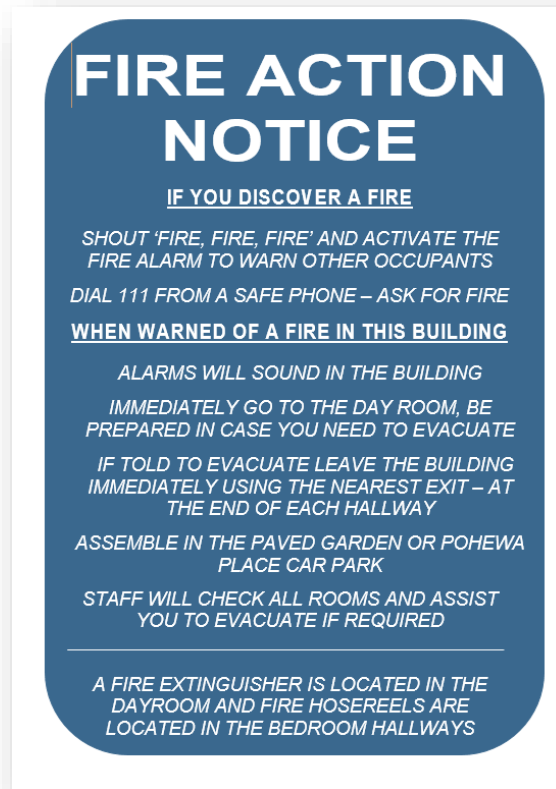


## Example of Fire Action Notices – Rest Home (normally A4 to achieve required text size)

In a building such as this where there are differences with the procedure (and therefore notices) in different areas, examples of the differing notices should be uploaded as part of the application.

Hillary and Clark blocks example:



**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

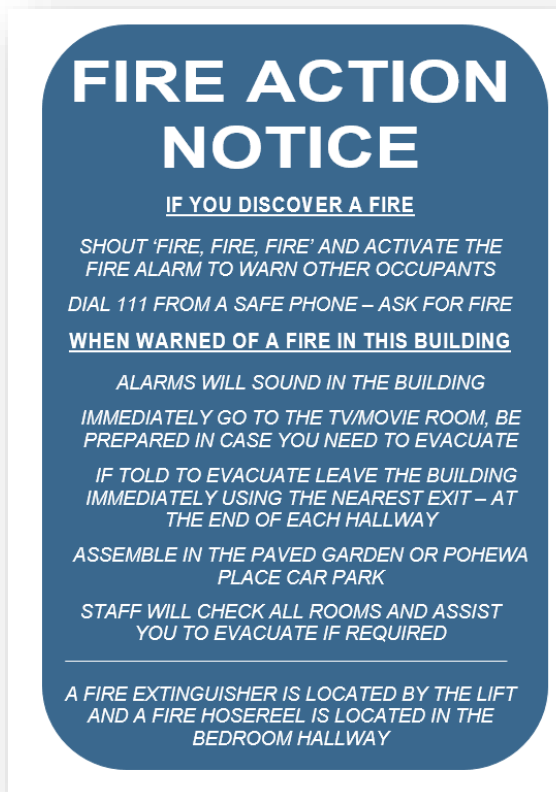
**WHEN WARNED OF A FIRE IN THIS BUILDING**

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

Morrison Block first floor example:



**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 TV/MOVIE 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 BY THE LIFT AND A FIRE HOSEREEL IS LOCATED IN THE BEDROOM HALLWAY

Morrison Block ground floor example:

# **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*

# Standard Retirement Village Fire Emergency Staff Training

Standard Retirement Village takes fire safety seriously.

This document covers the topics covered by the village staff training programme.

Fire safety and evacuation training forms part of induction training for all new staff and refresher training is conducted every 6 months.

Training delivery method varies each time to ensure interest in the content is maintained and to allow for a different specific area of focus each time.

