



# FIRE AND EMERGENCY EVACUATION PROCEDURE

## 1 Overview

The Turner Centre is a multi-purpose venue requiring a variety of evacuation procedures to fit differing circumstances, users and number of staff. The objective is to provide procedures that ensure the safe, effective evacuation of all persons in case of fire or other emergency.

The evacuation procedure is divided into different groups that might be in the building at the same time. Each of the building activities will follow their own evacuation procedures outlined below.

- **Public events**  
These are people that are in the building during a public performance or other event open to the public (either ticketed or non-ticketed)
- **Private Events**  
This could be either a corporate event, community group or other private event that are not open to the general public (attendance by invitation, membership etc).
- **Staff during business hours**  
This includes office staff, volunteers, maintenance personnel etc.
- **Tenants**  
Users that hire a private space within the Turner Centre (e.g. a private music studio)

## 2 Evacuation Assembly area

The evacuations the assembly area is in the front carpark (near Cobham Road).





### 3 Building zones

The Turner Centre building is divided into 8 zones:

- Zone A – Auditorium Stage, Fly tower and Backstage
- Zone B – Auditorium Seating areas (stalls, gallery, boxes)
- Zone C – Theatre Bar and Terrace
- Zone D – Foyers
- Zone E – Events Centre
- Zone F – Kitchen
- Zone G – Plaza
- Zone H – Music Studio and wardrobe

### 4 Automatic systems

- The Turner Centre alarm is connected to Fire and Emergency New Zealand Communications Centres. This means that FENZ will respond faster and will automatically send two trucks.
- There is a smoke curtain in the Auditorium that will automatically come down as soon as the alarm is activated. This curtain divides the room into two and is designed to keep the patrons in the Auditorium away from the smoke on stage (the most likely place for a fire to start). There is also a Smoke Extractor that automatically comes on as soon as the alarm is activated, to extract the smoke in the Auditorium seating area. For this system to work well, the doors to the Auditorium need to be closed.
- The glass doors at the main entrance will automatically open.

### 5 Pre-Event Checks

#### **Public Events**

Before a public event, each used area will undergo a pre-event check.

This check includes:

1. Emergency Exits unobstructed and working?
2. Fire Alarm in normal status (check panel by Main Entrance)?
3. Is Evacuation Board at reception?
4. Are usher fire warden armbands in place?

#### **Private Events**

Before a private event, the Turner Centre staff and Hirer's representative will check the area together. This check includes:

1. Emergency Exits unobstructed and working?
2. Any hazards in the space?

### 6 Evacuation procedures

The Hirer's Representative will be inducted into the venue, they will need to sign a form to acknowledge that they are aware of the evacuation procedure and their responsibilities. The



Hirer can also nominate another person within their group to be inducted and be made responsible for the evacuation of their group.

The person that signs the induction form is the nominated Fire Warden who is responsible for their group.

## **6.1 Public events**

During each public event, all volunteers and staff will become Fire Wardens.

### **On Discovering a Fire:**

- Warn other occupants in immediate area.
- Activate the alarm (manual call point break glass and push down button).
- Call Fire and Emergency New Zealand 111 from a safe place.

### **On hearing the Alarm**

- Stop all activities immediately.

#### **Fire Wardens:**

- All able-bodied persons will be directed to evacuate the building by the nearest exit and proceed to the assembly area.
- Persons requiring assistance will be asked to remain in place until able-bodied persons have cleared the immediate area. They will then be assisted by Fire Wardens.

- Check all areas:

- Ushers
  - Main seating area
  - Cry Room
  - Gallery
  - Boxes
  - Toilets

- Bar Staff and Duty Manager
  - Bar area
  - Upper Foyer

If Box Office Staff and ticket scanners have left, check downstairs areas too:

- Lower Foyer
- Box Office/office
- Toilets
- Box Office and ticket scanners
  - Lower Foyer
  - Box Office/office
  - Toilets

- Kitchen Staff

Turn off all hazardous appliances:

- Deep Fryers
- Toasters
- Ovens



- Etc
- Venue Technician
  - Tech booth
  - Stage
  - Fly Tower
  - Orchestra Pit
  - Backstage – Green Room
  - Backstage - Dressing rooms + dressing room toilets
  - Backstage – Loading dock
- Once area has been cleared, Fire Wardens to exit, closing all doors as they leave.
- Proceed to the Evacuation Assembly Area. Find other fire wardens for your area.
- Report back to the Chief Fire Warden. Only one representative of each area to report back.

