**Rangiora Racecourse**

**Plan for Introduction of Evacuation Procedures**

1. Head Warden/Bar Staff to be given copies of evacuation procedures. Pages 2,5,6,7 & 8.
2. Fire Warden Duties and evacuation procedures. Pages 3,4,5,6 7 & 8 will be placed in each bar, Ground Staff Hut and Commentary Box each noting their respective areas of responsibility.
3. Senior Raceday Bar Staff will be reminded each Raceday to familiarise themselves with evacuation procedures.
4. Evacuation procedures for Staff, Page 8. Will be placed in the Raceday Office in each bar and in the Course Manager’s Office.
5. Evacuation procedures for Patrons, Page 8 will be displayed in the most appropriate location in each room or Grandstand.
6. Ancillary Staff at Racemeetings e.g. TAB, Tote Staff, Gate Staff Contractor ( Dave Lyttle) Press, Raceday Office, Stipendiary Stewards will be advised/given copies of evacuation procedures.
7. Trade Exhibitors using Rangiora Racecourse outside areas or rooms (without Rangiora Racecourse Staff being present) will be given copies of Evacuation procedures and/or advised to get in contact with Fire Safety Department, New Zealand Fire Service, regarding their responsibilities.
8. Liaise with Fire Safety Departments to organise a fire drill.

**Rangiora Racecourse Emergency Evacuation Procedures**

Head Warden Checklist & Assembly Points

(To be located in Raceday Office and Course Manager’s Office)

1. Ensure that the Fire Service or other emergency service (Police e.g. Bomb Threat) has been notified – DIAL 111

If required to contact emergency services, dial 111 and clearly state the emergency and evacuation by giving your name and location)

 **Name of Room and Grandstand (if applicable)**

 **Rangiora Racecourse**

 **West Belt**

 **Rangiora**

1. Arrange for Raceday Secretary to make continuous announcements over the public address system – Public to be notified of assembly areas.

Announcements to be made from Birdcage.

1. Ensure orange armband is worn.
2. Report to front entry (alarm panel if installed) or main assembly point.
3. Await reports from Fire Wardens.
4. Report to Fire Service or other Emergency Service on their arrival.
5. On Racedays, delegate Management Staff to identify what action needs to be taken on the Racecourse.
6. On Racedays, ensure Raceday Secretary and other Management Staff clear all Grandstand viewing areas.

 **Key Emergency Personnel**

Head Warden Racedays – Raceday Secretary or nominated Deputy.

Head Warden Office Hours – Course Manager or nominated Deputy.

Fire Warden Racedays – Senior Bar Person on duty & Race Commentator.

Fire Wardens Office Hours – Course Manager.

**Fire Warden’s duties**

To be located in Raceday Secretary’s Office, Public Stand Kitchen, Each Bar, Course Manager’s Hut and Commentator’s Box)

**YOUR PRIME CONCERN IS SAVING LIVES**

Upon discovering a Fire;

1. If alarm not sounded, raise the alarm immediately.
2. If appropriate, telephone Head Warden to arrange public address announcement and to contact Fire Service or other Emergency Services.
3. If required to contact Emergency Services, DIAL 111 and clearly state the emergency and evacuation by giving your name and location.

**Name of Room and Grandstand (if applicable)**

**Rangiora Racecourse**

**Westbelt**

**Rangiora**

Upon Sounding or Hearing Alarm:

1. Initiate evacuation. Ensure orange arm band is worn and take Evacuation Folder with you for checklist of your areas of responsibility.
2. Inform patrons and staff to leave immediately by the NEAREST escape route and to move quickly but DO NOT RUN and where to assemble. (Refer to checklist 3 for Assembly Point)
3. Potentially dangerous processes or machinery should be closed down. Leave lights on. The closing down process should only be carried out if possible to do safely and with no delay.
4. Ensure all smoke stop doors en-route of exit are closed.
5. DO NOT turn off lights. Leave any cash as securely as possible.
6. Check the total floor area for which you are responsible to ensure that all persons have evacuated the building. Do not forget toilet areas, loading bays etc

N.B. Your areas of responsibility are noted on Pages 5 & 6.

**7**. Note location of person remaining in the premises, including disabled persons, fire control personnel.

**8**. When the area for which you are responsible is clear, proceed to the assembly point and report to the Head Warden, who will be stationed by the Parade Ring. Ensure that the Evacuation Checklist (Assembly Point and Checklist 3) is marked as your area being clear.

**9**. Only if conditions permit and it is safe to do so, should any attempt be made to extinguish the fire. (Persons remaining in buildings to attempt extinguishment of fire should have their location reported to Head Warden).

**10**. Those Fire Wardens delegated responsible for security should move to the allocated ground floor entrance or grandstands and ensure no person re-entering the building until authorised by a Brigade Senior Fire Officer.

**11**. Allocate someone to remain with disabled persons. Clear your area first before reporting to Head Warden or if it cannot be cleared you must report this also.

