



FIRE SAFETY & EVACUATIONS LTD

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FIRE EVACUATION SCHEME

FOR

18 CHAPMAN STREET

GREY LYNN

AUCKLAND

SCHEME CONTENT

This scheme covers:

- Governing Legal Guidelines
- Overview of the Evacuation Philosophy
- Instructions for Building Warden, Fire Wardens and Residents
- Instructions for 111 Calls, Persons Requiring Particular Assistance, Regular Occupants, and General Public
- An overview of Means of Escape, Hazards and Basic Building Systems
- A Sample of the Fire Action Notice, Room Notice, Tally Board and Staff Signature sheet.
- Register for information regarding Hazardous or Dangerous Goods held on site
- Questionnaire for Wardens, General Occupants and Staff
- An overview of Firefighting Equipment and its use
- Basic information about other emergencies, e.g. Earthquake, Tsunami, Medical, Bomb Threat and Gas etc.

INTRODUCTION

It is a building owner's responsibility to ensure that emergency evacuation procedures are implemented pursuant to the Fire and Emergency NZ Act and Regulations. Any persons entering this building should make themselves aware of the evacuation procedures and exits to be used in the event of an emergency and further be guided by the instructions of the wardens duly appointed under these regulations.

The primary consideration during a fire evacuation of this building is to protect all occupants from the possibility of injury or death, by ensuring a prompt, safe and orderly evacuation.

It is essential that every continuous sounding of the alarm or warning of fire danger is treated as a genuine emergency and evacuation procedures are commenced immediately. Every occupant of the building shall follow the evacuation procedure as notified by the owner pursuant to the Fire & Emergency NZ Act 2017 and Regulations 2018 and shall ensure full compliance with that procedure by persons who utilise or occupy floor space leased by that tenant.

This evacuation scheme will be operational during the normal working hours of the building. Fire and Emergency NZ must be advised of any changes to the building evacuation scheme's main components or the building's fire alarm operational status, egress, main structure, usage, contact, or authorised evacuation contractor.

LEGISLATION

An Evacuation Scheme is required in this building in accordance with the following legislation:

- Fire and Emergency NZ (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018
- Fire and Emergency NZ Act 2017
- Health and Safety at Work Act 2015 (HSWA)

An Evacuation Scheme is required if the building has facilities for:

- The gathering together, for any purpose, of 100 or more persons.
- Providing employment facilities for 10 or more persons.
- Providing accommodation for more than 6 persons (other than in 3 or fewer household units).
- Storing or processing hazardous substances in quantities exceeding the minimum amounts prescribed in Schedule 2 of the Fire & Emergency NZ Regulations 2018.
- Providing early childhood facilities (other than in a household unit).
- Providing nursing, medical, or geriatric care (other than in a household unit).
- Providing specialised care for people with disabilities (other than in a household unit).
- Providing accommodation for persons under lawful detention (not being persons subject to home detention).

EVACUATION PHILOSOPHY

All occupants should be confident in these procedures in the interest of keeping themselves and their fellow occupants safe during a fire emergency. Occupants should also understand that their actions during a fire emergency can directly affect the safety of other occupants and attending emergency services.

The consequences of a fire can be fatal: temperatures well in excess of 400°C, toxic smoke and gases etc. People often underestimate fire, the speed in which it grows, the heat, darkness, noise, and the panic which quickly sets in when unable to breathe.

Trial Evacuations can be seen by some as an inconvenience, but practice and education are the best tools to ensure your survival during a fire emergency. The legislation that enforces adherence to evacuation procedures and participation in training is there to help keep **you** safe and assist the emergency services who will come to help you.

In order to maintain approval of this Evacuation Scheme a Trial Evacuation/Warden Training Programme must be undertaken within **6 months** of any previous Warden Training/Trial Evacuation. In general, **trial evacuations will be held unannounced at unexpected times under varying conditions** to simulate the unusual situation that occurs in the case of a fire emergency.

In between the six-monthly training, it is the responsibility of Management to ensure that new staff, wardens and residents have been fully briefed on the emergency evacuation procedures. New staff must be trained as part of the induction and new residents must receive the 'resident's instructions' in their welcome pack. Management should keep a dated record of staff inductions in each employee's personnel file and a record of residents being issued with 'resident's instructions' in the tenancy's file (a questionnaire is provided at the end of this document for completion by all permanent occupants of the building to provide proof of assessment).

If your fire alarm is activated, it should only be silenced by Fire and Emergency NZ after they have completed a thorough physical check of the building. The Fire Alarm Service Agent must then be called out to reset the system (Contact details should be displayed on the Alarm Panel). This system will not work until reset properly.

EVACUATION PROCEDURES

IF YOU DISCOVER A FIRE, CLOSE ANY DOORS TO THAT AREA, ACTIVATE A FIRE ALARM & CALL 111.

On hearing the fire alarm or being advised of FIRE danger, all occupants must leave immediately via the nearest safe exit and go to the assembly area. Fire Wardens/Residents will conduct a physical search to ensure their area/apartment is clear before evacuating, and reporting to the Building Warden who gathers this information for emergency services.

The building's **ASSEMBLY AREA** is: **FOOTPATH TO EITHER SIDE AND AWAY FROM THE BUILDING, CLEAR OF VEHICLE ACCESS**

After Hours:

Due to the circumstances of this building, if the delegated Building Warden (usually from a commercial tenancy), or the Building Manager is on site, they will perform the duties of the Building Warden.

In the absence of the delegated Building Warden or Building Manager, the first Resident to arrive at the Main Entrance / Alarm Panel is to perform the duties of the Building Warden.

The Building Warden will take the Tally Board and the Identification Vest (located: Main Lobby). They will then make their way to the Main Entrance / Fire Alarm Panel and record on the Tally Board the apartment numbers of those who have reported their apartments clear, or any other information (i.e. The location of anyone remaining inside, or any information about the fire or emergency).

