

EVACSRUS

Evacuation Schemes and Training

**Evacuation Scheme
For:**



Southland Charity Hospital
99 Wicklow Street, Invercargill.

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Southland Charity Hospital

99 Wicklow Street, Invercargill

Evacuation Procedure.

The evacuation will be managed by the Building Warden. All staff are trained to undertake the following duties in the event of a fire. Training will take the form of:

1. Trial Evacuations - at no more than 6 monthly intervals.
2. Warden training - there will be at least six (6) staff trained as Wardens with at least two (2) of those staff trained as Building Wardens
3. Fire Suppression – all staff expected to use a fire suppression method will be trained in the use of same. **Flaim training scenarios listed in the training document may form part of this training**

On Discovering a Fire:

- Warn occupants in the immediate area.

Shout – Fire, Fire, Fire.

- Activate the Fire Alarm by the nearest safe Manual Call Point.
- Evacuate the building, guiding occupants to the exit and to the Assembly Area.

In the Carpark by the Assembly Area sign.

- Call - Fire and Emergency New Zealand – “**111**” from a safe place – using a mobile phone away from background noise.
 - Ask for **Fire** and give the relevant information concerning the fire.
 - Include the address

99 Wicklow Street, Invercargill

- Report all relevant information concerning the location of the fire to the Building Warden.

All Staff when warned of a fire are to:

- Ensure all activities in the Lounge, Waiting room, Reception, Dental Clinic, Consult rooms and Office cease immediately.
- Any occupants in the Theatre and Recovery are to be evacuated as their condition (e.g. medical procedures, sedation etc) allows. These areas are individual fire cells and are as such allowed a delayed evacuation.
- Guide occupants to exits and go to the Assembly Area.
- Assist occupants to evacuate if required.

Persons requiring assistance:

- Any occupants requiring assistance are to assemble at the Assembly Area with all other occupants.
- In the event an occupant requiring assistance cannot self-evacuate the Warden/staff responsible for them will assist.
- There are mobile beds, wheeled recliners and wheelchairs available in the building. These will be located in or adjacent to the recovery room.

Fire Fighting:

- Only attempt firefighting if
 - It is safe to do so, and
 - You have been trained, and
 - You have the appropriate equipment.

Do not place yourself at risk when attempting to extinguish a fire, if in doubt do not attempt fire fighting leave it for Fire and Emergency personnel.

Building fire systems and design:

Make yourself aware of the Fire Systems in place in this building

- This building had an automatic fire sprinkler system with smoke detection and manual call points.
 - All staff need to know the location of the:
 - Manual call points.
 - Fire sprinkler inlet – if a fire appliance is required to boost the sprinkler system they could impede or be impeded by the evacuation from the Recovery area. Once outside the building a non-direct route to the assembly area may be appropriate if this occurs.
- Remote Display Units are located in Theatre and Recovery.
- Strobe lights located in Theatre and Recovery will warn of alarm activation, all other areas have sounders.
- The Alarm system is connected directly to Fire and Emergency NZ, but a 111 call should still be made, as vital information can be sourced and passed on to responding fire crews.
- Electromagnetic hold devices are installed on all fire and smoke doors these are linked to the alarm system.
- Air handling system is connected to the alarm system and will shut down automatically to protect adjacent fire cells.
- The Theatre fire cell has a 60 minute rating.
- The Recovery area fire cell has a 60 minute rating.
- All exit route doors are operatable in the direction of exit without needing a key or swipe card.
- There are 2 escape routes provided for each of the four locations.
 - Theatre
 - Recovery room
 - Lounge and waiting room
 - Clinic and staff areas
- Fire Extinguishers types and locations
 - Dry Powder – Plant room, office and at both ends of the passage.
 - CO2 – Entry to Theatre fire cell, dirty utility room and at both ends of the passage.

Alarm Activation:

When the Fire alarm sounds it will have activated in one of two different modes.