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

### **Legislation:**

The training starts with an overview of the legislation concerning evacuation schemes.

- [Fire and Emergency New Zealand Act 2017](#)
- [Fire and Emergency new Zealand \(Fire Safety, Evacuation Procedures, and Evacuation Schemes\) Regulations 2018](#)

### **Active Fire Safety Systems:**

Standard Retirement Village 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 as the result of a 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 operate simultaneously
- If a manual call point is activated
- If a heat detector activates
- If the sprinkler system activates

### **Fire Spread and the speed of fire:**

- Possible causes of fire
- Flammability of furnishings
- Speed of fire
- Dangers relating to smoke
- How to prioritise evacuations
- Recognising the need to move from a place of safety inside to a place of safety outside

### **Building Fire Safety:**

- Keeping means of escape clear (exit ways and stairwells)
- Recognising firecells
- Managing fire doors
- Interpreting the fire alarm panel and remote display units
- Responding to and resetting local smoke alarm activations
- Using the Evacuation Chair
- Using fire extinguishers, fire blankets and hose reels

### **Building Evacuation Procedures:**

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

- Roles and responsibilities
  - Fire warden
  - Building warden
- 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

### **How to make a 111 call:**

- Need for an outside line
- Speaking clearly and slowly
- Being clear of loud noises (not under an alarm sounder)
- Asking for 'FIRE'
- Advise the address and nature of the emergency (e.g. alarms ringing, bedroom on fire, etc)

Building name: Standard Retirement Village  
Building address: 44 Pohewa Place, Otumoetai, Tauranga  
Nearest intersection: Crossroads Street

