any occupants requiring assistance are to assemble at the assembly point in the outside place of safety with other occupants.

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 Service**

You will need to provide the following information:

The nature of the emergency (e.g. alarms ringing)

The BNZ Marquee inside GATE 2 far end of Kenilworth Rd, Hawke's Bay A&P Showgrounds

126 Kenilworth Road
Hastings
Kenilworth Road and Karamu Roads
Hastings

The evacuation bag (hanging at registration counter inside main entrance of marquee) contains:

- Chief Fire warden and Fire wardens Hi Viz jackets (PINK)
- Copy of this training document
- Copy of marquee site / floorplan
- List of any persons requiring supported evacuation from marquee

All general occupants discovering or being warned of a fire will follow the instructions on the Fire Action notice

Chief Fire Warden Duties

Carry Out Pre –event checks ensure:

- Marquee exits are clearly marked
- Egress routes are kept clear
- Fire Action notices are clearly displayed
- All emergency equipment such as fire extinguishers are in working order
- Mobile phones and key communication numbers are issued to Fire Wardens
- PA is in place and operational
- Evacuation bag is hanging up at registration counter inside main entrance of marquee containing:
 - Chief Fire warden and Fire warden Hi Viz jackets
 - Copy of this training document
- Identify any person on arrival who may require assistance during an emergency evacuation and assign a caregiver to ensure they are given assistance to evacuate if required, ensure that caregiver is upskilled in the evacuation procedure. Ensure any such person is located near an emergency exit.

Oversee the safe evacuation of the marquee

In the event of a fire emergency ensure you wear your Chief fire warden Hi Viz jacket (Hi Viz jacket is kept inside evacuation bag hanging up inside main entrance of marquee)

Hi Viz jacket has been provided and it is important you wear it in a fire emergency. The Hi Viz jacket ensures you are readily identifiable to the arriving fire service personnel and will also assist other Fire Wardens to easily identify you.

Confirm the Fire Service has been notified by a “111” call, if unsure place the call yourself.

The most effective way to inform all occupants to evacuate the marquee is via a public announcement utilizing the PA system (ensuring any music being played in the marquee at the time is silenced) –*A laminated copy of this announcement is kept on PA lectern.*

Proceed to designated reporting point a safe distance from main entrance of marquee .

Direct all quests / general occupants to assemble at the outside place of safety
Ensure any people requiring assistance have safely been evacuated from danger

Receive clearance reports from the Fire Wardens, make enquiries if any wardens have not reported (use mobile phone if appropriate)

Meet the Fire Service on their arrival and advise them of the evacuation status, location of the fire and location of any occupants unable to be assisted out of the marquee

Do not allow anyone to return to the marquee until the “All Clear” has been given by the Fire Service.

Fire Wardens duties

In the event of a fire emergency ensure you wear your Fire Warden Hi Viz jacket
(Hi Viz jacket is kept inside evacuation bag hanging up at the registration counter
inside main entrance of marquee)
Hi Viz jacket has been provided and it is important you wear it in a fire emergency.
The Hi Viz jacket ensures you are readily identifiable by all occupants and will assist
the Chief Fire Warden to easily identify you.

The nearest Fire warden to PA is to ensure an evacuation announcement is made informing
occupants to exit the marquee (system (ensuring any music being played in the marquee at
the time is silenced) –*A laminated copy of this announcement is kept on PA lectern.*

Ensure marquee area is clear of all occupants, guide all occupants to evacuate the marquee
via the nearest safe exit. Notify the Chief fire warden when the marquee is clear or if there
are any issues.

*Watch for people with disabilities or anyone who may require assistance to evacuate,
appoint a suitable person to assist if necessary. Report these people on arrival to the Chief
Fire warden.

Evacuate the marquee and report the clearance of marquee to Chief Fire Warden who will
be positioned at designated reporting point a safe distance from main entrance of marquee

Remain close to Chief Fire Warden in case further assistance is required, which may include:

- Manning the marquee entrances to prevent people from re –entering the marquee
- Guiding evacuating occupants to the outside place of safety
- Going to and remaining with the evacuated occupants at the outside place of safety
until the all clear is given by the Fire Service

Public announcement to be made via the PA system
(ensure any music being played in the marquee is silenced)

MC Notice to be located on the lectern

“This is an important announcement.

Please evacuate the marquee immediately,

Making your way to the nearest marked exit.