**12**. Do not return to the building until the all clear is given.

**Key Emergency Personnel**

Head Warden Racedays – Raceday Secretary.

Fire Wardens Racedays – Senior Bar Person & Race Commentator.

Fire Wardens Office Hours – Course Manager.

Overall Plan

**Your Areas of Evacuation Responsibilities**

1. Racemeetings
	1. Administration Grandstand

Race Commentator – Press, Judges, Stipendiary Stewards, Camera man

Senior Bar Staff

Admin Stand/Bar Staff – Bar Area, Chairman’s Room, and Toilets

Racemeeting Secretary – Changing Rooms, Toilets, Stipendiary Steward,

 Cafeteria, Birdcage Bar

* 1. Public Stand – First Floor East & West

Course Manager

S/Bar Staff - Bar Area & Toilet

S/Bar & Catering Staff - Kitchen/Restaurant

* 1. Grandstand Outdoor Viewing Areas – All Grandstands

Course Manager

1. Private Functions - Designated Warden

**Overall Plan**

**Emergency Evacuation Procedures**

**Assembly Points & Checklist**

**Cross out areas not applicable and tick areas clear:**

Area 1 Administration Grandstand

 (Assemble behind Stand near Parade Ring)

 1st Floor

 1st Floor Toilets

 1st Floor Chairman’s Room

 Ground floor Owners Bar

 Ground floor Cafeteria

 Ground floor Toilets/Jockeys Changing area

 Outside Viewing Areas

 Ground floor Stipendiary Stewards

 Ground floor Press Room

 Ground floor First Aid Room

Area 2 – Ancillary Buildings

(Assemble Inside Parade Ring Lawn)

 Main Tote

 Portacom Tote

 Stables Area

 Training Barns

 TAB Compound

Area 3 – Public Grandstand

(Assemble near Parade Ring or Trackside Lawn)

 Bar

 Kitchen/Catering

 Toilets

 First Floor

 Outdoor Viewing Area

**For Information of Staff**

Every person in each work area should be able to answer the following questions:

1. What do I do if I see flames or smell smoke?
2. Where is the nearest Fire Alarm Button?
3. Who dials 111?
4. Who shuts windows, doors, smoke-stop doors?
5. Where is the nearest fire hose?
6. Do I know how to operate the hose (turn it on)?
7. Where is the nearest extinguisher and do I know how to operate it (have you read instructions beforehand)?
8. Have I read our in house instructions?
9. Who checks names of evacuated people?
10. Do I know how many (and names) should be accounted for, plus Staff on duty?
11. Where do we assemble people?
12. If that area (in 11 above) is near the blaze, what contingency plans do we have?
13. Who is responsible for checking each room to ascertain evacuation has been achieved?
14. Who is the Fire Warden, or person in charge?
15. If Wheelchairs are needed do I know where they are kept?
16. If smoke becomes thick do I know what to do?
17. Do I know where every exit is located? How does it open? Could I find my way in smoke?
18. If emergency lights fail do I know where to find a torch?
19. If the fire is located in electrical equipment how do I attempt to put the blaze out before the Fire Brigade arrives?
20. My wallets and rings are in the change room. What do I do? A person says “I want my personal effects” – what do I do or say?
21. I have rung 111 – who else do I ring outside the home/hospital/organisation if time permits?
22. Who will decide if an ambulance is required?
23. What sort of Fire Detectors do we have?
24. Who is designated to meet the firs Fire Engine to give directions to seat of fire?
25. The alarm bells start ringing. Where is the nearest indicator panel showing the zone where the fire is located?

**It cannot be stressed often enough – Does everyone in every location know what they should do as part of the team in a fire emergency.**

**Remember**

**R.A.C.E**

**R** emove people from immediate danger

**A** nnounce the alarm (activate Fire Alarms & Dial 111)

**C** ontain the Fire (close doors and windows if possible)

**E** xtinguish Fire (if safe to do so)

**Emergency Evacuation Procedures for Staff & Patrons**

In the event of an emergency, the following procedure is to be followed at all times;

1. Upon the sounding of the alarm, patrons and staff must vacate the building by the nearest available exit (all exits are clearly identified by signs) and proceed to the assembly point which is the **Parade Ring or Trackside Lawn**

Leave immediately, move quickly, but do not run.

Do not use lifts.

1. Obey an instructions given by the Fire Wardens (who will be wearing an Orange Arm band). They have been trained to ensure that a complete and safe evacuation of all personnel from the building takes place.
2. Remain at the assembly point until being released by the Head Wardens (who will be wearing an Orange Armband) or one of the Fire Wardens. Failure to do this may result in someone risking their life searching for you in a burning or otherwise unsafe building when all the time you are safe elsewhere.

YOU MUST REPORT TO THE ASSEMBLY POINT BEFORE LEAVING THE AREA.

1. Do not attempt to re-enter the building before the all clear has been given by the Head Warden or Fire Service/Emergency Personnel.

**These simple procedures, if followed, will ensure the safety of all concerned.**