

Rest Home

Example Evacuation Scheme Document

123 Standard Street, Standard Suburb, Standard Town

This document is prepared in accordance with The Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018.

Staff training for managing fire evacuations is undertaken during an employee's induction and an Evacuation Training programme is conducted every six months.

Those staff appointed as wardens are given training on their adoption of the role and are given refreshers every six months.

Staff are assessed on their knowledge of the training programme after each session

Fire Safety Systems

Standard Rest Home is equipped with a fire alarm system that includes smoke detectors, heat detectors and manual call points throughout the building. An automatic fire sprinkler system is also installed.

If any of these systems are triggered, the fire alarm will sound.

In the case of a smoke detector, it will sound locally for 2 minutes to allow time for staff to check the situation in case it is a false alarm. The steps to check a situation safely and reset the smoke detector in the case of a false alarm are covered as part of this training.

If a local activation is deemed to be a legitimate fire, a manual call point should be activated as soon as possible to initiate a full evacuation.

The full building fire alarm system will activate in the following situations:

- If a smoke detector has not been reset after 2 minutes
- If more than 1 smoke detector operates simultaneously
- If a manual call point is activated
- If a heat detector activates
- If the sprinkler system activates

Building Evacuation Procedures

The full Evacuation Scheme document forms part of training material, with a particular focus on:

- Roles and responsibilities
- Warden structure
- What to do if a fire is discovered
- What to do if warned of a fire
 - Occupant informs you of a fire
 - Local smoke alarm sounding
 - Full building evacuation alarm sounding
- Providing assistance to those who require it, including carrying methods and blanket drags

Fire Evacuation Procedures

Evacuation Management Team

In the event of a fire, nurses become fire wardens for their areas of the building, the Charge Nurse assumes the role of Building Warden.

Each Warden has the responsibility to physically check every room in their area is clear and then report the status to the Building Warden.

As staff are wearing uniforms they are readily identifiable and there is no need for specific Fire Warden identification however the Charge Nurse will wear a hi viz jacket to identify them as the Building Warden.

All occupants must follow the instructions of Wardens at all times.

Instructions will be given to move directly to the assembly point/place of safety or to a safe fire cell.

Wardens may also instruct occupants to provide assistance to those who require it to evacuate.

As part of their regular duties the Building Warden will ensure that the means of escape from fire for the building are kept free of obstacles, that exit doors are not locked or barred, that smoke-control and fire-stop doors are not wedged open and that stairwells and passageways are not used for storage or accumulation of waste.

If a fire is discovered in the building, all occupants are to:

- Warn other occupants in the immediate area by shouting “Fire, Fire, Fire”
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111 (dial 1 for an outside line if using an internal phone)
- Evacuate the building, if on upper floors use the stairs
- Assist others to evacuate as required
- Report to the Building Warden at the alarm panel (beside main front exit) and pass on any relevant information about the fire
- Proceed to the Paved Garden or the Pohewa Place Carpark

Making a 111 call

- An outside line is required if using an internal phone. Dial 1-111
- Call from a safe place clear of loud noises (eg the alarm sounder)
- Speak clearly and slowly
- Ask for ‘FIRE’
- Advise the address and nature of the emergency (e.g. alarms ringing, bedroom on fire, etc)
- You will need to provide the following information:
 - Building name **[Insert Building name]**
 - Building address – **[Insert street number, street name, suburb and city]**
 - Nearest intersection **[Insert nearest Intersection]**

Area Wardens

Upon hearing the alarm:

- Make your way to the area indicated on the remote display unit
- Identify cause of alarm and advise the Building Warden
- Search your area to ensure all rooms are checked (including storage areas and bathrooms)
- Ensure people with the highest risk from fire who are mobile go to the nearest place of safety inside OR to a place of safety outside.
- Provide assistance to anyone who requires it to ensure they promptly get to the nearest place of safety (use wheelchairs if appropriate)
- Indicate checked empty rooms with a pillow placed outside the door - ensure door has been closed and that the pillow is leaning against the door so it does not obstruct people evacuating down the hallway.
- Remain with people in the place of safety inside within your area.
- If told to move out by the Building Warden or a FENZ staff member or if it becomes unsafe to remain, move everyone to another place of safety (inside or outside).
- Maintain radio contact with the Building Warden to update them on the status of the evacuation in your area.

Building Warden

Upon hearing the alarm:

- Put on the Building Warden's identification. (Hi Viz Vest)
- Report to the fire alarm panel outside the main door or the nearest remote display unit to determine the cause and location of alarm activation.
- Contact staff in the affected part of the building using the internal radio system (or cell phone as a back-up) to confirm the situation.
- If the activation is a local smoke alarm only and no fire is present reset via a remote display unit.
- If signs of fire are found direct Fire Wardens to commence evacuating occupants to a place of safety, starting with those in immediate danger, assisting if necessary.
- Confirm that a 111 call to Fire and Emergency has been made, in in doubt make a 111 call.
- Proceed to the alarm panel outside the main entrance.
- Maintain radio contact with the Fire Wardens. If it becomes necessary, co-ordinate the further evacuation of occupants to another place of safety inside the building or evacuate all occupants to a place of safety outside the building.
- Receive reports from Fire Wardens confirming that their areas of the building have been evacuated or providing updates on the situation.
- When the Fire and Emergency arrive, inform the officer in charge of the status of the evacuation
- Do not allow anyone to re-enter the building until the emergency is over and Fire and Emergency have given the all clear

Providing assistance to those who require it

Staff are trained in a number of techniques to be able to provide assistance to those who need it to evacuate. They should provide this assistance if they identify someone in need or if instructed to by a Warden.

