

**CITY OF
NAPIER**



A Napier City Council Facility/Service

Graeme Lowe Stand Corporate Lounge 1 Corporate Lounge 2 Evacuation Scheme



**Effective from 27 May 2015
Revision due May 2017**

Function Details

Date:	
Function:	
Start Time:	
Finish Time:	
Stand Senior Floor Attendants on Duty:	
Number of Ushers/Floor Attendants on Duty:	
Number of Shifts (eg: Test Cricket):	
This booklet applies to:	Corporate Lounge 1 <input type="checkbox"/> Corporate Lounge 2 <input type="checkbox"/>
	Please tick your allocated lounge only. This booklet is completed and retained by the Stand Senior Floor Attendant for each area occupied.

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Introduction

Introduction

The entire McLean Park complex, including the Graeme Lowe Stand - Corporate Lounge 1, Corporate Lounge 2, falls under the requirements of this manual. The person acting as Stand Senior Floor Attendant shall ensure that all relevant forms in this booklet are completed and **returned to:**

**The Works Asset Department
Napier City Council
Private Bag 6010
Napier**

Within seven days of the event taking place.

During the event this booklet shall be in the possession of the Stand Senior Floor Attendant/s in control of their occupied area and must be made available for auditing purposes undertaken at any time by Napier City Council representatives or the New Zealand Fire Service.

There will be times when a Stand Senior Floor Attendant/s is not required in the Lounges (due to public attendance).

When public attendance in any of the lounges is less than 100 people (standing) an Usher/Floor Attendant is not required.

When public attendance in any of the lounges is less than 51 people (seated), an Usher/Floor Attendant is not required.

This role will be covered in a training session for Ushers/Floor Attendants.

Graeme Lowe Stand – Corporate Lounge 1, Corporate Lounge 2 Evacuation Plan

When should this Plan be Used?

At all times when the public are attending within the McLean Park complex, including the Graeme Lowe Stand - Corporate Lounge 1, Corporate Lounge 2, this evacuation scheme shall be in effect.

The Stand Senior Floor Attendant/s shall circulate their designated area during the event. Each Usher/Floor Attendant shall remain within their area of responsibility which will be determined during the training session before the event.

Means of Communications

The Evacuation Coordinator/s and Stand Senior Floor Attendants shall be required to have some means of communication, either a cell phone or RT radio and shall keep this clear at all times. **IT IS FOR EMERGENCY USE ONLY.**

Exit Ways

All exit ways shall be kept clear at all times, it is the responsibility of the Stand Senior Floor Attendants to ensure that nobody obstructs these exit ways.

The Ushers/Floor Attendants shall direct people to the closest exit and instruct them to assemble at the designated assembly areas.

Responsibility

The Stand Senior Floor Attendant shall have ultimate responsibility during the event.

Attendant Requirements

Identifying Attendants

It is mandatory that only trained and approved Stand Senior Floor Attendants meeting our Stand Requirement Numbers must wear an orange hi-viz jacket with the words 'Stand Senior Floor Attendant' on it.

Ushers/Floor Attendants will wear an orange hi-viz jacket with the words 'Usher/Floor Attendant' on it.

The reason for this is that in an emergency, and on the arrival of the Fire Service, these people can immediately be identified.

Graeme Lowe Stand - Corporate Lounge 1, Corporate Lounge 2

Graeme Lowe Stand	Capacity	Stand Senior Floor Attendant	Ushers/Floor Attendants
Corporate Lounge 1 (Standing)	100 - 150		1 (Trained by Stand Senior Floor Attendant)
	151 - 320 (Max)	1 (NCC Trained and Approved)	2 (Trained by Stand Senior Floor Attendant)
Corporate Lounge 2 (Standing)	100 - 150		1 (Trained by Stand Senior Floor Attendant)
	151 - 380 (Max)	1 (NCC Trained and Approved)	2 (Trained by Stand Senior Floor Attendant)
Lounges Combined (Standing)	100 - 150		1 (Trained by Stand Senior Floor Attendant)
	151 - 400	1 (NCC Trained and Approved)	2 (Trained by Stand Senior Floor Attendant)

