

TE NGUTU GOLF CLUB FIRE EMERGENCY PROCEDURES

CHIEF WARDEN – Club Manager, Bar Staff or Executive Members

ACTIONS TO TAKE IF YOU DISCOVER A FIRE

- Warn occupants in the immediate area.
- Sound the fire alarm by activating the nearest manual call point.
- Move to a safe place away from the noise of the alarm and make a 111 call to Fire and Emergency NZ advising of a fire at **246 Katene Road, Normanby**. Pass on any known information about the fire e.g. location and size.
- Evacuate the building to the place of safety outside – **the 1st tee behind the safety fence**.
- Confirm to the Chief Warden (wearing a yellow high-vis vest) that a 111 call has been made.

CHIEF WARDEN DUTIES

- If alerted to a fire: Sound the Fire Alarm (if not already sounding) by activating a manual call point.
- Put on the Chief Warden high-vis vest located at the main entrance door.
- Direct all club room occupants (check kitchen, office and bar storage) to evacuate the building to the place of safety outside - **the 1st tee behind the safety fence**.
- Ensure the door to the deck and fire exit door is closed and locked (if it is safe to do so) before leaving the club rooms.
- Check both the men's and ladies change rooms and toilets along with the disabled toilet to ensure all occupants have evacuated.
- If the golf shop is open check this has been evacuated, once clear close the door when leaving.
- Help any occupants who may require assistance evacuating, to get to the place of safety outside.
- Ensure that a 111-emergency call has been made as soon as possible.
- Wait outside the main entrance to ensure no one tries to enter the building. If the deck doors are unlocked send a senior member of the club to that side of the building to restrict entry via the deck.
- Report to Fire and Emergency New Zealand on arrival to advise the status of the evacuation.

FIREFIGHTING SHOULD ONLY BE ATTEMPTED IF:

- You have been trained in the use of the firefighting equipment.
- The fire is small enough to contain.
- You are not putting yourself or anyone else at risk.

TICK THE BOXES TO CONFIRM YOU UNDERSTAND AND HAVE BEEN SHOWN THE FOLLOWING

- What to do if a fire is discovered.
- The location of fire exits and place of safety outside.
- The Fire Action Notices.
- The role and responsibilities of the Chief Warden.

This is to verify that I, _____, understand and agree to comply with Fire Emergency Procedures stated above.

SIGNED: _____

DATE: _____

Example Fire Action Notice at Te Ngutu Golf Club

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**ACTIVATE NEAREST ALARM SWITCH & DIAL
111 FROM A SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS CLEARLY
MARKED WITH SIGNAGE**

WHEN WARNED OF A FIRE IN THIS BUILDING

**FIRE SIREN WILL ADVISE YOU TO LEAVE THE
BUILDING IMMEDIATELY**

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

**EXITS ARE LOCATED THROUGH THE DOOR YOU
ENTERED, VIA THE KITCHEN AND OUT VIA THE
DECK**

ASSEMBLE ON THE 1ST TEE OFF AREA

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
INFORM THE BUILDING WARDEN OR NEAREST
PERSON FOR HELP***