

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

*SHOUT 'FIRE, FIRE, FIRE' TO WARN
RECEPTIONIST AND OTHER OCCUPANTS*

DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE

WHEN WARNED OF A FIRE IN THIS BUILDING

*LEAVE THE BUILDING IMMEDIATELY USING THE
NEAREST EXIT*

*THE MAIN EXIT IS THE FRONT DOOR WITH
ALTERNATE EXITS OUT THE PRETEND PLACE
SIDE OF THE WAITING ROOM OR REAR OF
BUILDING AS MARKED WITH 'EXIT' SIGNS*

*ASSEMBLE IN THE FRONT CARPARK CLEAR OF
VEHICLE ACCESS*

*IF YOU REQUIRE ASSISTANCE TO EVACUATE,
INFORM A STAFF MEMBER*

*A FIRE EXTINGUISHER IS LOCATED IN THE
HALL BY THE TREATMENT ROOM*

Standard Medical Centre TRAINING GUIDE Fire Emergencies

Fire safety and evacuation training takes place as part of the induction process for new staff.

As well as 6 monthly trial evacuations, staff meetings are used to ensure ongoing training is delivered (at least 6 monthly) so that staff understand their responsibilities and can manage an evacuation of the centre on an ongoing basis.

Training covers the following topics:

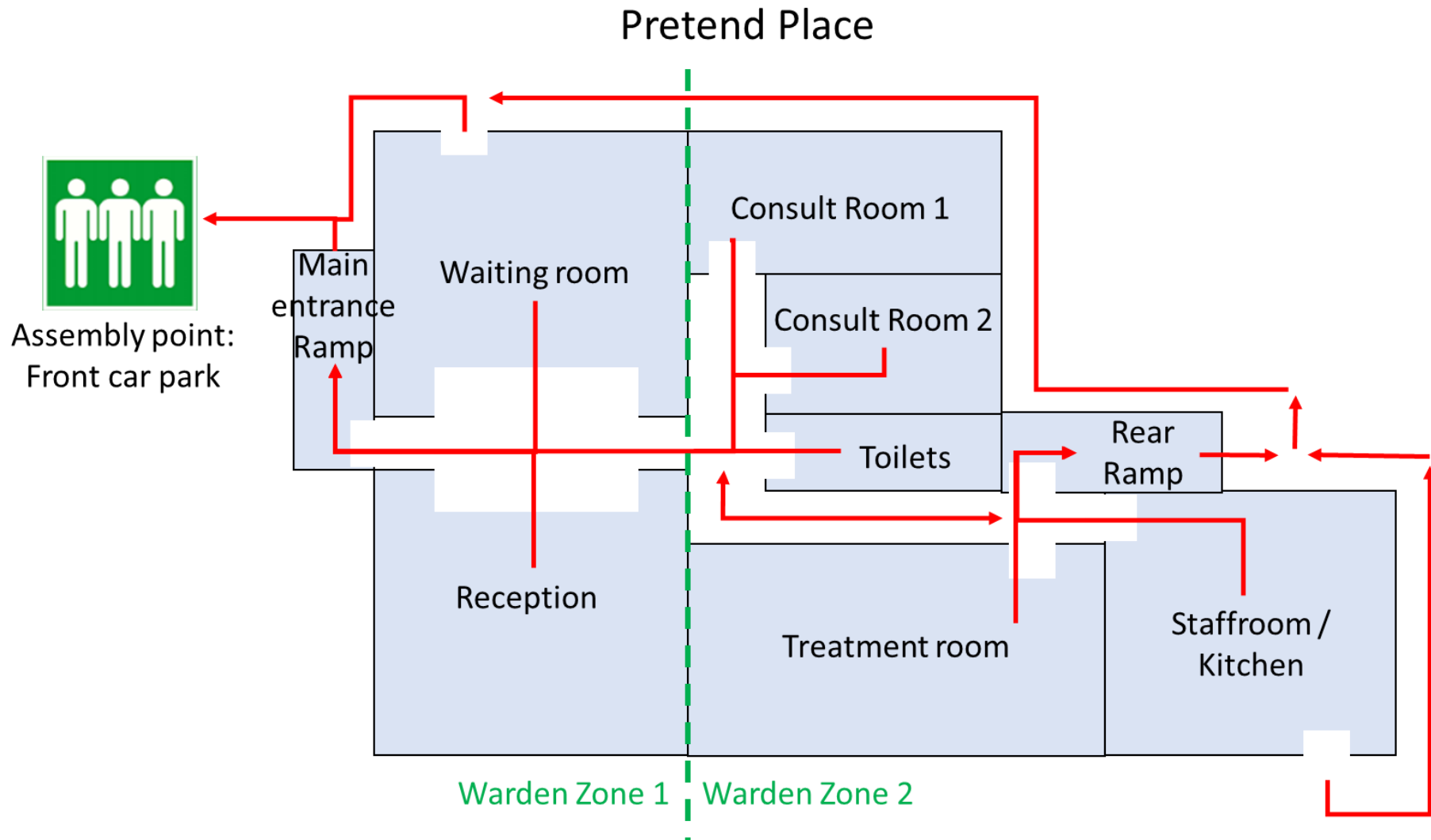
- Legal obligations
- Identifying and managing risks relating to fire safety
- The 4 R's of Emergency Management Planning and how they relate to fire safety
- Basic fire behaviour
- Maintenance of equipment (smoke alarms, megaphone, fire extinguisher, etc.)
- What to do if a fire is discovered
- What to do if warned of a fire
- Fire exits and place of safety (assembly area)
- Roles and responsibilities (Head Warden/Zone Wardens)
- Providing assistance to those who require it
- Returning to the building after an evacuation
- Resuming business after an evacuation
- Staff and client welfare