WARDENS

Almost all evacuation schemes require wardens to carry out the procedures required to ensure the safe, prompt and efficient evacuation of the building. Wardens are staff members in the commercial tenancy's of a building that are trained to perform basic tasks as a part of these procedures. There are two types of wardens: Fire Warden and Building Warden, and each has their own responsibilities. There can be multiple Fire Wardens (one representing each area) but only one Building Warden who is the person in overall charge. Residents will report their own apartments clear.

Due to the fluid nature of the modern workplace, staff can be away at meetings, hot-desking from other parts of the building or even working from home. In some cases, the entire staffing compliment is transient by nature. To cover situations like this as many people as possible from each area should be trained to perform the warden's duties. This ensures better coverage regardless of the time of day or year.

Fire Warden

The building is split into areas e.g. – by tenancy, floor or by apartment. Each area needs a 'Fire Warden' to control that area, ensure a thorough physical check is completed and all occupants have evacuated during an evacuation. They will then report it clear (or any other relevant information) to the Building Warden. Apartments are checked by the resident.

The 'Fire Warden' is normally the senior person working in that area, or the person who is working in that area most often. They should also ensure others are aware of the Fire Warden's Duties and capable of performing them should the appointed Fire Warden be absent. Each 'Area' will have a 'Vest' that will be worn by the person performing the Fire Wardens duties to ensure they are clearly identified. Any trained person can wear the vest and perform the duties for that area.

Building Warden

The 'Building Warden' is the person in overall control of the evacuation and is responsible for calling emergency services, then gathering information from Fire Wardens/Residents/Occupants to pass on them when they arrive. This should be the person who is on site most often, preferably close to the alarm panel, and capable of the task. The Building Warden should also ensure that others are aware of, and capable of carrying out these duties in their absence.

At the end of an evacuation, Emergency Services will 'silence' the alarms. The Building Warden must contact the Fire Alarm Company to ensure they attend site to **reset the Fire Alarm**. Resetting the Fire Alarm will also restore services such as lifts, gas valves and escalators etc.

First Aid teams should also report to the Building Warden for instructions.

Ensure after any evacuation that the internal policy and procedural reporting documentation is completed.

Evacuation Tally Board

This is a small note board held by the Building Warden that shows the different areas of the building. As Fire Wardens and Residents report their area's status to the Building Warden, each area will be marked off. It will also show the areas that are usually unoccupied where no physical check has been conducted. All of this information will be reported to Emergency Services upon their arrival.

Each area should only be checked off the Tally Board if a fire warden has reported it clear. Do not assume an area is clear if the door to that area is locked, or a tenant has said they will be away, as there may be other occupants such as sub-contractors, visitors or maintenance staff on site that you are not aware of. Information reported by wardens about the actual fire or smoke will also be recorded.

Identification Vests

Wardens vests must be worn for many reasons. They:

- Show occupants you are carrying out specific duties and you are in control of that area
- Are vital for carrying out safe crowd control and traffic control duties
- Enable other wardens and the Building Warden to identify you
- Enable instant visual recognition of both Building and Fire Wardens for arriving emergency response teams

There will be one vest to represent each area. The first person to the vest will take on the duties of the Fire Warden for that area. Only the person wearing the vest for that area will conduct the duties of a Fire Warden. Any other trained staff will evacuate with other occupants and assist by leading them to the assembly area. This avoids confusion for the Building Warden and Fire and Emergency NZ.

NOTE: After any evacuation, each vest must be returned to its 'home'. This ensures it can be easily found when next needed.

Instructions for Wardens

A one-page instructional sheet of warden's duties follows:

INSTRUCTIONS FOR WARDENS

IF YOU DISCOVER A FIRE

CLOSE ALL DOORS TO THAT AREA, ACTIVATE THE FIRE ALARM,



& CALL 111  AS YOU LEAVE 

IF YOU HEAR THE FIRE ALARM FOLLOW THESE INSTRUCTIONS:

FIRE WARDEN

1. **Wearing your Fire Warden's Vest**, inform occupants to evacuate via the nearest safe exit to the assembly area, leaving behind any items that are known to cause hazards in the means of escape (drinks, bags, and bulky objects etc.).
2. **Check all areas of responsibility**, working from the furthest point outwards, including toilets, kitchens, storerooms etc. (The physical check must be thorough, as head counts and roll calls are not reliable).
3. Close doors, leave lights on, and if safe to do so, ensure major equipment is turned off.
4. Should any person require assistance to evacuate, the warden will assist, or appoint a suitable person(s) to assist them out. Persons who require 'Particular' Assistance must proactively ensure their requirements are known, so they may be assigned a person(s) to assist them if/as necessary.
5. **Report to the Building Warden** at the main entrance / alarm panel and advise the status of the evacuation. Ensure your report is received clearly and await further instructions.
6. Only if it is safe to do so, if trained, accompanied and the alarm is activated, should firefighting be attempted.
7. If the Building Warden is away, then a Fire Warden must assume the Building Warden's duties.

BUILDING WARDEN

1. **Wearing the Building Warden's Vest, report to the main entry** / fire alarm panel, with Tally Board.
2. **Dial 111** - Ensure that Emergency Services have been called. (from outside the building)
3. **Receive status reports from Fire Wardens** and record on the Tally Board. Never send anyone back into the building, or 'assume' an area is clear, this information must be passed to Fire and Emergency NZ for action.
4. **Issue instructions to Fire Wardens as necessary**, i.e. perform crowd or traffic control, guide fire appliances, guard doors, move people at the assembly point to a safer area, etc.
5. When Fire and Emergency NZ arrive, advise them of the evacuation status, including the location of any persons remaining in the building and any areas not clear. Then keep clear but make yourself and the Fire Wardens available to assist Fire and Emergency NZ as required.
6. Do not allow any unauthorised person back into the building until Fire and Emergency NZ has given the all clear.

