

**TE ATATU BAPTIST CHURCH SAFETY TRAINING PACK 2007**  
This pack contains the following sheets

**2:Emergency Fire Instructions**

**3: FIRE ACTION SHEET 1 for the whole property**

**4: DETAILED PLAN 1 for the whole property**

**5: FIRE ACTION SHEET 2 for the main buildings**

**6 DETAILED PLAN 2 for the main buildings**

All key-holders as well as all hirers / users of the property are to be familiar with the contents of this pack, and are expected to carry out the instructions contained therein if an emergency should arise.

Make sure you are aware of all the FIRE ALARMS, FIRE EXTINGUISHERS, FIRE HOSES, FIRE EXITS, and the ASSEMBLY AREA in the front Car Park before using the building.

Refer to copies of BUILDING PLANS and FIRE ACTION sheets attached.

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**TE ATATU BAPTIST CHURCH**

**EMERGENCY FIRE INSTRUCTIONS 2007**

All KEYHOLDERS are expected to act in case of an emergency.

**IF YOU DISCOVER A FIRE:**

Warn anyone in the close vicinity to evacuate immediately.

If practical elect someone to operate a FIRE EXTINGUISHER ( 5 on PLANS )or  
FIRE HOSE (2 on PLANS ).

**PRACTICE SAFETY FIRST; DO NOT TRY HEROICS.**

Go to the nearest FIRE ALARM ( '3' on PLANS) break glass, operate switch down.

If practical go to PHONE ('6' on PLANS) dial 1 then 1-1-1.

Alternatively use a cell phone.

Advise FIRE SERVICE, THIS IS 448 OLD TE ATATU ROAD, THE EMERGENCY  
REGISTER NUMBER IS 8530, then ensure everyone leaves the building and  
assembles at the front car-park, at the EMERGENCY ASSEMBLY POINT.

If you are in the main buildings:-

Check kitchen, toilets and small rooms at building rear.

Note that upstairs room access is by stairs with adjacent outside exit.

Make sure no one re-enters the building until the FIRE SERVICE advises all is clear.

If you cannot evacuate a person advise the Fire Service of their position.

**IF YOU HEAR A FIRE ALARM:**

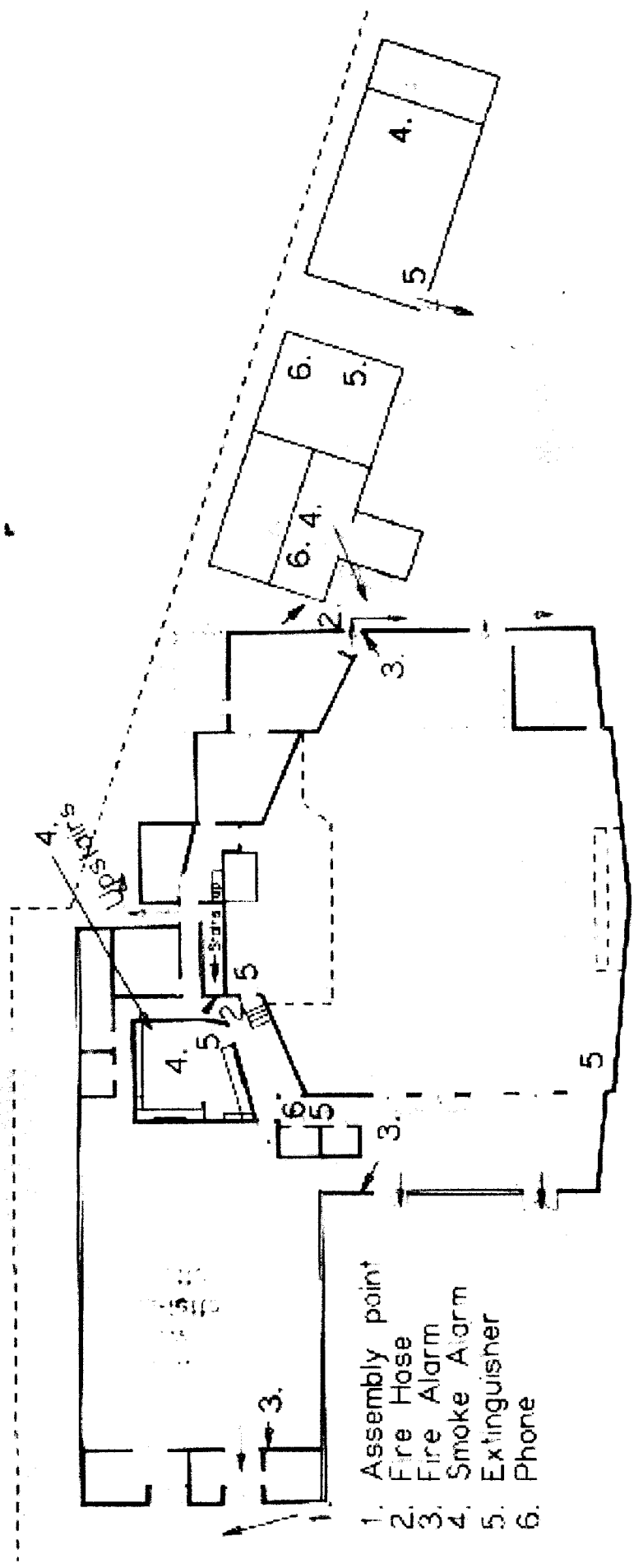
Warn anyone in the close vicinity to evacuate immediately.

