

Rodney Green Centennial Event Centre

Evacuation Scheme



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

Function Details

Date:	
Function:	
Start Time:	
Finish Time:	
Stand Senior Floor Attendant on Duty:	
Number of Ushers/Floor Attendants on Duty:	
Number of Shifts (eg: Test Cricket):	
This booklet applies to:	Rodney Green Centennial Event Centre <input type="checkbox"/>
	This booklet is to be completed and retained by the Stand Senior Floor Attendant on duty for the area occupied.

Contents

Function Details	3
Introduction	7
Rodney Green Centennial Event Centre Evacuation Plan	
When should this Plan be used	8
Means of Communications	8
Exit Ways	8
Responsibility	8
Design Occupancy of Stadium	9
Attendant Requirements	
Identifying Attendants	10
Rodney Green Centennial Events Centre	10
Attendant Responsibilities	
Stand Senior Floor Attendant Duties	11
Usher/Floor Attendant Duties	12
Appointment and Training of Attendants	
Role and Approving Organisation	13
Assistance Register	
Building Assistance Register for Persons with Disabilities	14
Means of Escape to be Monitored	
Means of Escape	15
Evacuation Assembly Points	16
Safety Inspection Checklist	
Checklist Completion	17
Exit Doors, Gates	17
Fire Appliances	17
Aisles, Lobbies and Passageways	17
Emergency Signals	17
Emergency Lighting	17
Safety Inspection Checklist	18
Training for Usher/Floor Attendants	
Training Sessions	19
Points to be Covered	19
Attendants Training Check Sheet	20

Introduction

Introduction

The entire McLean Park complex, including the Rodney Green Centennial Event Centre, 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 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.

When public attendance is less than 150 people the Ushers/Floor Attendants (trained by a NCC Trained and Approved Stand Senior Floor Attendant) will be in possession of this booklet and will take up full responsibility of evacuating people from the hall. Their prime concern is the saving of lives. This role will be covered in a training session for Ushers/Floor Attendants.

Rodney Green Centennial Event Centre Evacuation Plan

When should this Plan be used?

At all times when the public are attending within the Rodney Green Centennial Event Centre this evacuation scheme shall be in effect.

The Stand Senior Floor Attendant 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 Stand Senior Floor Attendant and the Ushers/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 Attendant to ensure that nobody obstructs these exit ways.

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.

Design Occupancy of Stadium

The fire system design is based on a hazard classification of OH3 (Ordinary Hazard 3), which is the normally required classification for grandstands and multi-use sports stadiums of this type.

This allows the stadium to be occasionally used for trade shows, exhibitions etc. where display stands may be set up within the building. If any display stands are constructed as enclosures, they should have “soft” roofs, such as tents or awnings etc. so that if there is a fire it will burn through these quickly and allow the overhead sprinklers to operate effectively.

If any more substantial enclosures, such as a small “show home”, or a large boat, are desired to be located within the stadium, special temporary precautions may be necessary, such as provision of additional fire extinguishers, fire Attendants etc. We would also recommend, if not already a standard procedure, that the Fire Service are involved in reviewing the set up for any major trade shows/exhibitions, particularly in relation to access, circulation and egress arrangements.

Attendant Requirements

Identifying Attendants

It is mandatory that only trained and approved Stand Senior Floor Attendants meeting our 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.

Rodney Green Centennial Event Centre

In specific, approved events where use of the mezzanine floor has been granted, an additional Usher/Floor Attendant is required on the mezzanine floor.

	Capacity	Stand Senior Floor Attendant	Ushers/Floor Attendants
	1200		
100 - 150			1 (Trained by Stand Senior Floor Attendant)
151 - 450 people		1 (NCC Trained and Approved)	1 (Trained by Stand Senior Floor Attendant)
451 - 1000 people		1 (NCC Trained and Approved)	4 (Trained by Stand Senior Floor Attendant)
1000 - 1200 people		1 (NCC Trained and Approved)	4 (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.


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, eg: RGCEC; Graeme Lowe Stand; Chapman Pavilion etc.**

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
Duties**

Attendants

1. If you discover a fire you must notify the Stand Senior Floor Attendant on duty. The evacuation scheme shall take effect.
 2. You must initiate evacuation.
 3. Check all areas within the hall - seating, toilets, offices, changing rooms etc. and ensure your floor area is completely evacuated.
 4. Report to the Stand Senior Floor Attendant 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
Napier City Council Trained and Approved

Ushers/Floor Attendants
Trained by Stand Senior Floor Attendant

Assistance Register

Building Assistance Register For Persons with Disabilities

Rodney Green Centennial Event Centre Latham Street NAPIER

The following personnel have been assigned to assist in evacuating any person with disabilities visiting the Rodney Green Centennial Event Centre during an event. It is important that the assigned personnel identify potential patrons and their likely locations within the hall.

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** 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. Special attention is to be paid to the two exit doors that exit towards the Graeme Lowe Stand. It is also to be noted that access through the metal chain gates to the side of the hall (Vigor Brown street side), may be restricted at a night event, and allowances are to be made.
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. Vigor Brown Street side of Rodney Green Centennial Event Centre;
2. At the front entrance of McLean Park, in the internal car park.

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.

Please see note in Means of Escape (2) on Page 15 re: "Access through the metal chain gates to the side of the hall (Vigor Brown street side), may be restricted at a night event, and allowances are to be made."

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 and similar equipment are in good order, unobstructed, 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 radio and cell phone communications between the Stand Senior Floor Attendant and the Ushers/Floor Attendants. Also check emergency lighting.

Emergency Lighting The custodian must check the Emergency Lighting in the Rodney Green Centennial Events Centre, on the day, prior to the Sporting Code's arrival before their event. He must advise the user and confirm check is complete.

**Napier City Council
Rodney Green Centennial Event Centre 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:

Date:

Training for Ushers/Floor Attendants

Training Sessions

All Ushers/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 hall 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
	Area of Responsibility		Assembly Areas
	Familiarisation of allocated area		Exits

Signed by Trainer: _____

Date: _____

Time: _____

**Napier City Council
Rodney Green Centennial Event Centre 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
Stand Senior Floor Attendant/s			
Attendant 1			
Attendant 2			
Attendant 3			
Attendant 4			