**Chief Fire Warden:**

- Identify from the fire panel which area the alarm has been set off.
- Call 111. Let them know if you've seen fire or smoke.
- Take the building users board + High Vis Vest and take it to the Assembly Area. Put vest on.
- All Fire Wardens will report to you about which areas have been evacuated, mark these on the building user board.
- Ask Fire Wardens for any additional information that might be important. Did they see fire or smoke? Was anyone left behind? Did they check all areas including toilets?
- Chief Fire Warden to instruct all Fire Wardens that no patron or staff is to leave the assembly area.
- The Chief Fire Warden will meet the fire service personnel at the Fire Panel. Pass on all information you have: Was anyone left behind? Did you check all areas including toilets?

Do not re-enter until the fire service have deemed it safe.

## 6.2 Private Events

### On Discovering a Fire:

- Warn other occupants in immediate area.
- Activate the alarm (manual call point break glass and push down button).
- The Fire Warden needs to call Fire and Emergency New Zealand 111 from a safe place.

### On hearing the Alarm

- Stop all activities immediately.

#### Fire Wardens:

- All able-bodied persons will be directed to evacuate the building by the nearest exit and proceed to the assembly area.
- Persons requiring assistance will be asked to remain in place until able-bodied persons have cleared the immediate area. They will then be assisted by Fire Wardens.
- Once area has been cleared, Fire Wardens to exit, closing doors as they leave.
- Once they have exited the building, proceed to the Evacuation Assembly Area.



- Once in the Assembly Area, there are two options
  1. The Fire Warden report back to the Chief Fire Warden.
  2. If you were the only user in the venue and you are the only Fire Warden in the Assembly Area, you become the Chief Fire Warden.
    - Call 111. Let them know if you've seen fire or smoke.
    - Once the Fire Brigade gets there, meet them at the Fire Panel (located near reception, on the outside of the building, under the staircase).
    - Pass on all information you have: Was anyone left behind? Did you check all areas including toilets?

Do not re-enter until the fire service have deemed it safe.

### **6.3 Staff during business hours**

All paid Turner Centre staff become Fire Wardens.

#### **On Discovering a Fire:**

- Warn other occupants in immediate area.
- Activate the alarm (manual call point break glass and push down button).
- The Fire Warden needs to call Fire and Emergency New Zealand 111 from a safe place.

#### **On hearing the Alarm**

- Stop all activities immediately.

#### **Fire Wardens:**

- Areas that need to be checked:
  - Upper and Lower Foyers
  - Corridor toilets
  - Theatre Bar (exhibition space)
- All able-bodied persons will be directed to evacuate the building by the nearest exit and proceed to the assembly area.
- Persons requiring assistance will be asked to remain in place until able-bodied persons have cleared the immediate area. They will then be assisted by Fire Wardens.
- Once area has been cleared, Fire Wardens to exit, closing doors as they leave.
- Check for information on other people in the building:
  - Sign in sheet for Wardrobe
  - Sign in sheet for maintenance personnel

People in wardrobe and maintenance personnel will have to evacuate themselves, but it's good to know who is in the building to check if they are accounted for in the assembly area.

- Once Fire Wardens have exited the building, proceed to the Evacuation Assembly Area.
- Once in the Assembly Area, the Fire Wardens appoint a Chief Fire Warden.
  - Call 111Let them know if you've seen fire or smoke? Was anyone left behind? Did you check all areas including toilets?



- Once the Fire Brigade gets there, meet them at the Fire Panel (located near reception, on the outside of the building, under the staircase).
- Do not re-enter until the fire service have deemed it safe.

#### **6.4 Tenants**

All Tenants will become Fire Wardens.

##### **On Discovering a Fire:**

- Warn other occupants in immediate area.
- Activate the alarm (manual call point break glass and push down button).
- The Fire Warden needs to call Fire and Emergency New Zealand 111 from a safe place.

##### **On hearing the Alarm**

- Stop all activities immediately.

##### **Fire Wardens:**

- Evacuate yourself and any visitors by the nearest exit, closing doors as you leave, and proceed to the Assembly Area
- If you have any visitors requiring assistance, help them where you can.
- Once in the Assembly Area, there are two options
  1. The Fire Warden report back to the Chief Fire Warden.
  2. If you were the only user in the venue and you are the only Fire Warden in the Assembly Area, you become the Chief Fire Warden.
    - Call 111. Let them know if you've seen fire or smoke?
- Once the Fire Brigade gets there, meet them at the Fire Panel (located near reception, on the outside of the building, under the staircase).  
Pass on all information you have: Was anyone left behind? Did you check all areas including toilets?

Do not re-enter until the fire service have deemed it safe.