The detail in the Evacuation Scheme document will form the basis for this training.

A full copy of the Evacuation Scheme will be beside the notice board in the staffroom and available for people to familiarise themselves with at all times.

If staff have any concerns between training sessions, they are encouraged to raise them so that they can be addressed outside of this cycle.

Standard Medical Centre Evacuation Plan



Example of Evacuation Scheme Document – Medical Centre

Standard Medical Centre POLICY AND PROCEDURE Fire Emergencies

There are a number of legal obligations on healthcare facilities regarding emergency planning, including (but not limited to) the following:

- NZ Public Health and Disability Act 2000
- The Health and Safety at Work Act
- The National and Local Civil Defence Emergency Plans
- Fire and Emergency New Zealand Act 2017
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

Without limiting their overall responsibilities, health providers must:

- identify risks and hazards
- ensure all obligations for response capability and actual response are met
- monitor staff awareness, staff training, and readiness of resources
- ensure there is an efficient system for rapidly notifying or calling staff in an emergency
- ensure that in an emergency there is access to essential supplies
- participate in coordinated planning, training, exercising and response arrangements with complimentary or neighbouring providers and other lead agencies
- maintain current emergency plans

This Policy and Procedure is intended as a guide to respond to an emergency situation occurring at **Standard Medical Centre**. Flexibility is intended to cater for a variety of situations. It will be based on known hazards and risks, and available resources. Once an Emergency Plan is activated, the same plan needs to be coordinated with other local health services and the emergency services.

Planning for emergencies uses an 'All-Hazards' approach using the four 'Rs' of emergency management planning:

The Four 'Rs' of Emergency Management Planning

Reduction Recognition of hazards and risks, and mitigation to avoid or to minimise impact prior to the event.

Readiness Planning, establishing response systems, training, maintaining readiness to respond.

Response Mobilising and activating the Emergency Plan.

Recovery Actions to recover from the incident, including moving back to business as usual, and reviewing and updating the emergency plan, based on what is learnt from the incident

Fire

Reduction

Standard Medical Centre believes that the first step to fire safety is prevention.

The following measures are what we have in place to prevent a fire:

- Smoking does not occur
- Hallways and exits are free from storage and waste
- Waste paper, packaging, old rags and other fire hazards are promptly removed
- The last person leaving the premise is responsible for ensuring that non-critical appliances and electrical equipment are switched off each night
- Cracked, frayed or broken electrical cords or plugs are reported and replaced immediately
- There is plenty of air circulation space around heat producing equipment (e.g. steriliser, photocopier, vaccine fridge and computers)
- Electrical leads and cords are placed behind furniture. They are never run across doors and walkways and do not have the weight of furniture on top of them;
- Power outlets and extension boards are not overloaded;
- All electrical equipment is 'test and tagged' annually;
- If an appliance or item of equipment smells or gives off smoke, it is immediately turned off, unplugged and not used until it has been checked by a qualified technician;
- Exit doors are not locked or blocked;
- Fire protection equipment is regularly checked and maintained.

Readiness

The premise at Standard Medical Centre is equipped with smoke alarms and a fire extinguisher, a Fire Action Plan and an Evacuation Plan.

