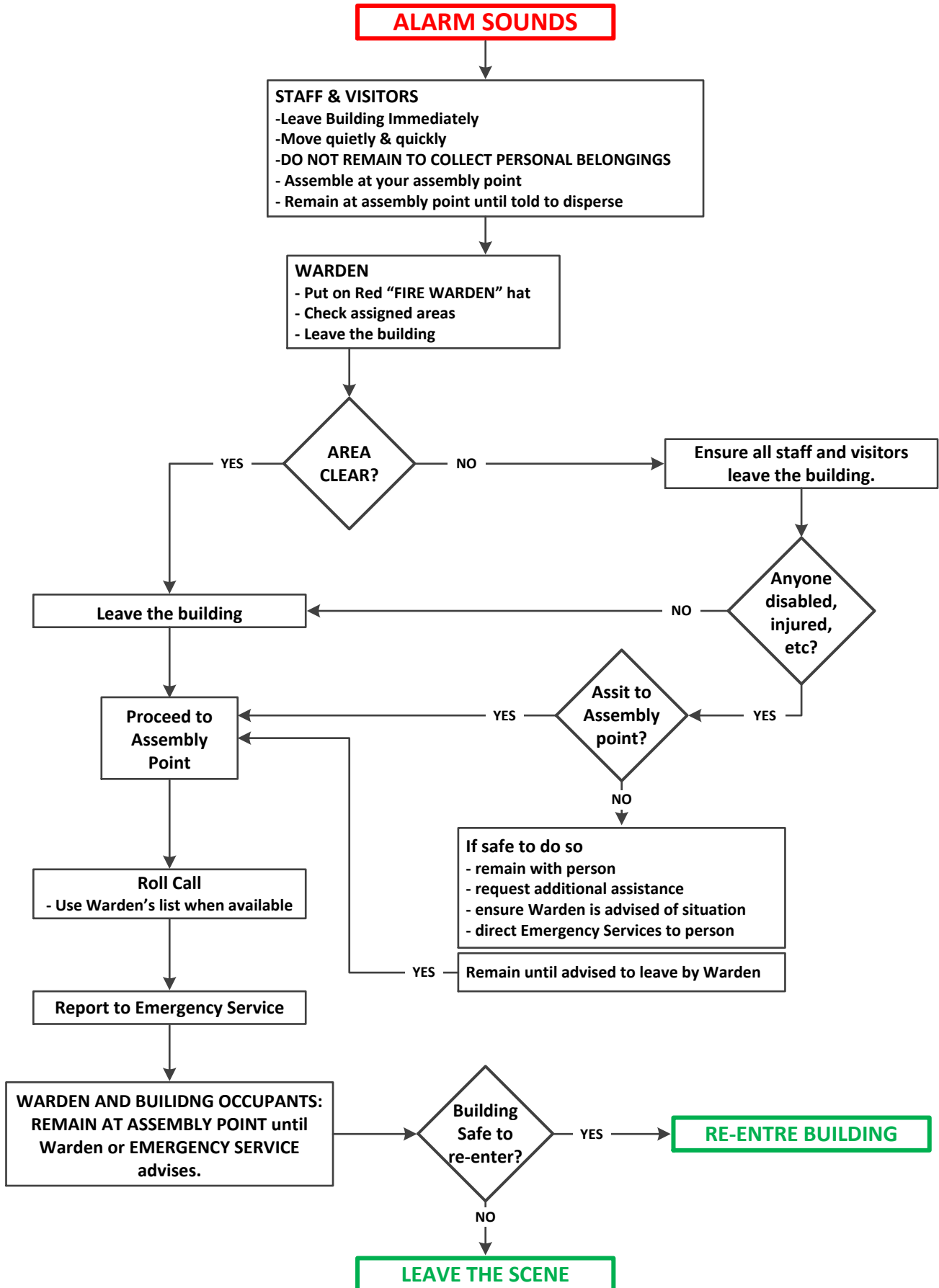


RANGIORA TOWN HALL
EVACUATION PROCEDURE



RANGIORA TOWN HALL

FIRE WARDEN STRUCTURE

The layout and functionality of the Town Hall means there is potential to have multiple groups occupying the building at the same time. Each primary area of the building is allocated a Fire Warden. It is the duty of all Fire Wardens to be aware of other users in the building and the responsibilities of other Wardens.

TOWN HALL CINEMA

Chief Warden
(Cinema Duty Manager)

SWEEP AREA: Box Office, Foyer, Old Lobby Stairwell, Function Room, Small Theatre projection area, upstairs landing Toilet, Cinema office, Small Theatre, Cinema 1&2 projection room, foyer toilets, kitchen

Fire Warden
(Cinema Staff)

EXITS: Main front doors, disabled access door, High St & King St door, Kitchen door, small theatre exit door.

Door Warden
(Cinema Staff)

ASSEMBLY POINT: Police Station Carpark, Methodist Church Lawn

MAIN AUDITOIRUM – Back of House (includes Small Theatre BOH)

Fire Warden
(Stage Manager)

SWEEP AREA: On-stage, fly floors, basement rooms, orchestra pit, goods lift, dressing rooms, toilets, (if included in usage) small theatre dressing rooms & toilet

Fire Warden
(Stage Manager)

EXITS: King St Exit door, Scene Dock door, Studio door

ASSEMBLY POINT: Methodist Church Lawn, Police Station Carpark

MAIN AUDITOIRUM – Front of House

Fire Warden
(FOH Manager)

SWEEP AREA: Ground floor seating area, first floor Gallery seating area.

Fire Warden
(Usher – groundfloor)

EXITS: Main front doors, disabled access door, High St & King St door, Kitchen door, small theatre exit door.

Fire Warden
(Usher – first floor)

ASSEMBLY POINT: Methodist Church Lawn, Police Station Carpark

STUDIO & GREENROOM (North Canterbury Music Academy)

Fire Warden
(Tutor)

SWEEP AREA: Studio 1, 2, 3, 4, Greenroom, Toilets

EXITS: Studio door, Main front doors

ASSEMBLY POINT: Methodist Church Lawn, Police Station Carpark