


# **FIRE ACTION**

**To call the Fire Service from within the building,  
DIAL 1 111**

## **If you discover a fire:**

- Raise the alarm by operating the nearest fire alarm call point.
- Warn other people.
- Leave by the nearest exit. – 
- Go to the Main Entrance and Wait for or Report the location of the fire to the Building Evacuation Manager and or Fire Service.
- Confirm the Fire Service have been called.
- Go to and then assemble at the place of safety which is;

**FAR END OF RECREATION CENTRE CAR PARK ON THE SCHOOL  
FIELD.**

- Follow the instruction of the Building Evacuation Manager or Fire Service
- Remain outside until the All Clear is given by the Building Evacuation Manager and or Fire Service.

## **If you are warned of a fire:**

- Raise the Alarm by operating the nearest fire alarm call point.
- Warn other people.
- Leave by the nearest fire exit.
- Go to and then assemble at the place of safety which is;

**FAR END OF RECREATION CENTRE CAR PARK ON THE SCHOOL  
FIELD.**

- Follow the instruction of the Building Evacuation Manager or Fire Service
- Remain outside until the All Clear is given by the Building Evacuation Manager and or Fire Service.

As the facility operator, Tamaki College Community Recreation Centre Trust Board want you to have a safe and enjoyable time at Tamaki Recreation Centre.

To ensure your safety, and those of other centre users we would like to draw your attention to the Fire Regulations that operate in this facility.

We ask that you read the Fire Evacuation Procedures overleaf and ensure that all members of your group, or people associated with your activity are aware of these procedures and that in the event of a Fire your group comply with these written instructions.

**Please complete the following:**

I.....(insert your name)

of.....(insert organisations name)

confirm that I have read and understood the Fire Procedure Instructions overleaf and will:

- Ensure that all members of my group, or people associated with my activity, understand these procedures,
- Ensure my group are aware of all fire exits in the building, (centre staff to show on first use).....Centre Staff Sign.....(Hirer initial)
- Ensure my group are aware of the Fire Assembly point, (centre staff to show on first use) ).....Centre Staff Sign.....(Hirer initial)
- Keep all Fire Exits clear of equipment during my activity,
- Be the contact person between the centre staff and or the Fire service in the event of a fire or other emergency, and to advise of any person or persons unaccounted for,
- Nominate a person in my absence to be responsible for the group in the event of a fire,
- Ensure my that I, my group, or any person associated with my activity do not misuse the fire equipment, fire detection system or cause a false alarm, or undertake any activity that may cause a fire, or a false activation
- Pay the centre for any costs incurred through false/malicious actions, (Approximately \$1600 ex gst depending on time of day) or actions that cause activations of the fire alarm system.

Hirer Signed.....Date.....

Centre Staff Signed.....Date.....