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SUBJECT:

Warden Evacuation Form – Mount Hot Pools

Chief Fire Warden Section:

Chief Fire Warden (CFW) name:		Time Taken to Evac: _____ Minutes _____ Seconds
Date:	Time of Evacuation:	

CFW actions when alarm sounds:

1. Initiate evacuation procedures
2. **Check Reception have called the Fire Service.** NOTE: Fire Service must be called for **every** fire alarm event – no exceptions. Do not assume it's a false alarm.
3. **Check that all Area Wardens have cleared their areas. Checklist:**

Hot Pools Areas	Sub areas	Checked?
Outside Pools	Active Pool	
	Passive Pool	
	Toddlers Pool	
	Spa 1 & 2	
Male Change Room	Toilets	
	Showers	
	Main Change Area	
Female Change Room	Toilets	
	Showers	
	Change Cubicles	
	Main Change Area	
	Disability Change Area	
Plant Room	Cleaning Shed	
Family Change Room	Massage Room	
	Private Spas 1,2 & 3	
Reception Area	Office	
	Staff Room	
	Staff toilet	
	Reception Area	
	Change Room	

4. **Reception** Get a list of external groups (Contractors from Contractor sign in book) currently at Mount Hot Pools.

Have the Fire Service been called?	
All contractors or any other external groups accounted for?	

5. **Prepare for Fire Service to arrive.** Advise fire service if any areas not cleared.

Have all areas been cleared/checked? If not, why not? Record time when evacuation complete.	
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Once all people in venue are accounted for, phone:

6. **Ring Beachside Holiday Park 07 575 4471** to ensure safety of campers on the boundary of our venue.
7. **Argus 0800 427 487** If Argus are not already on site, please phone and request they attend immediately to turn alarm off & reset fire panel when 'all clear given' by fire service.
8. **Venue Manager:** to advise of alarm activation 027 839 0556 (Matt Strange)
9. **V&P Manager** to advise of alarm activation 027 453 2767 (Tina Harris-Ririnui)

Reason for Alarm & Evacuation:

Time 'All Clear' Given by Fire Service & then by CFW to staff: _____

NOTE: No one is allowed to re-enter buildings until 'All Clear' given & alarm reset



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CFW & Area Wardens to remain behind after evacuation to debrief. File this form in building BWOFF folder

Area Warden Section:

Area Warden Instructions for Sweeping Areas:

1. Any employee can use this checklist and be an Area Warden if they are the only employee in area
2. Wardens of various areas to quickly sweep their area to ensure all people have heard, understand & are evacuating the building.
3. If anyone refuses to/delays evacuating, leave them & report them to Chief Fire Warden at **Assembly Point in Car Park**
4. Use this checklist & tick that warden's areas have been checked
5. Area Wardens - yell "PLEASE EVACUATE THE BUILDING IMMEDIATELY" & direct people to nearest exit
6. If your safety is at risk, leave the building immediately and forego continuing sweep
7. Report to Chief Fire Warden (CFW) in Assembly Area & verbally report the status of your area

Warden Area	What to Check	Check (Tick)	Area Warden Name:
1. Outside Pools	Active Pool		
	Passive Pool		
	Toddlers Pool		
	Spa 1 & 2		
2. Male Change Room	Toilets		
	Showers		
	Main Change Area		
3. Female Change Room	Toilets		
	Showers		
	Change Cubicles		
	Main Change Area		
	Disability Change Area		
4. Plant Room	Cleaning Shed		
5. Family Change Room	Massage Room		
	Private Spas 1,2 & 3		
6. Reception Area	Office		
	Staff Room		
	Staff Toilet		
	Reception Area		
	Change Room		

Any Issues/ Comments:



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