

Emergency Warden Information

All groups using our complex should be aware of the roles of the Building Warden and Emergency Wardens:

- All building users should appoint a Building Warden (normally the group's leader) and a minimum of two Emergency Wardens.
- In the case of an emergency, the Building Warden should go straight to the designated reporting point, (outside the Conservatory), call 111, and wait for the Emergency Wardens to report to them.
- Emergency Wardens are required to report to the Building Warden when the building is clear and advise of any other relevant information about the emergency, that should be passed on to the Emergency Services.
- The Building Warden will liaise with Fire Emergency NZ or other Emergency Services when they arrive, and advise Wardens when the all-clear has been given and the building can be re-entered OR when it is safe for people to move their cars/leave the area.
- An identification vest and armbands are in the foyer and should be worn by the relevant wardens to ensure they are easily identifiable. Please ensure these are put back after use.



Health and Safety Information for hirers



22 Lindisfarne Street
Invercargill
Ph: 03-216-0281
E-Mail: office@lindisfarne.org.nz



Maximum Gathering Limits:

To ensure a safe and enjoyable environment for all who are using our complex, we ask all hirers to abide by the maximum gathering limits below:

Lounge	50 People
Multipurpose Rooms	100 People
Auditorium	150 People

*The maximum gathering limits may be less than stated above, depending on how the room is set up. Please talk to us about your requirements, so we can help you choose the space that best suits your needs.

First Aid

A first aid kit is available for all users of our building. This is located in the room marked "Flower Room" to the rear of the building.

A defibrillator is available in our foyer for use when required in medical emergencies. If you need to use the defibrillator or first aid kit, please report your incident to us, using the forms in the foyer.

Cables

Cables left across the floor can be a trip hazard. Please ensure that any cables you are using are covered with a mat or taped to the floor. Tape is available from the office, if required.

Tables and Chairs

We have tables and chairs available for use during your hire, and some of these are heavy. For your own safety, if you are moving tables/chairs to or from our storerooms please ensure tables are moved by two people at all times, and chairs are moved using the chair trolleys provided.

Reporting Accidents/Incidents and Hazards:

We would like to keep our complex as safe as possible for all. To help achieve this, we ask that you tell us of any accidents/incidents that have occurred, or any hazards you may identify in our complex.

Reports can be made using the forms available in the foyer. Please slide completed forms under the office door.

Major Incidents

If a major incident occurs that results in serious damage to our buildings, this should be reported immediately to ensure our buildings remain safe and secure.

During our normal office hours (9:30am – 12:30pm daily) all incidents should be reported to our office. Outside of these hours all major incidents should be reported to the Rev. Tania Shackleton. Ph 022 685 7688.

Emergency Evacuations

Our complex is protected by fire/smoke alarms and a gas detector alarm in the kitchen.

Should an emergency occur while you are using our buildings, please follow these guidelines to ensure everyone's safety:

- If any alarm sounds, please evacuate the building using the nearest exit and call 111.
- Please assemble at the evacuation point on the far side of the car park and do not re-enter the building until the all-clear has been given by the responding emergency services.
- Firefighting should only be attempted if it is safe to do so, and using the proper equipment.
- All exit doors must be kept clear and free of obstacles at all times to ensure that the building can be evacuated if required.

If you need to call emergency services, you will need to provide the following information:

Name of Building: *Lindisfarne Methodist Church*
Street Number & Name: *22 Lindisfarne St, Invercargill*
Nearest Intersection: *Corner Lindisfarne and Miller Streets, Invercargill*