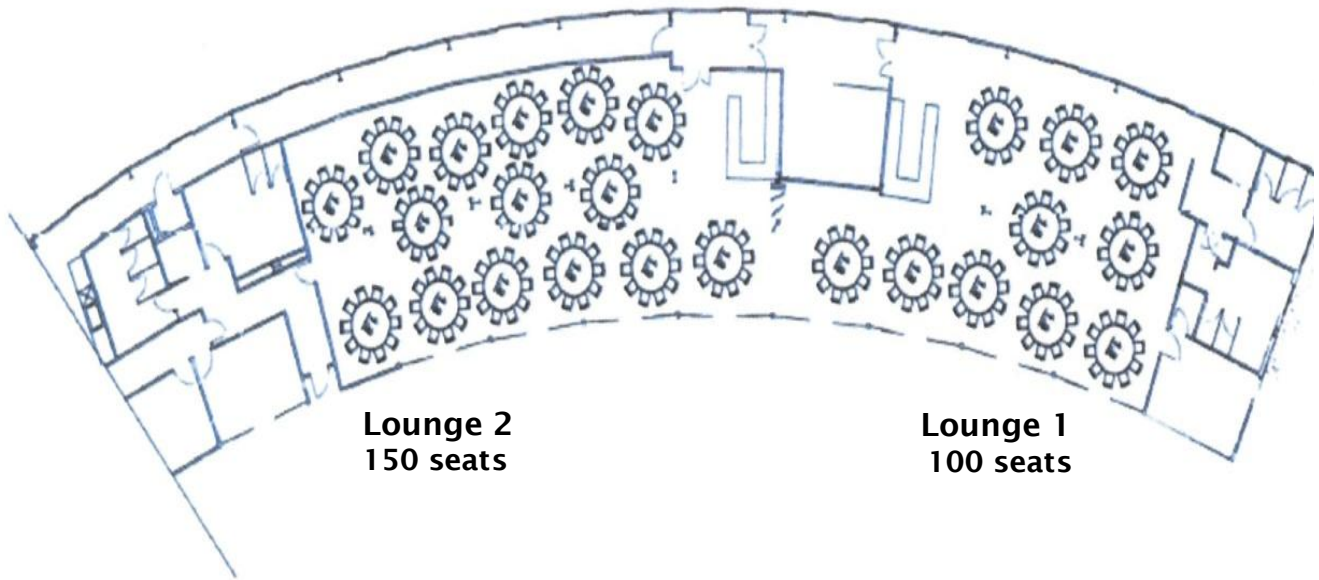
	401 – 700 (Max)	1 (NCC Trained and Approved)	3 (Trained by Stand Senior Floor Attendant)
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	Capacity	Stand Senior Floor Attendant	Ushers/Floor Attendants
Corporate Lounge 1 (Seated)	51 – 100 (Max)		1 (Trained by Stand Senior Floor Attendant)
Corporate Lounge 2 (Seated)	51 – 150 (Max)		1 (Trained by Stand Senior Floor Attendant)
Lounges 1 & 2 Combined (Seated)	51 - 150		1 (Trained by Stand Senior Floor Attendant)
	151 – 250 (Max)		1 (Trained by Stand Senior Floor Attendant)

**Number of Evacuation
Co-ordinators Required**

One (1) Evacuation Co-ordinator is required for any event that public attendance exceeds 2500 people.

Graeme Lowe Stand - Corporate Lounge 1, Corporate Lounge 2 Seating




Attendant Responsibilities

Stand Senior Floor Attendant/s Duties

1. If you discover a fire the evacuation scheme shall take effect. Ensure appropriate alarm is activated. Alert the Ushers/Floor Attendants on duty of the situation and initiate evacuation.

2. Ensure the New Zealand Fire Service has been notified. **Dial 111. Ensure you give the physical address - McLean Park, Latham Street, Napier. If possible state the area you are in, e.g. Graeme Lowe Stand, Lounge 1 or 2.**

3. Report to the Evacuation Control Board situated on the wall at the main entrance to the Chapman Pavilion. Await reports of status of evacuation from the Ushers/Floor Attendants on duty and amend the board accordingly.

 Evacuation Control		
Search Area	Clear	Not Clear
Chapman Pavilion		
Chapman Stand		
Harris Stand		
Graeme Lowe Stand		
Rodney Green Stand		
Rodney Green Centennial Events Centre		

4. On arrival, advise Fire Service of the situation.

DO NOT RE-ENTER THE STADIUM UNTIL THE ALL CLEAR IS GIVEN FROM THE FIRE SERVICE.

**Ushers/Floor Attendants
Duties**

1. If you discover a fire you must notify the Stand Senior Floor Attendant/s on duty immediately. The evacuation scheme shall take effect.
 2. You must initiate the evacuation.
 3. Check all areas within the lounges - seating, toilets etc and ensure your floor area is completely evacuated.
 4. Report to the Stand Senior Floor Attendant/s and advise status of evacuation.
 5. Report back to the assembly area for personnel control.
-

**DO NOT RE-ENTER THE AREA UNTIL THE ALL CLEAR IS GIVEN FROM THE
FIRE SERVICE.**

Appointment and Training of Attendants

Role and Approving Organisation

Stand Senior Floor Attendant/s
Napier City Council Trained and Approved

Ushers/Floor Attendants

Evacuation Co-ordinator/s Trained or
Stand Senior Floor Attendant/s Trained, prior to
event taking place.