If practical go to PHONE ('6' on PLANS) dial 1 then 1-1-1.

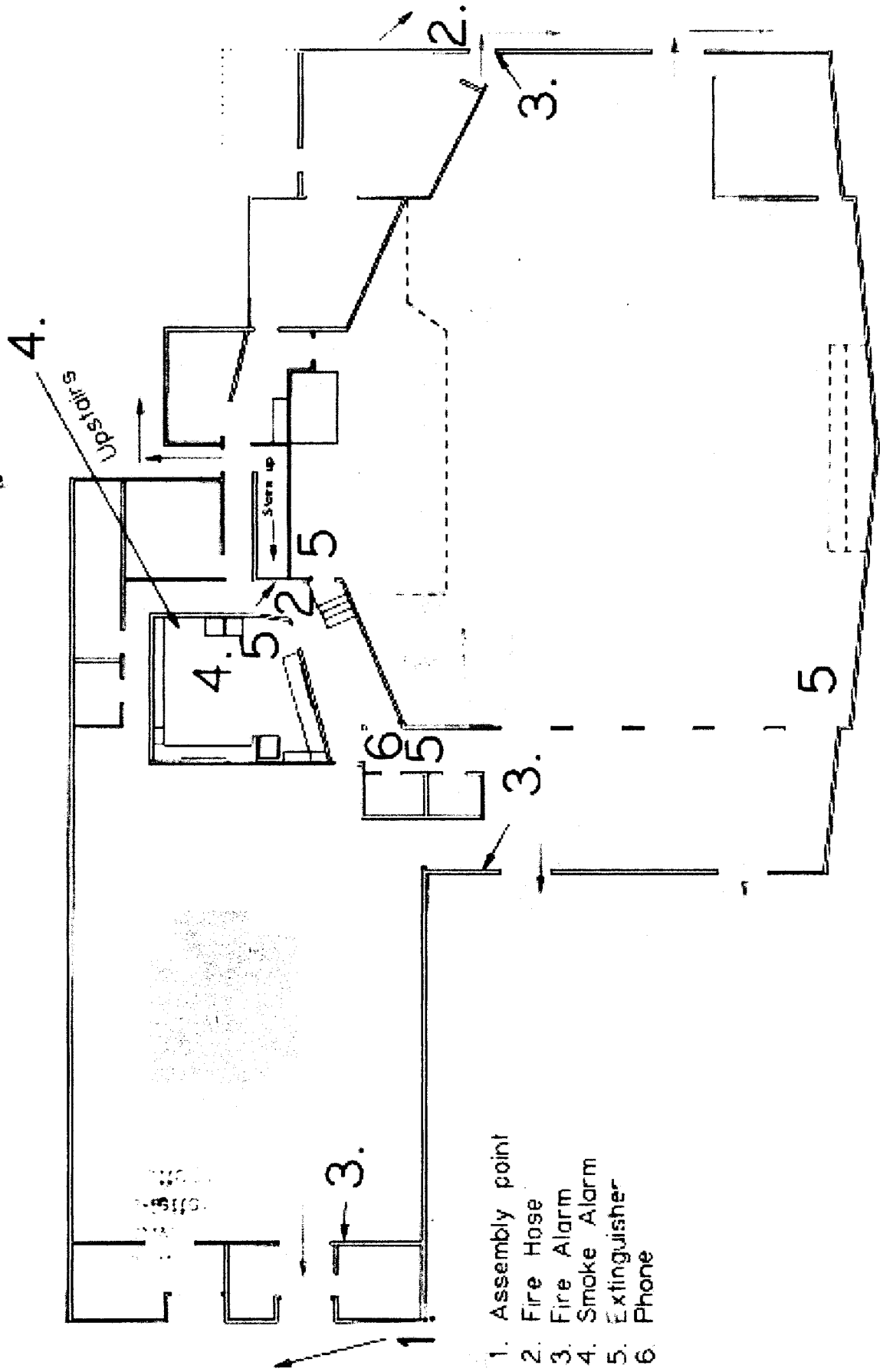
Alternatively use a cell phone.