1. Local Alarm

- If a smoke detector is activated it will alarm locally only and not notify Fire and Emergency NZ (FENZ). Staff must immediately view the Remote Display Unit (RDU) to ascertain where the activation has happened, then proceed to check that area.
 - If there is **NO** sign of fire, smoke or an emergency then the local reset may be used.
 - If there **IS** sign of fire, smoke or an emergency then a Manual Call Point must be activated without delay. -This will then activate a Full Alarm.

2. Full Alarm

- If a Sprinkler Head operates or a Manual Call Point is activated a Full Alarm will be initiated. This will necessitate a full evacuation as detailed in this document. A Full Alarm will also automatically notify FENZ. This mode cannot be silenced or stopped by Staff or Wardens, only a FENZ Officer or a person authorised by a FENZ Officer can silence the alarm. An alarm agent will then need to reset the full alarm system.



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Building Warden Duties:

- Monthly Building checks.
 - All exits are clearly marked.
 - All exit routes are kept clear.
 - Fire Action Notices are clearly displayed.
 - All firefighting equipment is in test date.
 - All Wardens have appropriate phone numbers, address details and mobile phone access.
 - Evacuation Kits are in place and contain.
 - Warden identifiers.
 - Copy of this document.
 - Evacuation checklist & markers.

- In case of fire
 - Ensure alarm is sounding if not activate it or assign someone to activate it. – if safe to do so.
 - Note: There are no sounders in the Theatre or Recovery Areas. Strobe lights will warn occupants of the alarm activation.
 - Don your Building Warden Identifier. (White Vest)
 - Uplift the Building Warden Evacuation Kit and go to the mimic alarm panel (if safe to do so, and note the area of alarm activation.)
 - Call Fire and Emergency NZ (111 from a mobile phone) or delegate someone else to.
 - Receive reports from Wardens.
 - Assign Wardens any additional tasking required.
 - Meet Fire and Emergency NZ on arrival and advise them of:
 - The evacuation status.
 - Any areas that have been failed to report.
 - Stop any persons from re-entry until Fire and Emergency personnel have given the “All Clear.”

Warden Duties:

In the event of a fire emergency.

- Ensure alarm is sounding – if not activate it or have someone close to the alarm activate it if safe to do so.
 - Note: There are no sounders in the Theatre or Recovery Areas. Strobe lights will warn occupants of the alarm activation.
- Don your Warden Identifier. (Green Vest)
- Clear your Assigned Area, and guide occupants to the nearest safe exit.
- Look for persons with disabilities or anyone who may require assistance to evacuate, either assist them or appoint a suitable person/s to assist them.
 - If person/s require assistance note who, and who is assisting them, and confirm they have all reported to the Assembly Area.
- If it is safe to do so shut doors.
- Report to the Building Warden the status of your area.
- Await additional tasking (if any) from the Building Warden.
- Ensure no persons re-enter the Building until the “All Clear” is given by the Fire and Emergency NZ.

After Hours Procedure:

If the building is occupied outside of the normal hours, there may be no Wardens present, therefore the following procedure should be followed on discovering a fire or hearing the alarm sounding

- Warn your **Immediate Area** and advise any persons to evacuate.
- Activate a Manual Call point if alarm not already sounding- if safe to do so.
- Check the floor you are on for other people – if safe to do so.
- Evacuate the building and head to the Assembly Area.
- Call 111 on a mobile phone from a safe place.
- Liaise with Fire and Emergency NZ:
 - Any vehicles with unaccounted for persons.
 - Location of fire – if known.
 - Best access.



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Extinguisher



Scenario Descriptions and Learning Outcomes

Update: R1 2023

FLAIM Extinguisher fully complies with and follows US Occupational Safety and Health Administration's (OSHA) portable fire extinguisher use standard protocol.