Assistance Register

Building Assistance Register For Persons with Disabilities

Graeme Lowe Stand - Corporate Lounge 1, Corporate Lounge 2 Latham Street NAPIER

The following personnel have been assigned to assist in evacuating any person with disabilities visiting the Graeme Lowe Stand and Lounges during an event. It is important that you identify possible patrons as they enter and their likely location within the lounge.

This register is updated prior to any major event by the Stand Senior Floor Attendant.

Date	Likely Location of Persons Requiring Assistance	Person Assigned to Assist
		Stand Senior Floor Attendant

Means of Escape to be monitored

Means of Escape

Checks of the means of escape will be undertaken by the Stand Senior Floor Attendant/s at regular intervals to ensure that:

1. Escape routes are kept clear of obstacles at all times;
2. Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the building when the building is occupied.
3. Smoke control and fire stop doors are not kept open by methods other than hold-open devices that comply with the Building Code;
4. Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate; and
5. Any flammable liquid or material shall be in non-combustible containers with close fitting lids and shall not be stored near or within any part of the building used as a means of escape from fire.
6. Refuse bins are placed in certain areas. These bins are to be monitored, and are to be emptied when required.

Evacuation Assembly Points

The main assembly points are:

1. Morris Street.
2. On the grass area at the southern end of the Rodney Green Centennial Events Centre.

Please ensure that people do not assemble in the car park area. This could restrict access to emergency personnel arriving. Side street exits are acceptable but people should be encouraged to report to the front entrance.

Assembly on the main field shall be discouraged unless absolutely necessary.

Safety Inspection Checklist

Checklist Completion

This checklist shall be completed by the Stand Senior Floor Attendant within a period of two hours before the admission of the public on each and every day of use.
The safety inspection checklist contains the following.

Exit Doors, Gates

Test opening of all exit doors. Ensure the quick release handles are operating efficiently, that the doors open easily and there is no internal or external obstruction to free exit. If you are using the lift check that this is in good, operational order and free of any obstructions.

Fire Appliances

Ensure that fire extinguishers, hose reels and similar equipment are in good order, unobstructed, and ready for use and carry current certification.

Aisles, lobbies and passageways

Ensure that all lobbies, passages, stairways and external exit ways are free from obstructions (including advertising billboards), so as to allow free exit.

Emergency Signals

Test signal appliances for effectiveness. These would be the RT Radio or cell phone communications between the Evacuation Coordinator/s and the Stand Senior Floor Attendants.
The Graeme Lowe Stand also has an automatic Public Announcement System which will be initiated once the fire alarms are activated. The system will continually repeat the message "Please Evacuate the Stand through the nearest fire exit".

Emergency Lighting

The custodian must check the Emergency Lighting in all areas (lounges etc.) on the day, prior to the Sporting Code's arrival before their event. He must advise the user and confirm the check is complete.

Napier City Council

Graeme Lowe Stand - Corporate Lounge 1, Corporate Lounge 2 Evacuation Scheme

Safety Inspection Check List

Date:			
Function:			
Inspection Time:			
Start Time:		Finish Time	
Stand Senior Floor Attendant:			

	Time Checked	Signed
Exit Doors, Gates:		
Fire Appliances:		
Aisles, Lobbies, passageways:		
Emergency Lights and/or Tamper Proof Alarm Points:		
Attendants Cell or RT contact:		

I certify that all checks are done and that everything is in place to admit the public.

Signed: _____
Training for Ushers/Floor Attendants

Date: _____

Training Sessions

All Usher/Floor Attendants shall attend a training session prior to taking part as an attendant.

This shall be administered by Napier City Council. The training shall be led by either a NCC Trained and Approved Evacuation Co-ordinator or a NCC Trained and Approved Stand Senior Floor Attendant.

This training shall include a familiarisation tour of the lounges and instructions on operating any fire equipment including the use of alarms.

Points to be Covered

Ensure all of the following points listed below are covered in the training session.

	Fire Alarm Activation including tamper proof alarm points		Checking for combustibles including waste bins
	Areas of Responsibility		Assembly Areas
	Familiarisation of allocated area		Exits

Signed by Trainer: _____

Date: _____

Time: _____

**Napier City Council
Graeme Lowe Stand - Corporate Lounge 1, Corporate Lounge 2
Evacuation Scheme**

Attendants Training Check Sheet

Date:			
Function:			
Start Time:		Finish Time:	
No of Participants:		No. of Attendants:	

People in Attendance

Role	Location	Printed Name	Initial
Evacuation Co-ordinator/s			
Stand Senior Floor Attendant/s			
Stand Senior Floor Attendant/s			
Attendant 1			
Attendant 2			
Attendant 3			
Attendant 4			
Attendant 5			