Advise FIRE SERVICE, THIS IS 448 OLD TE ATATU ROAD, THE EMERGENCY  
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Make sure no one re-enters the building until the FIRE SERVICE advises all is clear.



- 1. Assembly point
- 2. Fire Hose
- 3. Fire Alarm
- 4. Smoke Alarm
- 5. Extinguisher
- 6. Phone



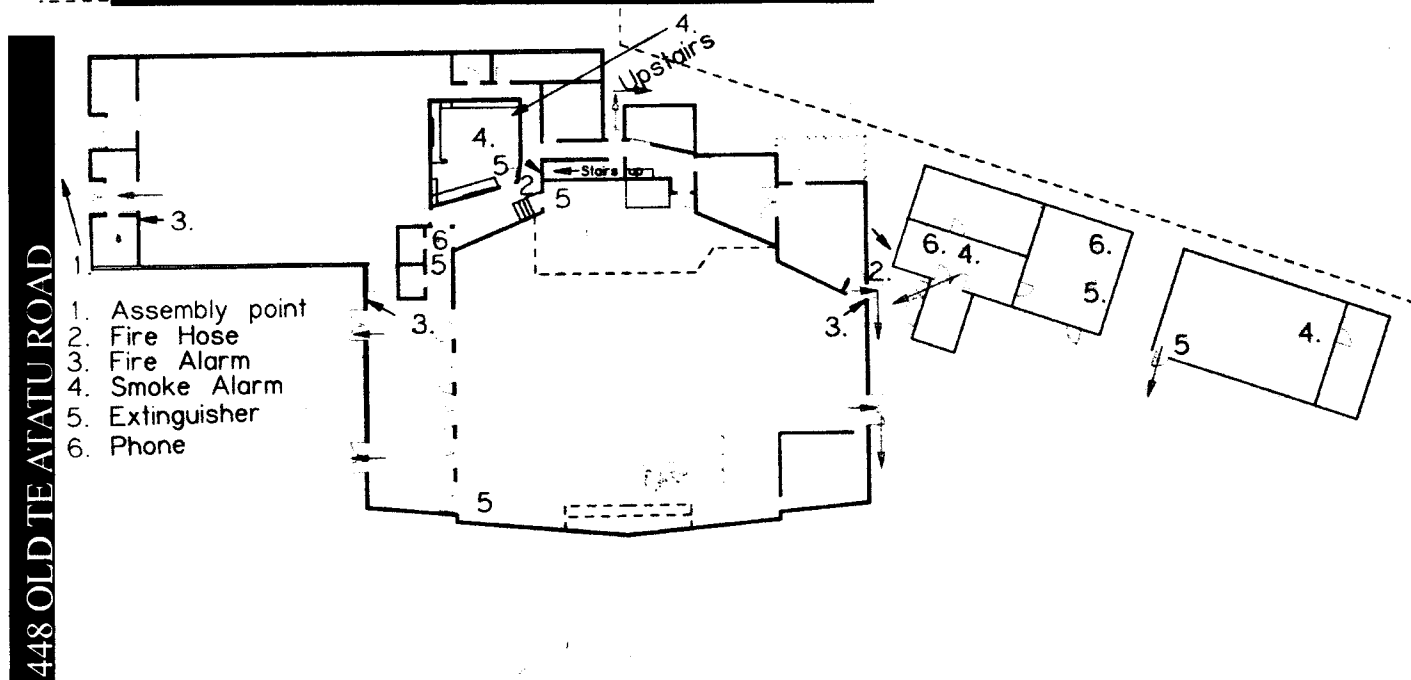
1. Assembly point
2. Fire Hose
3. Fire Alarm
4. Smoke Alarm
5. Extinguisher
6. Phone