Under this protocol, if fire extinguishers are available for employee use, it is the employer's responsibility to educate employees on the principles and practices of using a fire extinguisher and the hazards associated with fighting small or developing fires.¹

This education must be provided annually and when a new employee is first hired.²

Employees who have been designated to use fire extinguishers as part of the emergency action plan, must be trained on how to use the fire extinguishers appropriately in the workplace.³

This training is a specialized form of education that focuses on developing or improving skills and it must be provided annually and when employees are first assigned these duties.⁴

Using a Fire Extinguisher

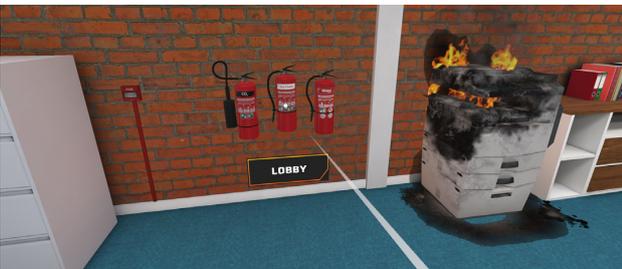
The following steps should be followed when responding to incipient stage fire:



1. Sound the fire alarm and call the emergency services, if appropriate



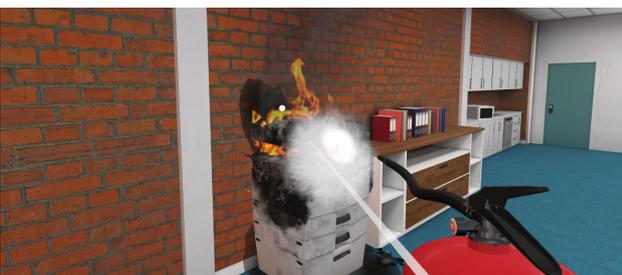
2. Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path



3. Select the appropriate type of fire extinguisher



4. Discharge the extinguisher within its effective range using the **P.A.S.S.** technique (pull, aim, squeeze, sweep). Back away from an extinguished fire in case it flames up again



5. Evacuate immediately if the extinguisher is empty and the fire is not out



6. Evacuate immediately if the fire progresses beyond the incipient stage

¹ US OSHA [29 CFR 1910.157(g)(1)]

² [29 CFR 1910.157(g)(2)]

³ [29 CFR 1910.157(g)(3)]

⁴ [29 CFR 1910.157(g)(4)]

FLAIM Extinguisher trains the P.A.S.S. technique:



WARNING: When using real CO₂ extinguishers, do not touch the plastic discharge funnel as it will be extremely cold and can damage skin