IMPORTANT HOUSEKEEPING:

All staff should ensure:

- Means of escape are kept clear of obstacles at all times; these areas must not be used for storage.
- Smoke or Fire Stop Doors are not wedged open.
- They are familiar with the location of Firefighting Equipment as well as Gas, Water & Power Mains – in case asked by Emergency Services.
- They are familiar with the Warden duties so they can take charge if a designated staff member is absent.

111 CALL

Never assume your building is automatically connected to Emergency Services as most are **not**. It is expected that a 111 call will be made by the person who discovers the fire, as they evacuate, passing relevant information to emergency services about the cause and location.

It is also expected that the Building Warden will make a 111 call, even if it is a trial evacuation. The Building Warden may choose to delegate this responsibility. If this responsibility has been delegated to you, advise the Building Warden when complete.

Calling 111 can take over two minutes, this is why we ask that the call be made from outside on a cell phone. Do not use portable desk phones as the signal from the base unit is limited by distance and may not reach outside.

If you find yourself outside without a cell phone, ask a passer-by for one or make the call from a neighbouring premise.

Example of dialogue during a standard 111 call:

Caller dials 111 – **Voice message** – ‘You have dialled 111 Emergency, your call is being connected’

111 Operator: “This is the 111 Operator, do you need Fire, Ambulance or Police?”

Caller: “Fire” (do not use the word ‘please’, it is often misheard as ‘police’)

111 Operator: “Putting you through now, please stay on the line for further instructions”

Fire and Emergency: “Where is your emergency?”

Caller: “18 Chapman Street, Grey Lynn, Auckland”. (always state your suburb and city, as the call taker may be from another area).

Fire and Emergency: “What is your nearest side street or cross road?” (this is *to confirm your location on their GPS Mapping system – particularly if you are on a long road which extends through multiple suburbs. You can also state a common landmark or nearby business e.g. A library, hospital, supermarket, service station etc.*

Caller: “Nixon Street”.

Fire and Emergency: “What is your business name?”

Caller: “It is a multi-tenancy building”.

Fire and Emergency: “What has caused the alarm?”

Caller: “I do not know” (only state that you have seen smoke or fire, if you have actually seen it), Answer any further questions accurately and stay on the line until they hang up.

NOTE: If for some reason you must make this call from a landline inside the building, please be aware that you may require an outside line. This number is not stated on the fire action notices as there are multiple tenancies with separate phone systems.

PROCEDURES FOR OCCUPANTS AND GENERAL PUBLIC

Outside of normal operating hours for this building, visitors, contractors and the general public should refer to Fire Action Notices. These notices detail the action to be taken in the event of an emergency and are installed by fire alarms call points and in prominent places throughout this building.

If you smell smoke:

- Investigate (only if safe to do so). Take someone with you, be aware and be careful. You may be walking into danger.
- Before entering any areas or rooms, check the door and door knob for heat using the back of your hand.
- Look at the gap at the bottom of the door for any sign of smoke.
- Before opening a door, be aware of possible pressure built up behind it. Only open a small gap in the door and look up at the top of the door opening for any sign of smoke.
- If at any point, you see smoke, if the smell is strong, or if you are not sure – activate the fire alarm immediately.

If you discover a fire:

- Activate the nearest Fire Alarm Call Point.
- Ensure someone has dialled 111.
- Go to the Assembly Area via the nearest safe marked exit.
- Only use fire extinguishers if the fire alarm has been activated, you are trained, accompanied **and** it is safe to do so.

If you hear the fire alarm, or if a warden instructs you to evacuate:

- Leave immediately and go to the Assembly Area via the nearest safe marked exit.
- Ensure that all staff and visitors evacuate with you.
- Close doors as you leave. Walk, do not run. Use stairs not lifts.
- Do not return for, or carry out, any items that could cause a Hazard in the Exit Paths e.g. bags, drinks, and bulky objects. Small vital items such as medication, keys or wallets that can be carried safely without interference are fine.
- When confronted with smoke, stay low to the floor.
- Keep access to the building clear for the arriving emergency service vehicles and crew.
- Do not go back inside until the all clear is given, following the instructions of the Wardens and Emergency Services.

Important points to remember:

- Exit doors, paths and stairs cannot be locked, blocked or used for storage.
- Fire and Smoke Stop Doors are not to be wedged open (only legally complying hold open devices may be used).
- Familiarise yourself with the locations of Fire Alarm Call Points nearest to you before you need them.
- Familiarise yourself with the locations of any Firefighting Equipment. You may not be trained to use it but Emergency Services are and this information may assist them.

PREVENTION - A SIMPLE YET EFFECTIVE CONCEPT

There is always a possibility of fire breaking out in any building no matter how well protected. Reduce this possibility by:

- Keeping electrical appliances in good condition, and where possible, switching them off when not in use.
- Avoiding build-up of flammable materials such as pallets, paper and boxes etc.
- Avoid storage of flammable substances.
- Report any building related equipment that is used, damaged or without a current service tag to the Building Manager.
- Report any tenancy related equipment that is used, damaged or without a current service tag to the Tenancy Manager.

PERSONS WHO REQUIRE ASSISTANCE

Should any person be unable to evacuate in the event of an emergency, if safe to do so, the Fire Warden will assist, or assign a person(s) to assist them to evacuate.

Should any person require 'particular' assistance to evacuate, they must proactively ensure that other occupants and the building owner's representatives are aware of their 'particular' requirements. They must have a prearranged and promulgated Personal Emergency Evacuation Plan (PEEP), have person(s) and/or equipment arranged as necessary, and must ensure that training is provided where necessary for the use of such equipment.

