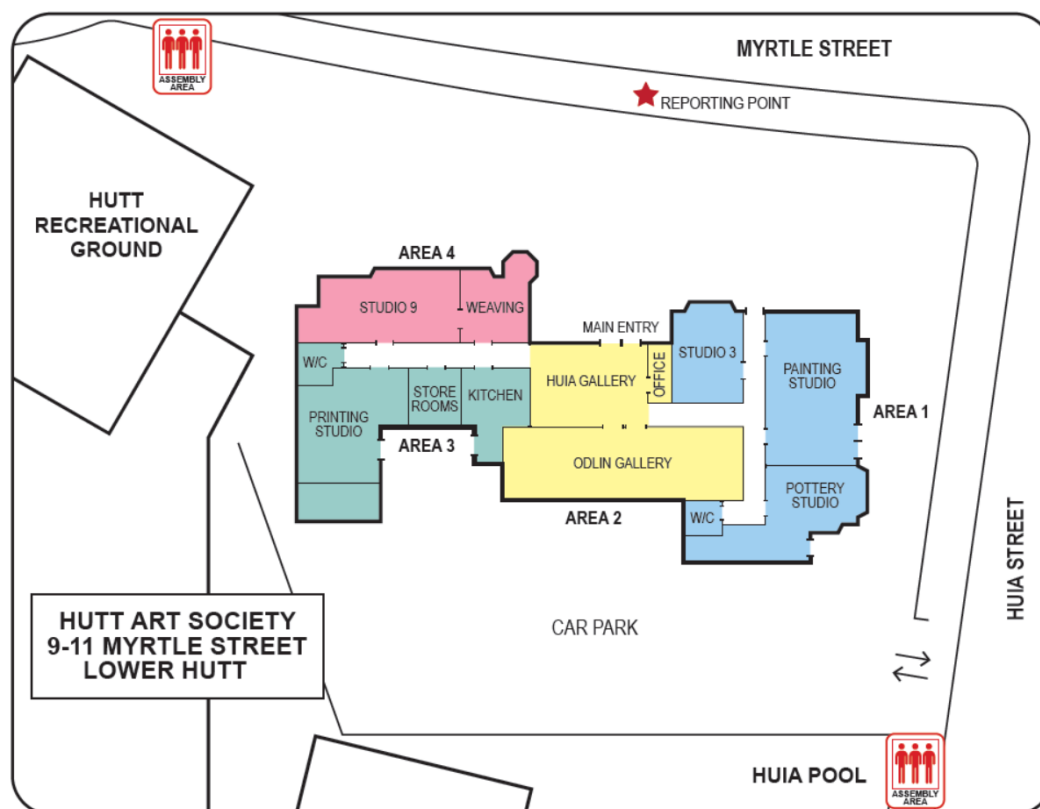


Hutt Art Society Fire Evacuation Procedures



CHIEF WARDEN DUTIES – First adult to the reporting point (star)

1. Ensure a 111 call is made to Fire & Emergency NZ. Appoint the next available occupant to make the call, if not made already.
2. Position yourself on the footpath on Myrtle Street at the front of the building and await clearance reports from occupants.
3. If a report is received that a person is still evacuating the building, then make a note of this and from what area.
4. Ensure occupants that are not acting as wardens assemble further away from the building so that Fire & Emergency has clear access to the building. The assembly areas are on the footpath outside the neighbouring buildings, clear of vehicle access.
5. Liaise with Fire & Emergency NZ personnel in attendance and give them details of anyone who needs assistance to evacuate and any areas not checked by a warden.
6. Once FENZ advise it is safe to re-enter, advise occupants they can return to the building.

WARDEN DUTIES – One adult from each occupied area

1. Search all areas you have access to as highlighted on the floor plan. If there is more than one person carrying out the search, then determine which areas each of you will check.
2. Report the status of the area checked to the acting chief warden stationed on the footpath on Myrtle Street at the front of the building.
3. Remain available to assist the chief warden and carry out extra duties as requested i.e. directing occupants to assembly areas and monitoring entrances.
4. Await the 'all clear' from the chief warden or Fire & Emergency NZ before allowing occupants to re-enter the building.