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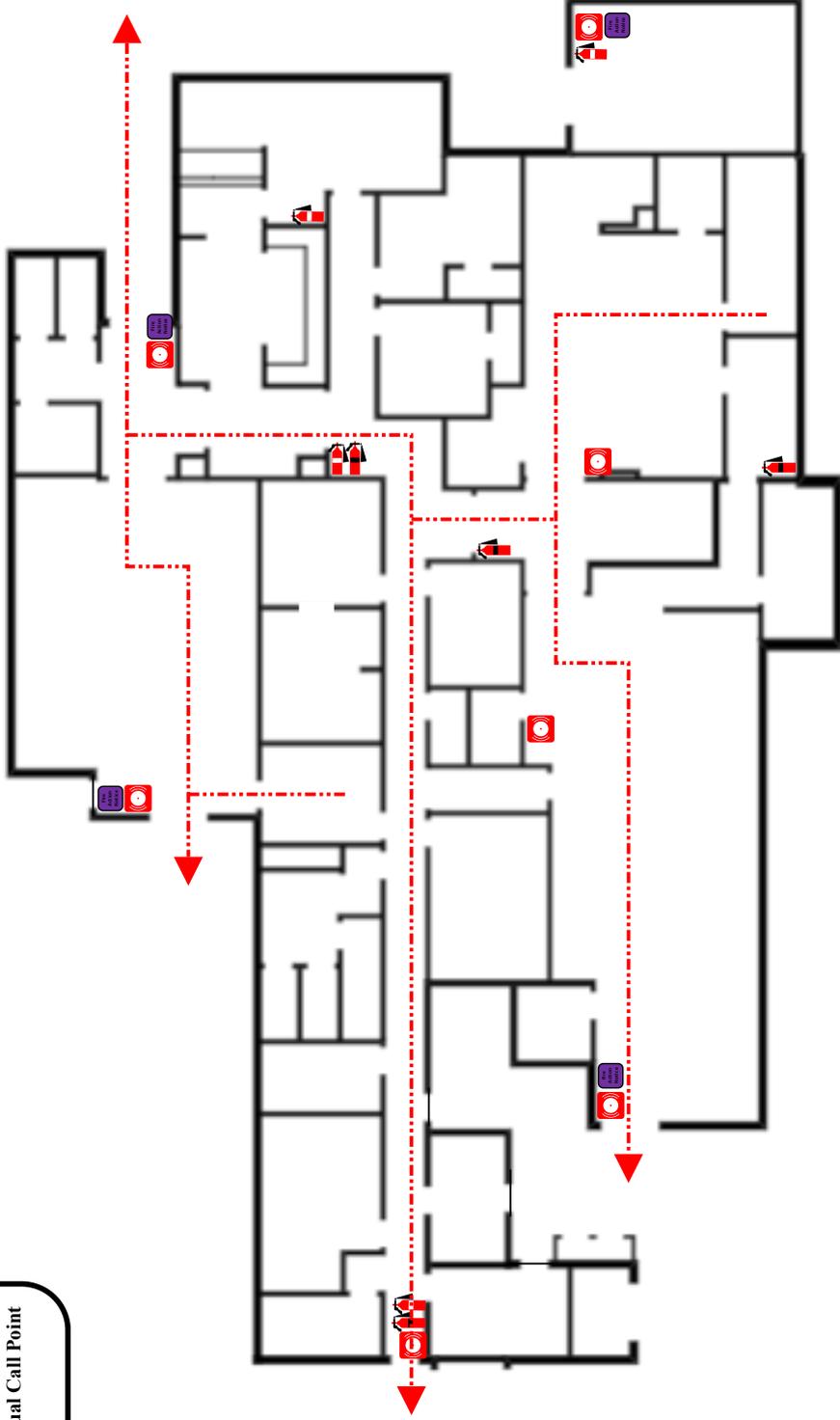