The following table details the frequency fire safety/evacuation related equipment is checked/tested:

Item	Location	Frequency
Megaphone and hi-vis jacket	By Reception's desk	6 Monthly
Smoke alarms	By main entrance and treatment room	6 Monthly
Fire extinguisher	By Reception/Office	6 Monthly
Wheelchair	By Reception/Office	6 Monthly
Visibility of Fire Action and Evacuation Plans	All rooms and interior of main entrance	6 Monthly

Standard Medical Centre have also appointed the following wardens:

HEAD WARDEN

DUTY HEAD RECEPTIONIST

ZONE WARDENS

DUTY NURSE (Rear of building)

ASSISTANT RECEPTIONIST (Front of building)

Staff designated to these roles are interchangeable, depending on availability. The most senior receptionist becomes Head Warden, and Area Wardens are responsible for the 'zone' they work in. All staff are inducted and be made aware of this policy and procedure during orientation, and as part of debriefs after 6 monthly fire drills.

Response

In the event of a fire, the following procedure must be observed:

The person discovering the fire (sounding of smoke alarm or visible fire) must:

- Act quickly and raise the alarm, by initially shouting "Fire! Fire! Fire!"
- Make a 111 call to Fire and Emergency
- Inform the Receptionist/Head Warden of the cause (if known) and location of the fire.

The Head Warden on duty shall:

- Don the hi-vis jacket and use the megaphone to alert all building occupants to evacuate
- Proceed to the front car park
- Check a 111 call has been made, if in doubt make a call or direct a member of staff to do so
- Await reports from the Zone Wardens
- Prevent any persons to enter or re-enter the building until the 'all clear' is given
- Provide ongoing direction, coordination and management of the on-site response
- Meet with the officer in charge of the attending fire appliance and advise them of the status of the evacuation (i.e. if the building has been fully cleared or still in progress) and any known facts about the emergency.

The Zone Wardens will:

- Ensure that all persons have evacuated the building by checking their designated zones
- Close doors behind them and leave the lights on
- Check waiting room and patient toilets on the way to a place of safety outside the building
- Proceed to the place of safety outside the building when the designated area is clear
- Report to the Head Warden at the front car park to advise clearance of designated area, and any other relevant information
- Provide first aid if necessary and if trained to do so

Standard Medical Centre's exact location and details are:
Standard Medical Centre, 12 Pretend Place, Chartwell, Hamilton

Only attempt to extinguish a fire if it is safe to do so. Our prime responsibility is the safety of people. Once the alarm is given, the evacuation procedures must be carried out.

Fire Extinguishers

The Fire Extinguisher in our building is kept in the hallway beside the treatment room. It is a dry powder extinguisher so can be used for electrical, flammable liquid and flammable solids (paper, wood, etc.). The fire extinguisher is clearly labelled and identified by a sign which must remain visible and accessible at all times. If the extinguisher is used it must be reported to the Medical Centre Manager for recharging.

Sedation

Standard Medical Centre does not utilise sedation for any medical procedures, therefore patients should be coherent and able to respond to instructions accordingly during an emergency situation.

People who may require assistance

People who may require assistance include those people with limited mobility, breathlessness, hearing or visual impairment or mental impairment. There is a wheelchair located just by the front entrance should someone with limited mobility require assistance with relocation to a safe place. As the premises are ground level with ramps at both doorways most people should be able to self-evacuate however Zone Wardens will ensure people are assisted to the place of safety outside as required.

Place of safety outside the building

Please refer to the Evacuation Plan.

All building occupants should be evacuated out the main door to the **FRONT CAR PARK** as the place of safety outside the building.

If for any reason the front door cannot be accessed, people should evacuate out the exit door on the Pretend Place side of the waiting room or down the hallway and out the rear of the building. If evacuating out the rear of the building, follow the footpath around the building to the **FRONT CAR PARK**.

Recovery

Recovery planning is the process undertaken to restore business as usual during and following an event. This includes the provision of equipment and supplies as well as the support and follow up process required to ensure staff are able to continue to provide their service. Recovery processes are integral in the planning for the management of an incident. Recovery may be managed either internally or by external personnel. A recovery plan will be developed in consultation with the senior staff managing the service. It is also important that the ALL CLEAR should be communicated when all parties involved in the management of the incident response agree that the incident is resolved and all risks around it have been mitigated.

Recovery also includes:

- immediate incident debrief sessions if appropriate
- event review
- staff debriefing either in groups or individually as required

An event report will be written and an assessment of the Site Emergency Management Response Plan against the actual event will be performed. Subsequent modification of this will be completed as required.

The key points for staff to be aware of in relation to this part of the recovery process are:

- Participation in debrief sessions and event reviews are voluntary, however it is recommended that all staff who participated in a response attend these sessions.
- Staff involved in a response may not recognise the impact an incident has had on them. They should be aware that the effects could emerge at any time during or following an event.
- Management should actively follow up with staff involved in the incident. Staff are encouraged to speak to the Centre Manager if they feel they require support.