To follow are some examples:

- Visually Impaired – Person(s) assigned to assist as necessary
- Audibly Impaired – Person(s) assigned to alert (tap on shoulder) as/if necessary
- Audibly Impaired – Visual or Vibration Alerting Devices implemented as necessary
- Mobility Impaired – Person(s) and/or Equipment arranged as necessary to assist
- Mobility Impaired – Permanent Occupants - will be responsible for the procurement and placement of any 'specific' equipment required for assistance and the training of regular occupants or 'Person(s)' required if/as necessary to operate the equipment. E.g. Stretchers, Hoists, Wheelchairs and Evacuation Chairs.
- Mobility Impaired – Restrictive Movement - Person(s) blocking any egress of other evacuees during an emergency must move to the side and allow others to pass before progressing.
- Elderly, Infirm, Minors – Caregiver, Medical Staff, Teacher, Parent, Guardian – as required to assist.
- End of term Pregnancy – Person(s) assigned to assist as necessary

Any person holding up evacuation in fire exit pathways including stairs must be instructed to wait to the side until such time as it is clear to descend without blocking others. For example, if a person requires assistance due to the use of crutches, having back pain, mobility issues or heart conditions etc, they must let others pass safely before making their way down.

While every effort will be made to ensure full evacuation of all occupants, should extraordinary circumstances have someone unable to be evacuated, their location must be reported immediately to the Building Warden and arriving Emergency Services.

Should a person refuse to evacuate, the warden must firmly inform them that they must evacuate, failure to do so must result in a report of their location to the Building Warden which may result in significant fines from Compliance and Enforcement Officers. After any evacuation an investigation must be conducted as to why a refusal was made, and if no genuine reason, this staff member must receive a written warning for the breach of Fire and Emergency Legislation, and also Health and Safety at Work legislation.

Information from wardens at the time of an alarm, resulting from a physical check of areas, supersedes other information i.e. sign in systems and assistance registers. This is due to possible inaccuracies that can arise in such registers.

MEANS OF ESCAPE

Regular checks of your means of escape are required. Ensure that:

- * Exit doors and corridors are kept completely clear of obstacles at all times.
- * Exit doors leading to exit ways are not locked, barred or blocked as to prevent occupants from leaving the building. These doors must be able to be easily opened from the inside without the means of a key.
- * Smoke Control Doors must be kept closed at all times unless fitted with "hold open devices" which comply with the building code (i.e. magnetic hold open devices).
- * Stairways and Passageways that are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
- * Flammable liquids or materials are not stored near, or within, any part of the building used as a means of escape from a fire.

Means of escape are to be kept clear at all times. If a problem or fault is identified, staff must inform Management immediately so they can remedy any faults promptly. While checking means of escape ensure that firefighting equipment and fire alarm call points are kept clear at all times. If any work is required that may affect a means of escape, staff must be kept informed and be aware of an alternative means of escape for the period of the work.

MANAGEMENT'S RESPONSIBILITY OF MEANS OF ESCAPE

Management is responsible for ensuring that the checks of means of escape are conducted. They must ensure that all staff/residents are familiar with the emergency procedures, the nearest escape route from their area, the location of the nearest fire hose reels, fire alarm call points, fire extinguishers, and the location and content of emergency procedure notices.

PERSONAL ITEMS IN EXITS STAIRS:

Drinks, Handbags, laptops and large personal items should not be carried into the exit pathways! Drinks spill, bags become caught on door handles, hand rails and on other people, and bulky items take up critical space in confined stairwells that Emergency Services **also have to use**.

These are already very small and confined spaces. Most accidents during evacuations have been found to be caused when these items are taken into exit pathways. It is well known that they can cause injuries, panic and block the exit completely. If you have small items of value such as medication, asthma inhalers, keys or wallets etc, that can be carried safely without interference to others, you may, but please - put life safety before possessions.

HEAD COUNTS / ROLL CALLS

Head counts and roll calls are no longer utilised in the initial evacuation procedures. They are often inapplicable or unreliable as people do not always sign in or out.

Fire Wardens and Residents are now required to conduct a systematic PHYSICAL CHECK of their area. If there is no one left in that area when they have completed their check, this is reported to the Building Warden and in turn, Emergency Services. Any area NOT PHYSICALLY CHECKED is also reported to Emergency Services, who will take this information into account when deciding their actions.

DUTIES OF CONTRACTORS AND SELF-EMPLOYED PERSONS

All contractors and self-employed persons while working on this site will ensure they take all reasonable practicable steps to ensure that their actions or inaction will cause no harm to themselves or others.

SPECIFIC HAZARDS

Where there are specific hazards on this site, such as large quantities of explosive items, flammable items, or the potential for toxic gas leaks etc, then a specific emergency plan must be created to accommodate these risks. Designated staff members must be competently trained to deal with these emergencies (Certified Handlers). These nominated people should be made known to all employees. All specific hazard emergency plans must be notified to all staff and posted at relevant areas in the work place.

SAFE USE OF APPLIANCES

Any appliance that has an open flame or is fuelled by flammable liquid or gas is required by Fire and Emergency NZ Legislation to be constructed, secured and protected so as to minimise the risk of fire to the building, its contents or neighbouring properties. All reasonable Fire Safety precautions must be taken with regard to electrical appliances. Appliances are not to be used if they have frayed cords, are damaged, or cause any concern. Electrical plugs are not to be overloaded, or used if they spark or show signs of damage.

PACKING AND UNPACKING OF GOODS

Any areas that are used for the packing and unpacking of goods must be kept clean and tidy to reduce the risk of fire or spread of fire. No public access to these areas is permitted and there is to be no smoking or use of open flame in these designated areas.