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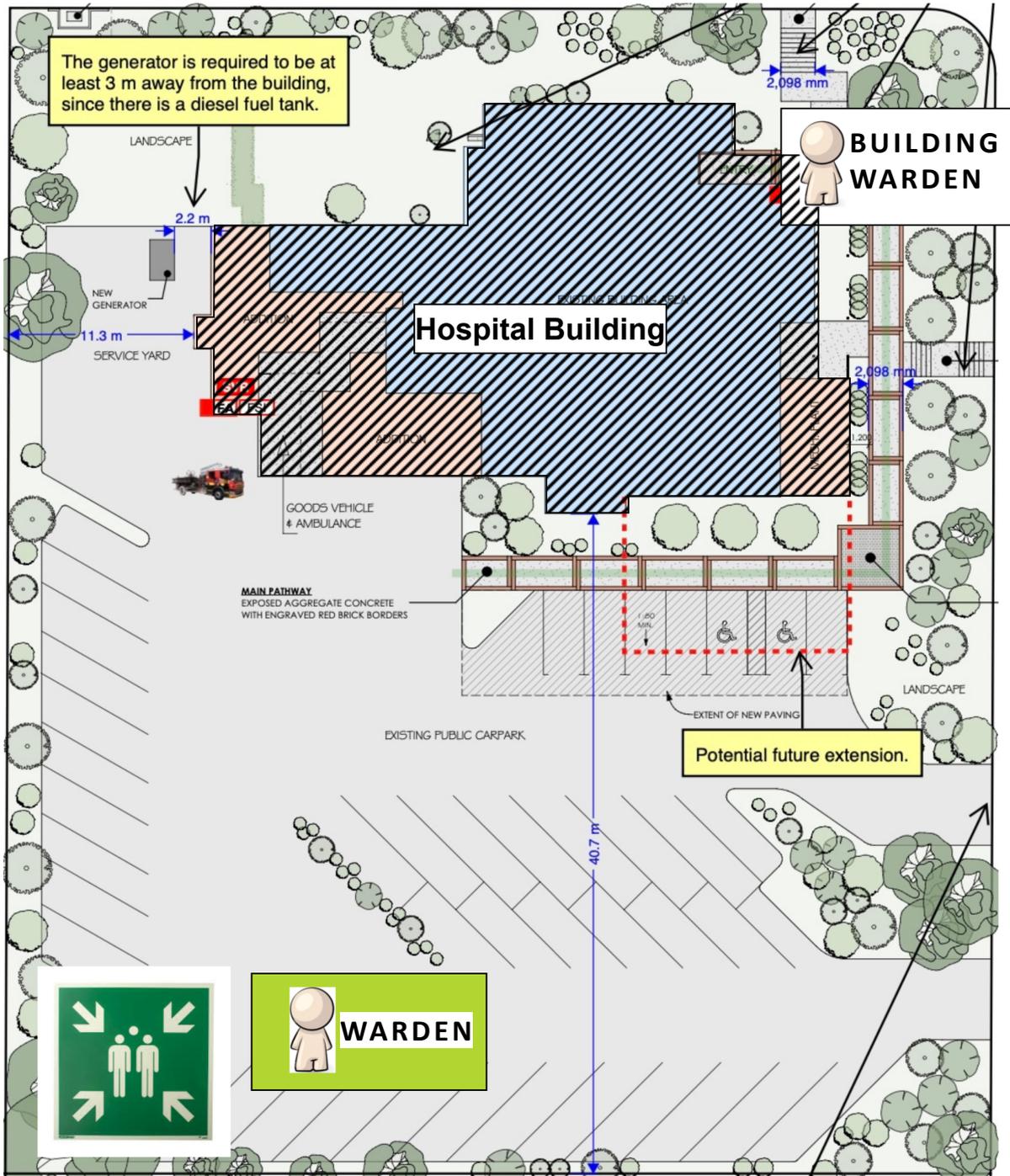


-  Fire Action Notice
-  D.P. Extinguisher
-  CO2 Extinguisher
-  Manual Call Point



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Site plan showing assembly area
and Warden locations