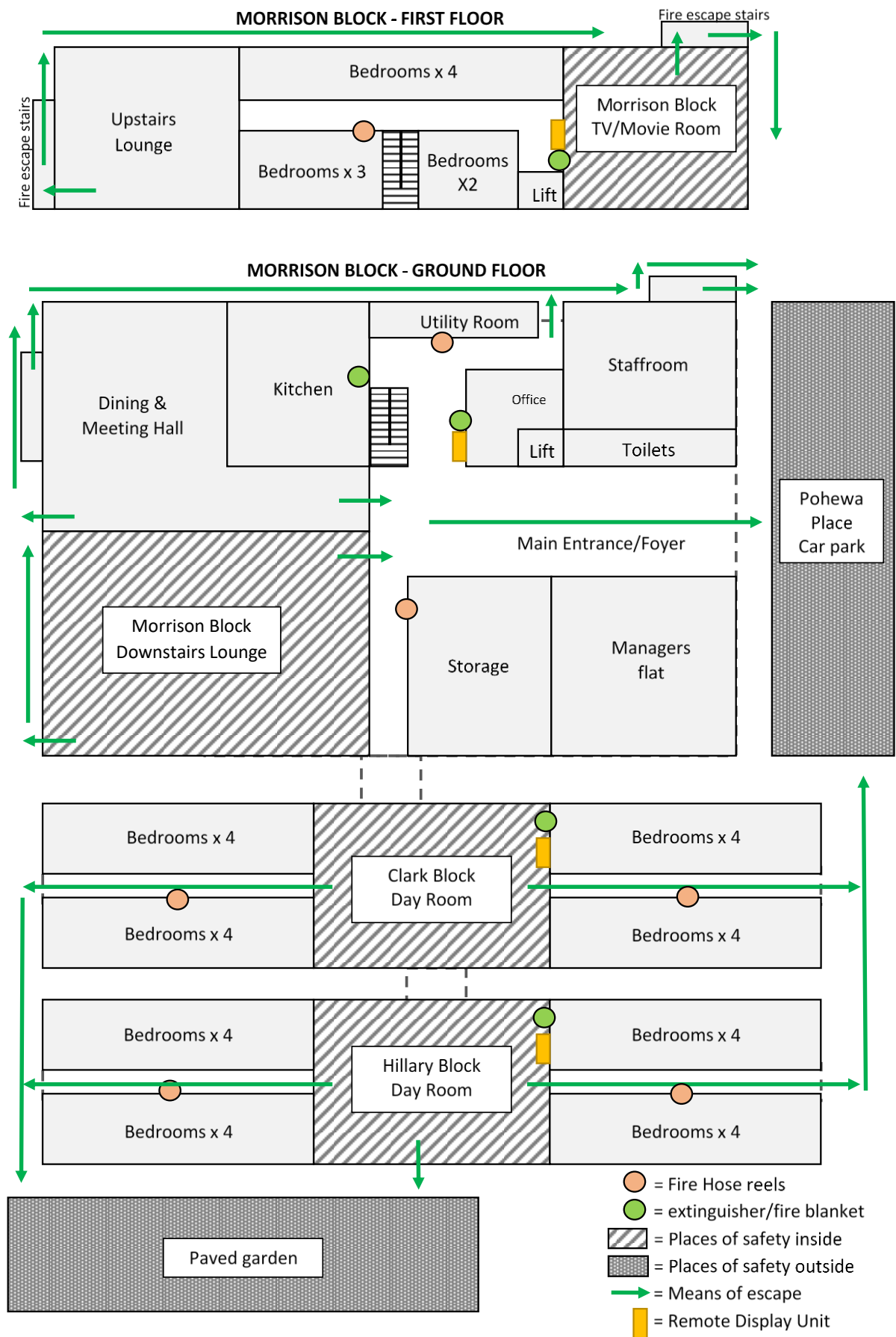
### **Practical training:**

- Can include trial evacuations based on lowest staffing levels (involving residents and/or staff role playing)
- Extinguisher training
- Evacuation chair use
- Providing assistance to those who require it including carrying techniques
  - Human Crutch
  - Fore and Aft Method
  - 2, 3 and 4 Handed Seat
  - Chair Carry
  - Clothes drag
  - Blanket drag

## **EXAMPLE OF STAFF TRAINING ASSESSMENT**

- 1.** What do you do if I see flames or smell smoke?
- 2.** Where are fire alarm call points located?
- 3.** Where are the Remote Display Units located?
- 4.** Who calls Fire and Emergency when the Fire Alarm sounds - (dials 111)?
- 5.** Is an extra number required for an outside line before dialling 111 from a building landline?
- 6.** Where are fire extinguishers, fire blankets and hose reels located? What type of fire could each be used on?
- 7.** Where are the places of safety (inside and outside) located?
- 8.** Who is the building warden and how many other fire wardens are there?
- 9.** Where will the building warden be located during a fire evacuation?
- 10.** What do you do if you come across thick smoke while performing my warden's duties?
- 11.** How is an exit door recognised?
- 12.** An occupant says, "I want my handbag" while the Fire alarm is sounding – how should that be handled?
- 13.** Who meets firefighters when they arrive and what should they be told?
- 14.** Should doors be shut during an evacuation?
- 15.** Name two ways out of each block?

# Example of Site Map – Rest Home



# Standard Retirement Village

## Fire Evacuation Scheme

Standard Retirement Village takes fire safety seriously.

This evacuation scheme is to ensure the safe, prompt and efficient evacuation of all occupants of the buildings in an emergency.

### **Fire safety is everyone's responsibility:**

Everyone has a role to ensure that our premises are kept safe from fire. We should all focus on being fire safe and not allowing fires to start.

In case one does occur, we must all be ready to take the appropriate actions to protect ourselves and each other and to ensure we can all remain safe.

It is important that we all ensure we are familiar with this evacuation scheme and the actions we should take if a fire occurs. It is also important that we all ensure the building is safe for us to evacuate from, this includes ensuring that escape routes are always kept clear.

The building is installed with a state of the art fire protection system which includes, smoke detectors, heat detectors, manual call points and a sprinkler system.