STORAGE OF GOODS AND MATERIALS

Goods are not to be stored in a way that obstructs access to marked exits, fire alarm call points or firefighting equipment. Flammable or combustible materials must be stored in suitable containers and protected areas. They are not to be stored close to any building or neighbouring property.

Dangerous goods or hazardous materials must be clearly identified and must be addressed in accordance with the HASNO regulations for the safe operation of the building. The handling of any dangerous goods shall be in accordance with the HASNO requirements as specified by the certifier. The designated 'Handler' should hold a list of all Dangerous or Hazardous Goods or Chemicals that are stored in the building and ensure information from that list is noted on the Tally Board clearly so it is available to arriving emergency services staff.

OVERVIEW OF BUILDING FIRE PROTECTION SYSTEMS

There are many types of fire safety systems and fire-fighting equipment available. The following are basic and most common systems.

NOTE: Your building may not have all of these currently installed, but other buildings you may visit for work or otherwise may e.g. – client's building, conference centres, hotels, training establishments, café's you have meetings in, malls, hospitals, schools etc.



FIRE CELL CONSTRUCTION:

The fire engineering design of each building determines what basic fire protection is in place and it starts with the walls and doors. These are often made of specific fire rated products to stop fire from spreading through a building.



FIRE DOORS / SMOKE STOP DOORS:

These doors stop fire / smoke from spreading throughout a building. They are not effective if wedged open.



SPRINKLER SYSTEM:

This is a pressurised water drenching system that self-activates at high temperatures to fight fire.

- Extinguish the fire with a deluge of water
- Activated when the liquid inside the glass bulb gets hot
- Only Sprinkler Heads around the fire will go off.
- Calls Emergency Services automatically

Note: A slow, smouldering fire will not necessarily activate a sprinkler system.



FIRE ALARM PANEL:

A Fire Alarm Panel shows information about the fire alarm activation. Depending on the type of alarm panel it can show the basic location of the fire alarm activation, and in some cases can also show what type of activation e.g. Sprinkler – Level 2, Smoke Detector – Zone 2 or Manual Call Point, Level 4.

- Will also show a basic map of the site.
- More complex systems will be explained to wardens in the Bi-Annual Fire Warden Training held on site (as/if required for those who will be expected to use it).



SMOKE DETECTOR:

Detects Smoke and activates the alarm to give warning of fire

- Warns you of possible danger so you can get out safely in time.
- Can also in some cases be connected to the monitoring systems of the fire or security alarm.



THERMAL DETECTOR:

Detects Heat at certain temperatures and activates the alarm to give warning of fire.

- Warns you of possible danger
- Activated when the metal disk in the centre gets hot (each has a set activation temperature)
- Usually Located in areas like kitchens and workshops where there is normally minor dust and smoke present



MANUAL ALARM CALL POINTS:

Available for use by anyone who finds fire or other danger to alert occupants of danger. Break Glass with solid object, or push plastic cover in, and switch on to activate.



WARNING: NOT ALL FIRE ALARMS ARE DIRECTLY CONNECTED TO EMERGENCY SERVICES



MAGNETIC HOLD OPEN DEVICES:

Holds open frequently used fire or smoke stop doors, which release on activation of the Fire Alarm to seal off one area from another and stop the spread of fire or smoke.



FIRE EXTINGUISHERS:

Only if you have activated the alarm, are trained, accompanied **and** it is safe to do so, should firefighting be attempted.



FIRE HOSE REELS:

Only if you have activated the alarm, are trained, accompanied **and** it is safe to do so, should firefighting be attempted.



FIRE BLANKET:

There is a fire blanket for smothering fires in all commercial kitchens and some private kitchens.

Only if you have activated the alarm, are trained, accompanied **and** it is safe to do so, should firefighting be attempted.



EXITS AND EXIT PATHWAYS:

Marked Exits are a part of the Building Code and are required to be maintained in accordance with that legislation. Marked Exits must remain clearly marked and cannot be locked, blocked or barred in any form. Any occupant regardless of legal right to be inside the building must be able to exit the building during a fire emergency without the use of keys, tools or other implements.



EMERGENCY LIGHTING:

This is not technically a fire system and these lights will not come on when the fire alarms activate. This system is designed to activate when the buildings power is interrupted to give enough light for occupants to evacuate safely.

- If there is a power failure, emergency lighting will activate to ensure you can see well enough to find your way out.
- This system has separate battery back-up power to illuminate for minimum of 30 minutes



LIFTS:

Lifts of older buildings will normally be connected to the Fire Alarm System and will either return to the ground and open doors or stop at nearest floor and open doors. Newer buildings have Lifts that will continue to operate, so please ensure all staff and occupants are aware they must use stairs - NOT to use lifts in the event of fire.

FIRE ACTION NOTICE – EXAMPLE ONLY

FIRE ACTION

IF YOU DISCOVER A FIRE:
OPERATE THE FIRE ALARM  & DIAL 111 
(OUTSIDE LINE MAY APPLY)

WHEN WARNED OF A FIRE:
FOLLOW THE NEAREST SAFE EXIT SIGNS  OR WARDEN INSTRUCTIONS

ASSEMBLE AT:
 FOOTPATH TO EITHER SIDE AND AWAY
FROM THE BUILDING AND VEHICLE ACCESS

- FIRE FIGHTING EQUIPMENT IS LOCATED IN EXIT PATHWAYS. THIS SHOULD ONLY BE USED IF YOU ARE TRAINED, ACCCOMPANIED, IT IS SAFE TO DO SO, AND THE FIRE ALARM HAS BEEN ACTIVATED
- DO NOT TAKE ITEMS KNOWN TO CAUSE HAZARDS IN EXIT PATHWAYS, FOR EXAMPLE: DRINKS, BAGS, BULKY OBJECTS ETC
- CLOSE DOORS BEHIND YOU. WALK, DO NOT RUN, TAKE VISITORS WITH YOU
- IF YOU REQUIRE ASSISTANCE TO EVACUATE, ENSURE WARDEN/MANAGEMENT ARE INFORMED

www.fsevac.co.nz

ROOM NOTICE – EXAMPLE ONLY

 **FIRE EMERGENCY ACTION** 

IF YOU DISCOVER A FIRE:

Activate nearest fire alarm  and dial 111 

IF YOU HEAR A FIRE ALARM:

Check your apartment is clear, switch off major appliances, leave lights on and close doors - do not lock.