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Evacuation Checklist

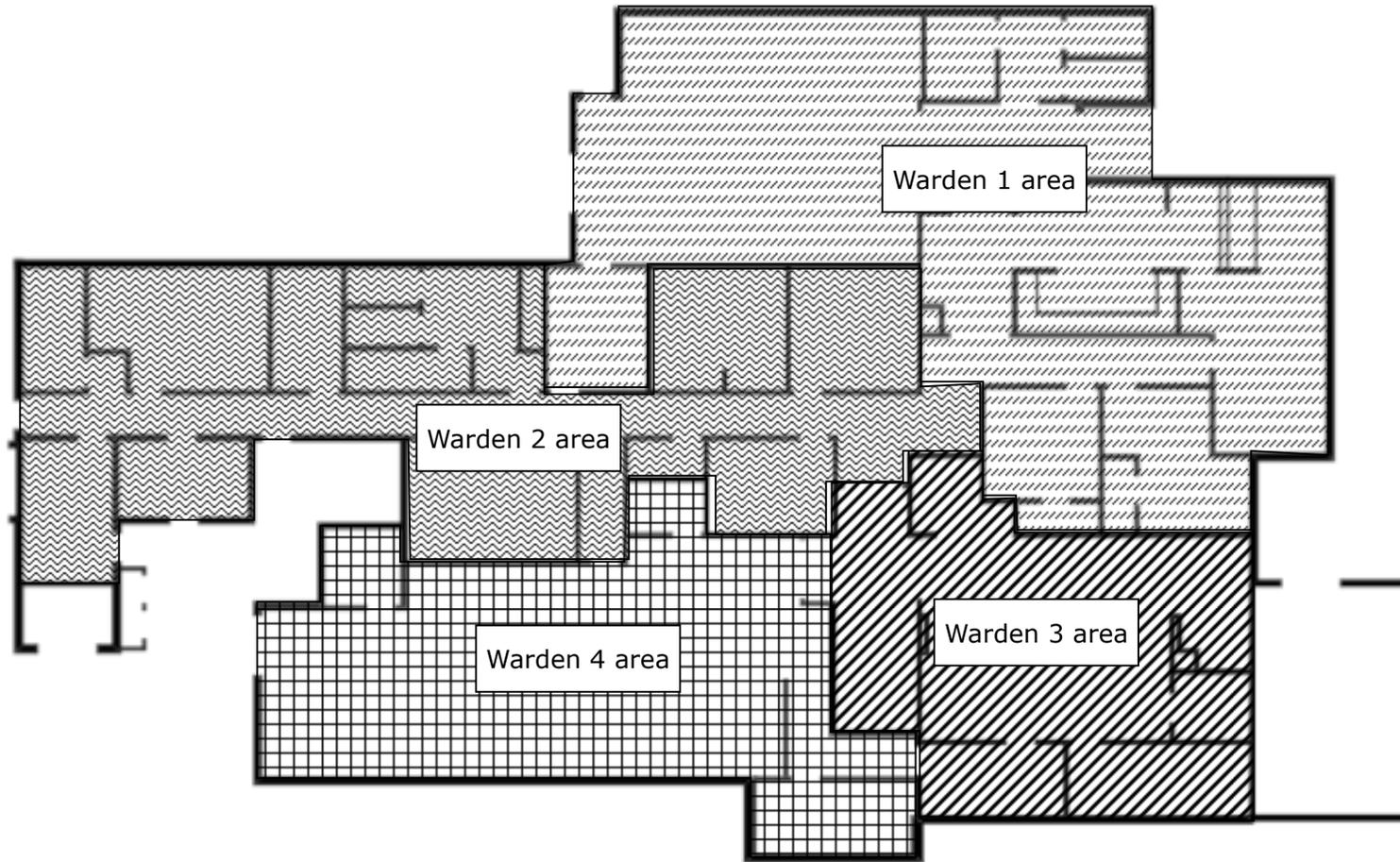
- Warden 1
 - Reception / Office.
 - Consult.
 - Waiting and Public access areas.
- Warden 2
 - Clinic.
 - Passage & Staff access areas both sides of passage.
- Warden 3
 - Theatre fire cell area – ***possibly delayed.***
- Warden 4
 - Recovery fire cell area – ***possibly delayed.***
- Assign Wardens to
 - check plant room.
 - control assembly area.
 - Call 111 using a mobile phone.

Notes:

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Warden Areas



FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

**SHOUT “FIRE, FIRE, FIRE” &
ACTIVATE A MANUAL CALL POINT**

**FIRE EXTINGUISHERS ARE
LOCATED IN THE PASSAGE,
UTILITY ROOM & PLANT ROOM.**

IF WARNED OF A FIRE

**EVACUATE IMMEDIATELY
EVACUATION ROUTES AND EXITS
ARE INDICATED BY SIGNAGE.**

**ASSEMBLE IN THE CARPARK BY
THE ASSEMBLY AREA SIGN.**

***ADVISE STAFF OR A WARDEN IF
YOU REQUIRE ASSISTANCE.***