### **If a fire is discovered in the building:**

- Warn other occupants nearby and remove anyone in immediate danger
- Operate a manual call point (break glass and push switch) to activate the fire alarm
- Dial 111 from a mobile phone or from a phone in a safe location
- Start the evacuation process

### **If a local smoke alarm sounds:**

- A response to that smoke alarm must occur within 2 minutes or the alarm will automatically escalate to a full building evacuation
- Check the nearest remote display unit to check where the alarm has activated
- If it is in your area of responsibility go to the room signalled immediately
- Check for any obvious reason for the activation
- If it is clearly a false alarm, return to the remote display panel to reset it (must be within 2 minutes)
- If it has activated due to a fire, follow the process above of 'If a fire is discovered'

### **If the building fire alarm sounds:**

- Assist any one to evacuate who is clearly in danger
- If there are signs of fire (flames or smoke) start evacuating from closest to the fire first
- Instruct others to evacuate and assist as required
- Everyone must move to a place of safety, there are:
  - Outside in the Pohewa Place Carpark
  - Outside in the paved garden
  - Inside the first floor TV/Movie Room in the Morrison Block
  - Inside the downstairs lounge in the Morrison Block
  - Inside a dayroom in the Clark of Hillary Blocks

- Evacuation to a place of safety outside can occur from any area of the retirement village.
- If you are going to evacuate to a place of safety inside, only use the place of safety in the block and building level you are currently in
- Follow instructions from staff, wardens or firefighters if they tell you to move to another location, evacuate the building completely or that you have the 'all clear' to return to other areas of the building.

### **How to make a 111 call:**

Always use a safe phone, preferably a mobile phone or one well clear of the fire if using a landline.

If using a building landline some parts of the building require you to dial '9' for an outside line. This is marked on the phone.

Ask for 'FIRE'

Tell them the address:

Building name            Standard Retirement Village  
 Building address        44 Pohewa Place, Otumoetai, Tauranga  
 Nearest intersection   Crossroads Street

Then tell them the nature of the emergency (e.g. alarms ringing, bedroom on fire, etc)

### **Evacuation Management Team:**

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

### **Fire Wardens:**

All staff other than the charge nurse will act as Fire Wardens in the event of a fire emergency. As staff are uniformed they are readily identifiable and there is no need for specific Fire Warden identification.

### **In the event of a fire alarm sounding they will:**

Make their way to the area indicated on the remote display unit and starting with those at highest risk from fire (and if safe to do so):

- Ensure people at immediate risk 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.
- Go to, and remain with people in the place of safety inside within your area, unless:
  - told to help everyone move out by a firefighter, OR
  - it becomes unsafe to remain, in which case 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:**

The Building Warden is the Charge Nurse on duty and will be identified by wearing a yellow hi-visibility jerkin marked with the words "Building Warden".



As part of their regular duties they 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.

**In the event of a fire alarm sounding they will:**

- Uplift and don the Building Warden's identification.
- 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.

### Firefighting Equipment:

All staff are trained in the use of firefighting equipment as follows.

- What type to use and how to use them.

Fire extinguishers and fire blankets should only be used in the following circumstances:

- When an evacuation has been initiated and a 111 call has been made.
- When it is safe to do so considering the size and location of the fire.
- Access to the fire is unrestricted and a safe retreat is possible at all times.
- Remember life is more important than property, don't put yourself or others at risk.

### Providing assistance to those who require it:

Occupants may require assistance for a number of reasons, all staff are trained to provide assistance as required.

Types of conditions requiring assistance and possible solutions could include:

Hearing impaired	Signal the need for them to evacuate, they may be oblivious to the fire alarm sounding
Sight impaired	Partner them up with someone else who can guide them to the place of safety
Stressed/anxious	Provide reassurance
Limited mobility	If non urgent (activation in another block) ensure they 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.

If on the first floor of the Morrison Building 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.

### Maintaining this 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.