→ **LEAVE** - walk, do not run to the nearest safe exit path. 

Stay out until instructed to return.
If you are unable to evacuate, call 111 - inform them of your address, apartment number and situation.

→ **ADVISE** Warden/Emergency Services whether your apartment is clear or not.

→ **PROCEED** to the Assembly Area: 

FOOTPATH TO EITHER SIDE AND AWAY FROM THE BUILDING – CLEAR OF VEHICLE ACCESS

 Only use extinguishers if you are trained, accompanied, the fire alarm has been activated and it is safe to do so.

 **SMOKE ALARM ACTIVATION** 

→ **IF YOUR SMOKE ALARM ACTIVATES:** Check for smell of smoke, visible smoke or visible flame

→ **IF YOU FIND FIRE** or cause for concern eg - smouldering electrical equipment or other, activate the fire alarm and evacuate following the instructions above.

→ **IF FALSE ALARM** eg - burnt toast or steam, press the reset button by your main door, open windows and clear the smoke by fanning it away with a newspaper, towel or similar.

- Do not open your main door - this may set off the entire building alarm.
- Do not tamper with smoke detectors - this will incur a system reset charge.

www.fsevac.co.nz

TALLY BOARD – EXAMPLE ONLY

DIAL 111 ... ASK FOR FIRE ... ADVISE ALARM IS RINGING AT:

18 CHAPMAN STREET, GREY LYNN, AUCKLAND

BUILDING NAME: MULTI-TENANCY

NEAREST SIDE STREET: NIXON STREET

APARTMENTS/AREAS (TICK IF CLEAR):								
G01 – OFFICE			RESIDENT'S LOUNGE					
101	102	103	104	105	106			
201	202	203	204	205	206			
301	302	303	304	305	306			
401	402	403	404	405	406			
501	502	503	504	505	506			
600			602					
<u>111 CALL MADE</u>								
ENSURE WARDENS ASSIST WITH: - CROWD CONTROL - TRAFFIC CONTROL - GUARD ENTRANCES								
HZ / DG	Insert Bulk DG & Haz info here							
ASSISTANCE								

AREAS AND WARDENS

AREA	WARDEN	DEPUTY
BUILDING WARDEN:	DESIGNATED BUILDING WARDEN OR 1 ST TENANT	
G01 - OFFICE	SENIOR STAFF MEMBER OR DELEGATED WARDEN	
RESIDENTS	RESIDENTS ARE RESPONSIBLE FOR THE CLEARANCE OF THEIR OWN APARTMENTS AND ENSURING THAT THE INFORMATION REACHES EMERGENCY SERVICES.	

STAFF REGISTER

STAFF MUST CONFIRM THEY HAVE READ AND UNDERSTOOD THIS PROCEDURE:

HAZARDOUS AND DANGEROUS GOODS

IF HAZARDOUS AND DANGEROUS GOODS ARE HELD ON SITE CERTIFICATES MSD SHEETS MUST BE AVAILABLE. PLEASE ENSURE A BASIC LIST OF THESE ITEMS IS LISTED ON THE TALLY BOARD OR ON THE LIST BELOW.

FIREFIGHTING EQUIPMENT AND ITS USE (IF INSTALLED OR PRIVATELY OWNED BY TENANT)

FIREFIGHTING SHOULD ONLY BE ATTEMPTED IF IT IS SAFE TO DO SO, YOU ARE TRAINED, ACCCOMPANIED, AND THE FIRE ALARM HAS BEEN ACTIVATED

NEVER PUT YOURSELF IN DANGER – YOUR FOCUS SHOULD BE ON EVACUATING THE BUILDING

The legislation that governs Hand Operated Firefighting Equipment (HOFFE) gives guidance on what buildings require HOFFE, what types, where it should be installed, and how it should be installed e.g. equipment such as Fire Hose Reels, Fire Extinguishers and Fire Blankets, how many units and the locations within buildings.

All first-aid firefighting equipment must have a label showing what type of fire it is safe to use the equipment on and how to operate it. They must also have a current service tag.

All occupants including staff members must familiarise themselves with the location and the safe use of the firefighting equipment in their building. You may not be trained to use it – but Emergency Services personnel are, and may ask its location. To assist in making a building fire safe, Emergency Services may require that suitable first aid firefighting equipment is installed.

A Fire Extinguisher should be used on small fires only. Fire is a chemical process that requires three elements to keep it burning, **fuel, heat and oxygen**. Remove any one of these three and the fire will go out. This sounds simple, but fire is dark, fast, hot and frightening. A small flame can turn into a large fire in seconds. Your actions must be quick and safe.

To determine if it is safe to use a Fire Extinguisher or Fire Hose Reel on a fire, consider:

- Is the fire small enough to be put out by a Fire Extinguisher?
- Is the Fire Extinguisher or Hose Reel suitable for extinguishing the class of fire?
- Will attempting to extinguish the fire endanger any person's life or safety?
- Is there unrestricted access to the fire?
- Will there be a quick and safe retreat possible at all times?

