



WAIKATO BADMINTON

FIRE EVACUATION SCHEME

(Updated July 2015)

NAME OF BUILDING: Eastlink Badminton Stadium
LOCATION: 30 Old Farm Road, Hamilton East

OCCUPATION: Daily occupied at variable times by Badminton players.

Staff are on site at variable times between 9 am to 5pm Monday to Friday and specific events held in several weekends through the calendar year with start at finishing times vary from 8am through to 11pm

WARDENS: **BUILDING WARDENS:** Administration Officer
 Chief Executive Officer
 Tournament Controller(s)
 Club Captain(s)

DEPUTY BUILDING WARDENS:
 Director of Coaching
 KiwiSport Officer
 Assistant Tournament Controller
 Club Members
 Management Committee Members

IDENTIFICATION: Caps, Armbands or High Vis Jacket

FLOOR WARDENS	DEPUTY WARDENS	AREA
Chief Executive Officer	Assistant Tournament Controller / Club Member	Mezzanine viewing floor Committee room
Chief Executive Officer	Assistant Tournament Controller / Club Member	Bar and social room
Tournament Controller / Club Captain	Management Committee Member / Director of Coaching / Club Member	Court area 1 – 5, mens/ladies toilets/shower area
Administration Officer / Club Captain	Management Committee Member / KiwiSport Officer / Club Member	Court area 6 – 10, downstairs kitchen, office

IDENTIFICATION: Caps, Armbands or High Vis Jacket

ASSEMBLY POINT: Carpark in front of building

EVACUATION POINTS:

Courts 1 – 5 (including Mens/Womens Ablution areas):	Emergency doors at side and rear of Court area.
Courts 6 – 10	Emergency doors at side and rear of Court area.
Committee Room:	Either stairs from Committee room to Mezzanine floor or ground floor to court 1. Then to either side or front emergency exit door.
Mezzanine Viewing Floor:	Stairs to ground floor to either side.
Bar and Social Room:	Stairs at rear of bar to ground floor and outside exit door OR stairwell to front foyer and main entrance door.
Downstairs Kitchen:	Exit rear door or court 6 exit door or front foyer and main entrance door.

FIRE ACTION NOTICES:

Located at:	Notice Boards	Front foyer Ground floor opposite front emergency exit. Mezzanine Floor Kitchen Bar Social room Committee Room
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TRIAL EVACUATIONS: To be carried out at the beginning of each badminton season

Procedure

- Wardens and/or Deputy Wardens to identify themselves
- Wardens and/or Deputy Wardens to check areas assigned to each sector
- Wardens and/or Deputy Wardens to assist disabled persons and complete Assistance Register if required
- Wardens report to Building Warden
- Building Warden to 'All Clear' each sector when advised
- Building Warden to advise Fire Service personnel of anyone still in building or requiring assistance