

Fire safety requirements for hirers of Waikato District Council Halls

If you are the Contact Person for the hirer - you are the Fire Warden.

If you are in charge of a group within these premises -
you are the Zone Warden.

On the continuous sounding of the alarm or any other warning,
you are responsible for evacuating your group.

Zone Wardens

If you discover a fire or other danger, activate the nearest manual alarm call point. On hearing the warning signal:

- 1 Evacuate occupants from all your floor areas via the nearest safe exit (check all rooms, including toilets).
- 2 Watch for people with disabilities who may require assistance and appoint a suitable person to assist as necessary.
- 3 Note the location and number of any persons remaining on the premises.
- 4 Report to the Fire Warden at the alarm panel located beside main entrance and advise the status of evacuation.

Fire Warden

- 1 Report to the fire alarm panel and receive status reports from zone wardens.
- 2 Ensure the fire service has been called. Dial 111 or delegate to a responsible person.
- 3 Advise the fire service, on their arrival, of the evacuation status, including the location of any persons still inside the building.
- 4 Do not allow any person back into the building until the New Zealand Fire Service officer in charge has given the all clear.