

EVACUATION PROCEDURE

Manawatu Smallbore Rifle Association

MSRA RIFLE RANGE

61 Totara Road, Awapuni, Palmerston North

Available emergency exits:

- Three Marked Fire Exits – Back of Main hall (West), North Side Main Hall, South Side of Range.
- Main Front Door

Fire alarm activation switches are located adjacent to Fire Exits & Main Door.

In the event of the fire alarms sounding, evacuate promptly by one of the exits listed above.

If you discover a fire, alert all persons on the range, trigger the fire alarm, and exit as above. Ring 111, and advise that there is a fire at the **MSRA Range, 61 Totara Rd Palmerston Nth. The nearest major intersection is Maxwell's Line and Totara Road.**

Assemble at the **Carpark Area**, making sure to keep clear of the building to leave room for fire appliances.

In the event of an earthquake, drop, cover, and hold until the shaking stops, and then evacuate through one of the exits into the assembly area.

Range officer duties

In the event of a fire, fire alarm, or earthquake when shooting is in progress, the Range Officer should immediately require shooters to cease fire, unload rifles, insert safety flags, and evacuate the range, leaving rifles on the mound. To avoid alarming members of the public, rifles should not be taken outside the building.

To ensure security of firearms left on the range and in the clubroom, the Range Officer should ensure that someone retains visual sight of the exit door to ensure members of the public do not enter the range area.

When emergency services arrive they must be informed that there are firearms and ammunition unsecured on the premises.

Fire warden duties

The Fire Warden will be the Range Officer on duty.

The Fire Warden is responsible for checking the hallway, toilets, and any other rooms, and confirming that all persons have evacuated the range and clubroom.