Assistance may be provided in a number of ways, such as:

- Warning the hearing impaired of the need to evacuate (they may be oblivious to the alarm sounding)
- Partner the sight impaired with someone else who can guide them to the place of safety

- Reassuring those who appear stressed by the situation
- Assisting people with Limited Mobility
 - If non urgent (activation in another block) ensure occupants have any walking aids they normally use and have them move to the closest place of safety
 - If urgent (in activation area and at risk of exposure to smoke or fire) move them with urgency using a wheelchair, carrying method or blanket drag

Evacuating from a place of safety inside

Even when people are gathered at a place of safety inside, preparations should be made to evacuate further if the situation escalates.

Once in the place of safety inside prepare by partnering occupants into a buddy system where their capabilities complement each other so that if required they can evacuate outside together.

Prepare the evacuation chair located within the place of safety inside in case it may be required.

Use visitors to help evacuate family members.

Getting the 'all clear' to return to full use of the building:

This will only be given once the alarm sounder has been silenced. The 'all clear' may come from the Building Warden or attending firefighters

Topics covered during training

What do you do if you see flames or smell smoke?

Where are fire alarm call points located?

Where are the Remote Display Units (RDUs) located?

Who calls Fire and Emergency when the Fire Alarm sounds

Is an extra number required for an outside line before dialling 111 from a building landline?

Where are fire extinguishers, fire blankets and hose reels located?

What type of fire could each be used on?

Where are the places of safety (inside and outside) located?

Who is the building warden and how many other fire wardens are there?

Where will the building warden be located during a fire evacuation?

What do you do if you come across thick smoke while performing warden duties?

How is an exit door recognised?

An occupant says, "I want my handbag" while the Fire alarm is sounding – how should that be handled?

Who meets firefighters when they arrive and what should they be told?

Should doors be shut during an evacuation?

Name two ways out of each block

Fire prevention/possible causes of fire in the building

The speed of fire

The effects of fire

Fire and smoke behaviour

The need for early warning of a fire

Fire alarm systems in the building

Reporting a fire through the 111 system

Means of escape from the building

Keeping means of escape clear (including outside ramps and gate)

Managing visitors during an evacuation

Identifying and managing people who may require assistance (including techniques to assist)

Checking of rooms and ensuring building is clear

Importance of closing doors to restrict fire spread

Use of fire extinguishers

Communication line, reporting to the Head Warden and Fire and Emergency NZ

Participating in Trial Evacuations

Review of Evacuation Scheme Document

Maintaining the Evacuation Scheme

Staff training will be conducted on induction and refresher training delivered every 6 months to ensure the Evacuation Scheme remains current and that occupants can all be evacuated safely. Trial Evacuations may be conducted as part of staff refresher training.

Example of Fire Action Notices (Printed in A4 to achieve required text size of 5mm)
These are displayed beside all manual call points.

Ground Floor:

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

SHOUT 'FIRE, FIRE, FIRE' AND ACTIVATE THE
FIRE ALARM TO WARN OTHER OCCUPANTS

DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE

WHEN WARNED OF A FIRE IN THIS BUILDING

ALARMS WILL SOUND IN THE BUILDING

IMMEDIATELY GO TO THE DOWNSTAIRS LOUNGE,
BE PREPARED IN CASE YOU NEED TO EVACUATE

IF TOLD TO EVACUATE LEAVE THE BUILDING
IMMEDIATELY USING THE NEAREST EXIT –
THROUGH THE FOYER OR REAR OF LOUNGE

ASSEMBLE IN THE PAVED GARDEN OR POHEWA
PLACE CAR PARK

STAFF WILL ASSIST YOU TO EVACUATE IF
REQUIRED

A FIRE EXTINGUISHER IS LOCATED BY THE
OFFICE AND FIRE HOSEREELS ARE LOCATED
IN THE HALLWAY AND UTILITY ROOM WALL

Upper Floor:

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

SHOUT 'FIRE, FIRE, FIRE' AND ACTIVATE THE
FIRE ALARM TO WARN OTHER OCCUPANTS

DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE

WHEN WARNED OF A FIRE IN THIS BUILDING

ALARMS WILL SOUND IN THE BUILDING

IMMEDIATELY GO TO THE DAY ROOM, BE
PREPARED IN CASE YOU NEED TO EVACUATE

IF TOLD TO EVACUATE LEAVE THE BUILDING
IMMEDIATELY USING THE NEAREST EXIT – AT
THE END OF EACH HALLWAY

ASSEMBLE IN THE PAVED GARDEN OR POHEWA
PLACE CAR PARK

STAFF WILL CHECK ALL ROOMS AND ASSIST
YOU TO EVACUATE IF REQUIRED

A FIRE EXTINGUISHER IS LOCATED IN THE
DAYROOM AND FIRE HOSEREELS ARE
LOCATED IN THE BEDROOM HALLWAYS

Site Map