Before using an extinguisher or hose reel on a fire, ensure that:

- You know how to use the extinguisher. Train before an emergency arises.
- The Fire Alarm has been operated and people are evacuating the building. Use the nearest Fire Alarm Call Point.
- A "111" Call is made to Emergency Services (from a safe phone). Always call Emergency Services, even if you are sure the fire is out. Emergency Services would rather arrive to an extinguished fire than arrive to a fire that is out of control because they were not called early enough. Fire Fighting is a job best left to Fire Fighters; they have the training, the equipment (breathing apparatus) and the experience to deal with fire emergencies.
- You have somebody standing by as back up when you attempt to extinguish a fire using a Fire Extinguisher or Hose Reel. If a Hose Reel is to be used, have somebody to assist in running out the hose and turning on the tap when you are ready.

To operate a fire extinguisher:

- Make the Extinguisher ready for use by breaking the seal and/or removing the safety pin.
- Carry the Extinguisher to the fire. Remember to keep low to reduce the effect of heat and smoke.
- Aim the Extinguisher at the base of the flames from a safe starting distance. (Approx. 2 metres).
- Discharge the extinguisher in a sweeping motion across the base of the flames. Move closer as safety allows.
- Keep going until you have completely extinguished the fire, use the entire contents of the extinguisher.
- If the fire is not completely out when the extinguisher empties DO NOT try to find another extinguisher. Get out and stay out. Fire grows exponentially (extremely fast,) and will be at least 4 times its original size before you can return with another Extinguisher.
- Be aware that Extinguishers will only last for a very short time (seconds), and are for very small, low risk fires only.

If at any time the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately, closing doors into this area as you leave to contain the fire. **IMPORTANT: ALWAYS KEEP BETWEEN THE FIRE AND YOUR ESCAPE ROUTE.**

CLASSES OF FIRE

Fire is divided into four classes for the purposes of effective firefighting. The correct extinguisher must be used for each class of fire. This table shows how to identify the classes of fire and the most suitable type of extinguisher to use on that fire.

YES	NO	A Wood, Paper & Plastics	B Flammable & combustible liquids	C Flammable gases	E Energised electrical equipment	F Cooking oils and fats	NOTES
TYPE OF EXTINGUISHER							COMMENTS
Colour scheme Pre 1999	Post 1999						
							Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
							Dangerous if used on energized electrical equipment.
							Dangerous if used on energized electrical equipment.
							Special Powders are available specifically for various types of metal fires. AB(E) unit has different capabilities than B(E) unit. (Seek Expert Advice)
							Special Powders are available specifically for various types of metal fires. B(E) unit has different capabilities than AB(E) unit. (Seek Expert Advice)
							Generally not suitable for outdoor use.

MANAGEMENT RESPONSIBILITIES

Management must ensure proper maintenance routines are in place for all Firefighting Equipment and other Fire Safety Systems within the building to maintain compliance with current regulations (Building Act 2004, Building Act 1994, Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 and Fire and Emergency NZ Act 2017). All residents and staff should be made aware of the location of such and conditions of use.

YOUR SAFETY IS MOST IMPORTANT, NEVER PUT YOURSELF IN DANGER!

QUESTIONNAIRE FOR STAFF AND WARDENS

All Staff and regular occupants of the building should be familiar with basic Fire Safety Procedures and Wardens Duties.

Even if a staff member is not a designated 'Warden', there are many situations where an alarm may occur when the wardens may not be on site (holidays, early morning or late night, tea and lunch breaks, offsite meetings etc.) In this instance, the only staff member present may need to carry out the warden's duties.

Q1. If you discover a fire and see an extinguisher close by what should you do. (tick correct box)

- Close the door and activate the fire alarm
- Order someone else to use it
- Throw it at the fire
- Only use the extinguisher if the alarm has been activated, you are trained, accompanied, and it is safe to do so.

Q2. Match the correct extinguisher with the type of fire it can be used on (connect with lines)

Dry powder or co2	kitchen deep fryer
Water	wood & paper
Foam	electrical

Q3. When using an extinguisher, what steps should be taken? (Put in correct order – number them 1 to 4)

- Pull the pin
- Sweep
- Squeeze
- Aim at the base of the fire

Q4. Match the equipment picture to the name

Fire extinguisher	Manual call point	Smoke detector	Sprinkler
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Q5. What do you do if you find a fire? (put in correct order – number them 1 to 5)

- Evacuate
- Close any doors to that area
- Call 111
- Report to the building warden and tell them what you know.
- Activate the fire alarm

Q6. What information will be expected when you call 111? (tick correct)

- The name of the building and address you are at (including suburb and city)
- The colour of your hair
- Nearest side street or intersection
- Common place name (like opposite McDonald's Queen Street).

Q7. What should a Fire Warden do when the fire alarm sounds? (put in correct order – number them 1 to 6)

- Report all relevant information to the building warden
- Assist in keeping the front of the building clear for Emergency Services arrival
- Put on the warden's vest
- Direct occupants to the nearest exit
- Conduct a physical check of the area/floor
- Close doors, turn off lights & equipment

Q8. What is the most accurate way for a Fire Warden to account for the status of their area? (tick correct)

- Conduct head counts and roll calls outside the building
- Phone everyone in your office to see where they are
- Conduct a thorough systematic physical check of your area

Q9. A Fire Warden should assist the Building Warden with what tasks? (tick correct)

- Crowd control
- Traffic control
- Styling of evacuation vest
- Keeping the front of the building clear for arriving Emergency Services
- Guarding entrances
- Making coffee for the building warden
- Assisting people that require it

Q10. What is the Building Warden responsible for? (tick correct)

- Gathering information from fire wardens
- The colour of warden's vests
- Ensuring a 111 call is made
- Reporting information to Emergency Services incl: if anyone is still inside, who, where and why.
- Ensuring all areas get the all clear when advised by Emergency Services
- Reports and paperwork after the incident is complete

Q11. What are good fire safety housekeeping practices? (tick correct)

- Report any faulty electrical equipment
- Wedge open fire doors that are used a lot
- Dust electrical sockets and multi plugs
- Vacuum your office more
- Ensure exits and paths that lead to them are clear
- Keep the office clear of clutter by storing as much equipment in stairwells as possible - no one uses them anyway

OTHER EMERGENCIES

Earthquake

In the event of an earthquake, **STOP, TAKE COVER** (in a doorway, under a sturdy table or lying beside a solid structure) and **HOLD ON!** Be aware that tables, equipment and furniture will walk if the shaking is strong enough.

