



## REMUERA BOWLS AND BRIDGE INCORPORATED FIRE EMERGENCY SCHEME

*Building owned by Willis Bond / 273RemueraRoad Partnership  
Formerly owned by Auckland Bridge Club Inc.  
Occupied by Remuera Bowls and Bridge Incorporated (right to occupy)*

Fire evacuation procedures for Remuera Bowls and Bridge Incorporated are as follows. Please note: as a Bridge Club, North & South signs are on the Club interior walls.

### If You Discover a Fire

- Warn occupants in the immediate area.
- Operate the nearest fire alarm switch.
- Call Fire and Emergency on 111 from a safe phone.
- Go to the outside assembly point – garden shed located in the main car park
- Report to the Chief Warden at the main entrance and pass on any relevant details about the fire.

### If You Are Warned of a Fire

- Activate the nearest manual call point if the alarm is not already sounding.
- Assist others to evacuate if required.
- Go to the outside assembly point – grass area beside main car park entrance.

*No-one should re-enter the building until all clear has been given by Fire and Emergency NZ.*

### When Making a 111 Call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm.
- Ask for Fire.
- You will need to provide the following information:
  - Building name
  - Building address – street number, street name, suburb and city
  - Nearest intersection
  - The nature of the emergency (e.g. alarms ringing)

### General Evacuation Information

When the fire alarm has sounded, the Chief Warden will:

- If it is safe to do so – 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.
- Wait outside the main entrance. Ensure no one tries to enter the building.
- Ensure that a 111 emergency call has been made. If there is any doubt, make another call.



- Receive notifications from Duty Wardens as they exit the building.
- Once all Duty Wardens have evacuated, proceed to the place of safety outside – grass area beside main car park entrance.
- Report to Fire and Emergency New Zealand on arrival to advise the status of the evacuation.



## FIRE EMERGENCY SCHEME

### Duty Warden Duties

If alerted to a fire:

- Sound the Fire Alarm (if not already sounding) by activating a manual call point.
- Direct all upper floor occupants to evacuate the building to the place of safety outside – grass area beside main car park entrance. Use the megaphone (located under the Bar) if needed.
- Check all upper floor areas (including restrooms and storage rooms) to ensure all occupants have evacuated. Ensure all internal doors are closed (but not locked) and lights are left on. Turn off electrical appliances if it is safe to do so.
- Proceed to the ground floor and check all ground floor areas (including changing rooms) to ensure all occupants have evacuated.
- Help any occupants who may require assistance evacuating, to get to the place of safety outside.
- Report to the Chief Warden at the main entrance to confirm that all occupants have evacuated and are accounted for.
- Proceed to the place of safety outside – south end of the carpark by the white concrete block wall.

### Each Group That Uses the Building Will

- Appoint a designated Duty Fire Warden and as many Assistant Wardens as needed to ensure a safe evacuation.
- Ensure all Wardens are familiar with the building, the location of alarm call points, the exit routes and gathering place outside.
- Be responsible for the safe evacuation of all persons from the premises in case of an emergency.
- Take part in fire emergency training as required by the building owner, Willis Bond / 273RemueraRoad Partnership.

### Maintaining the Evacuation Scheme

All hirers and regular users/wardens are required to:

- Ensure that all exit ways are kept clear at all times.
- Take precautions to avoid fires starting.
- Participate in regular ongoing training where possible.