**Please follow the instructions of our Fire Wardens who
will guide you the outside assembly area:**

On the grass in front of the marquee

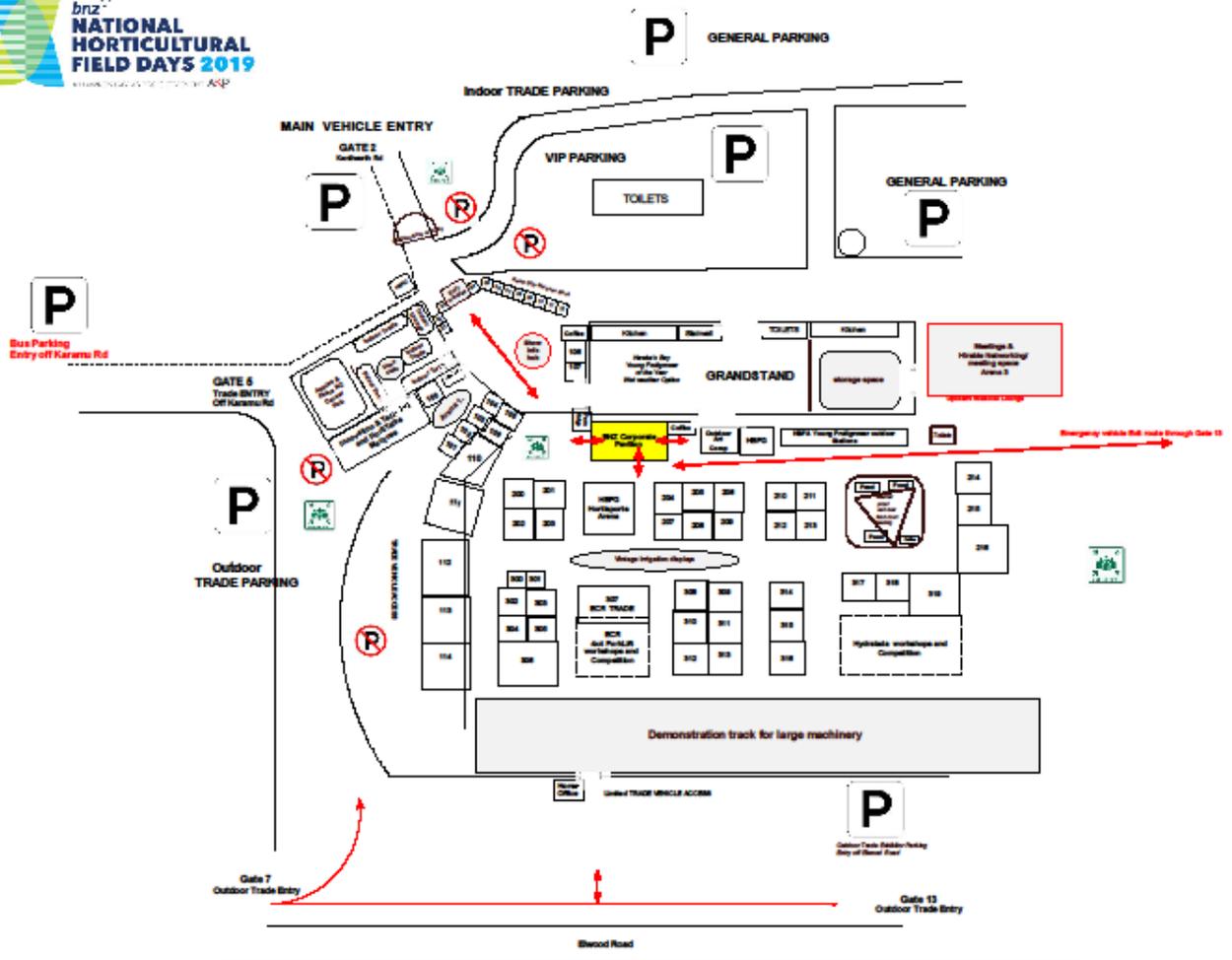
**If you need assistance please alert the nearest Fire
Warden**

**Please remain at the assembly point until notified by the
fire Warden,
and comply with all Fire Warden instructions”**

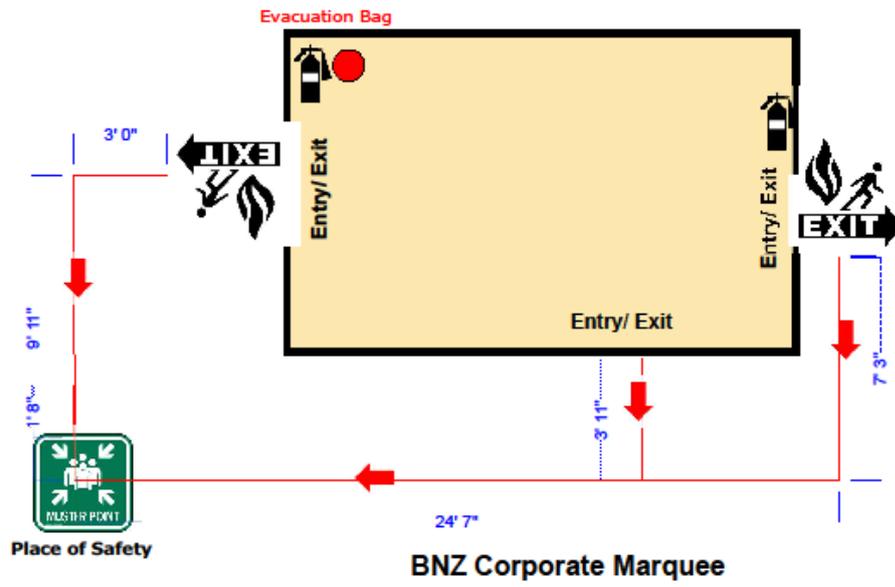
Sign for display on grass area in front of the marquee:



Location of marquee on A&P Show grounds



EVACUATION ROUTES



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**SHOUT FIRE! FIRE! FIRE!
ACTIVATE THE FIRE ALARM**

& Dial 111 from a safe phone – ask for fire

**FIREFIGHTING EQUIPMENT IS LOCATED EVERY
10 METERS ALONG THE MARQUEE WALL**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU WILL HEAR FIRE! FIRE ! FIRE!
AND THE SOUND OF AN ALARM**

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**