



Cnr Medway and Steward Streets
P.O. Box 272
Phone 434-7455
Email: bridgeclub@extra.co.nz

EVACUATION POLICY

FIRE

- Operate the fire alarm above the Directors' Desk. You will need to break glass and press the switch down.
- Tell all members to leave the building by their closest exit.

There are three exits: The main entry and exit doors, one in kitchen and one in main hall in the south east corner. All marked with an EXIT sign.

Ring the Fire Service 111, and give our address clearly as corner of Medway and Steward Streets, OAMARU.

IF YOU HEAR THE FIRE ALARM

- Leave the building by your closest exit, helping those who have mobility problems.
- Assemble in the adjoining car park by the NO ENTRY signs. Please stay with the players from the table you were at, for marshalling and do not leave until a head count has been done.
- Do not re-enter the building until you are given the all clear.

The Director will check:

- toilets, and shut the doors on the way out; and
- report to the Fire Department on the number of players when everyone is outside at the assembly area.

FIRE EXTINGUISHER is located in the kitchen on North wall for small fires only

IF YOU FEEL AN EARTHQUAKE

Leave the building by the three exits and gather by the NO ENTRY signs until Director gives the all clear.