**FIRE SAFETY - EVACUATION SCHEME**

Parishes who have a gathering together, for any purpose, of 100 or more persons must prepare an evacuation scheme which should be submitted online for approval through the NZ Fire Service Website.

This requirement comes from the Fire Safety and Evacuation of Buildings Regulations 2006 and is contained in the Fire Services Act of 1975.

In the event of a major incident – fire, earthquake etc. the following evacuation procedure should be followed:

1. Have a means of warning other building occupants e.g. whistle
2. All occupants should leave the building immediately using the nearest exit and meet at the assembly point. Remember to walk not run
3. Ensure assistance is given to persons with a disability
4. Phone Emergency services – Dial 111 (from a safe place)
5. Do not attempt to extinguish the fire
6. Stay at the assembly point until the all clear has been given

**NB: This Evacuation Scheme should be updated yearly.**

**CHECKLIST:**

**Please note that not all of the following items in this checklist will be appropriate for every Parish**.

* Evacuation practises should take place every six months.
* All escape routes should be clear of obstructions
* All smoke and fire doors should be able to move freely in good working order and not held open by non-complying devices (e.g. wedges, hooks)?
* Ensure all Emergency Evacuation notices and exit signs are in place and visible in every building
* Exit doors should open easily without the use of a key when the building is occupied
* All smoke alarm batteries should be checked regularly
* All fire alarms and automatic fire detection units should be checked regularly
* Are all fire hose reels in good condition – The Fire Service Revisions Building Code and Approved Document 2001 has removed the requirement for buildings to be fitted with fire fighting hose reels as per Archdeacon Trevor Harrison.
* All fire extinguishers should be in good condition and not visually or physically obstructed – see over
* Has a fire blanket been installed in the Parish kitchen? (see over for information)

**Fire Extinguishers**

Fire extinguishers must be checked by the Parish Health and Safety Warden every six months to ensure they are fully charged (fully charged extinguishers are in the green margin). Therefore they should only be replaced when they fail to hold the charge or have been used. Extinguishers do not have to be checked by an outside service provider providing you have submitted and had an evacuation scheme approved by the NZ Fire Service.

It is recommended that fire extinguishers be dry powder only, wet type extinguishers create a hazard.

**Fire Blankets**

Fire Blankets are ideal for settings where small Class F fires are a risk such as in kitchens or wherever oils or fats are exposed to potential ignition. They can also be used if a person’s clothing has caught fire.

A Fire Blanket cuts off a fire’s supply of oxygen, smothering it either permanently or until more effective fire-fighting equipment can be employed.

Note: Fire Blankets are not designed for re-use! It is essential that you dispose of your Fire Blanket once it has been employed.

For supply: contact **Wormald** who offer two different sizes of Fire Blankets.

Date:

Update: