

FIRE WARDENS'

ALL GROUPS: ARE REQUIRED to appoint a person to be a **FIRE WARDEN** for the duration of the groups stay; this person must be responsible and have knowledge of persons in the group or a group list for role checks.

For larger groups or groups using multiple facilities there should be more than one Fire Warden. Each warden should have designated areas for which they are responsible.

Main areas are: Conference Centre; Main Complex; Youth Lodge; Scout Lodge.

Fire Wardens Duties:

ON HEARING ALARM / OR ON hearing the shout FIRE, FIRE

R – REMOVE, Remove all of group to a safe area

A – ALERT, call emergency services

DIAL 111

(Blue Skies, 12 Williams St, Kaiapoi) or duty manager: 027 772 8008

C – CONTAIN, contain fire by closing doors and windows, if able to without danger

E – EXTINGUISH, put fire out using fire blankets and extinguishers, if safe to do so

Only once the building has been cleared by the Fire Service (or Head Warden in the instance of a false alarm) can persons be allowed to re-enter the premises

**Use fire fighting equipment ONLY if
Safe to do so.**

HEAD WARDENS DUTIES:

1. Ensure that the Fire Service has been notified
2. Ensure that all members have been removed to safe area
3. Receive reports from all Fire Wardens and initiate actions if needed, i.e. evacuation of disabled persons
4. Report to Fire Service on arrival
5. Ensure no persons re-enter premises until cleared by the Fire Service