When shaking stops

- If a fire has started, extinguish if safe to do so.
- Check for electrical and gas hazards and turn off.
- Assist those nearest to you who may be injured.
- If your building is stable, do not go outside, the hazards out there may be worse, e.g. falling masonry and glass.
- Await instructions from your Building Warden, Emergency Team or Person in Charge.
- Be aware of possible aftershocks.

If an evacuation is initiated

- Keep together with your group.
- Proceed to a safe assembly point.
- Be highly alert for hazards outside, falling masonry, glass etc
- Keep calm and assist those who panic.
- Send reconnaissance teams to check routes to civil defence assembly centres.
- Follow the instructions of person(s) in charge.
- Listen to a radio for Civil Defence Instructions.

Do you know where your civil defence areas area? www.civildefence.govt.nz

Cyclones and severe storms

- Stay inside or take shelter.
- Close curtains
- Partially open windows on the sheltered side of the building (this may save the roof).
- Place tape across large panes of glass.

If an evacuation is initiated

- Turn off utilities at the mains
- Secure premises.
- Listen to your radio for further instructions

Bomb threat

Threat by Phone

If the threat is received via phone - do not panic, Listen carefully if possible, recording as many details as you can. When you can't keep them on the line any longer, call the police.

Suspicious Person(s) or Package

Bombs can be made to resemble anything, always treat suspicious persons or objects with utmost care.

- **DON'T TOUCH IT OR MOVE IT!** Inform your Building Warden. They will ring the police (preferably from a neighbouring premises or if available, a long range portable landline telephone – not a cell phone as electrical devices may activate the device). If you cannot locate your Building Warden immediately, make the call yourself, then follow the instructions given by the Police.
- Do not activate the Fire Alarm (some bombs are designed to detonate on the sounding of the alarm), electrical switches or use mobile phones.
- Evacuate the building **VERBALLY**. Your Fire Warden should delegate someone to go to the next area/floor to pass on these instructions, then initiate the evacuation in their area verbally. The Fire Wardens in each area should do the same.
- When evacuating the building leave doors and windows slightly open (reduces blast impact) and **take all personal items out** – if it is not an obvious piece of office equipment the bomb squad may blow it up.
- If another suspicious package is in your exit pathway – take alternate safe exit.
- Do not move cars.
- Allocate a new **random** but safe assembly point and move the evacuees to this point. In some cases terrorists have been known to place a secondary bomb in the known assembly points.
- Await the Police and Bomb Squad and do as instructed.

TRY TO REMAIN CALM

Medical emergency

In the event of a medical emergency or serious injury:

- Keep Calm – so you can assist.
- Call 111 (an outside line may be applicable) – Ask for an Ambulance, clearly describe your location and the nature of the injury.
- Clearly describe your location and the nature of the injury.
- Do not move the injured or affected unless they are in danger of further injury. Additional movement may aggravate the injury.
- Give First Aid until the arrival of an ambulance or qualified medical expert.

Electric shock

Turn off the power!

- Turn Power off if safe to do so.
- Delegate someone to call 111 (an outside line may be applicable) for an Ambulance.
- Start resuscitation immediately if breathing is not evident, and follow emergency services instructions given by phone.
- Leave the equipment as you found it and ensure no one has access to this area until it has been secured by emergency services.
- Ensure you clearly identify the faulty equipment / isolation switch as “UNSAFE”, while waiting for the service contractor to arrive.
- Notify your supervisor of the event.

Gas leak

If you discover a gas leak:

- Extinguish all flames, but do not switch on or off any electrical switch (this includes the fire alarm).
- Move away from the contaminated area.
- Initiate verbal evacuation, delegate someone to go to the next area/floor to pass instructions on to other wardens, who will do the same for their areas.
- Phone 111 from an area not affected by the gas leak, and follow emergency services instructions.
- Remove anyone overcome by fumes into fresh air. Initiate rescue breathing if necessary.
- **DO NOT USE ANY ELECTRICAL EQUIPMENT INCLUDING HAND HELD RADIO'S, CELL PHONE'S ETC.**

Hazardous substances - spills or leaks

In the event of a Hazardous substance spill or leak:

- Do not risk contact. Evacuate and Isolate the hazard (i.e. if possible, close doors between you and the hazard).
- Clear all people from the immediate area to a place of safety, upwind of the incident.
- If appropriate and SAFE TO DO SO activate the fire alarm and follow the normal evacuation procedure.
- Ensure no one is allowed to enter the contaminated area without approval and the appropriate protective equipment.
- Implement immediate control measures where/if possible. **Do not put anyone at risk of injury or inhalation of fumes.** Only Trained personnel may take necessary measures to contain the spill. This can include righting a container to reduce the impact of the incident.
- Notify Emergency Services of the incident – call 111 (an outside line may be applicable).
- Ensure Material Safety Data Sheets are available for the arriving Emergency Response Teams.

Chemical exposure

Refer to Material Safety Data Sheets

- Splashes with acids or alkaline – Wash off immediately with copious amounts of cold water.
- For swallowing fluids – do not induce vomiting! – seek medical attention immediately

Urgent Info – call National Poison Centre 0800 764 766

Armed hold up

In the event of an Armed Holdup:

- Do not argue with the offender
- Do exactly as the offender demands
- Try and remember an accurate description of the offender(s) and any vehicle's
- Report to police and Management when safe to do so.