# FIRE ACTION

To call the Fire Service from  
inside the Building

Te Atatu Baptist Church  
448 Old Te Atatu Road  
Te Atatu Peninsula  
Waitakere City  
Emergency Register  
No. 8530

## DIAL 1 THEN 1-1-1



**IN CASE OF FIRE— LOCATE ALARM AT '3'**

**BREAK GLASS, OPERATE SWITCH**

**PHONE FIRE SERVICE AT '6' ( THIS IS No. 8530 )**

**GO TO FRONT CAR-PARK ASSEMBLY POINT AT '1'**

**ADVISE FIRE PERSONNEL ON ARRIVAL**

**STAY OUTSIDE UNTIL ALL CLEAR IS GIVEN**

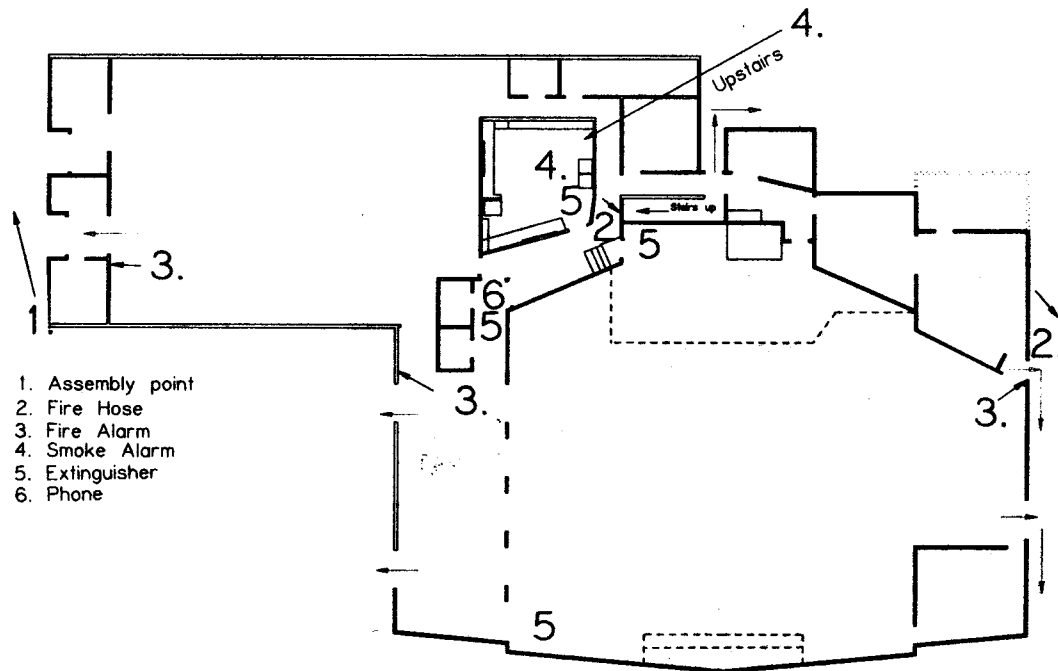
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To call the Fire Service from  
inside the Building

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448 Old Te Atatu Road  
Te Atatu Peninsula  
Waitakere City  
Emergency Register  
No. 8530

## DIAL 1 THEN 1-1-1

448 OLD TE ATATU ROAD



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