

## PURPOSE

In accordance with Bay of Plenty District Health Board (BOPDHB) policy 5.2.2, fire evacuation procedures shall form part of a department or ward emergency response plan and will be outlined in the Emergency Flipcharts found in each area.

Additionally, fire evacuation procedures will be regularly tested to ensure the safe, expeditious and effective evacuation of staff and patients in the event of fire and the results of trial evacuations will be documented.

The owner of a building must have an evacuation scheme in place that has been approved by the New Zealand Fire Service (NZFS) in accordance with Section 21C of the Fire Service Act 1975.

## STANDARDS TO BE MET

### 1. Actual Evacuation

- 1.1 It is recognised that the evacuation of patients in hospitals, especially non-ambulatory ones, to the outside of buildings is not practical. Therefore the evacuation of patients will generally be from 1 fire cell to an adjacent fire cell on the same floor. This is referred to as the next horizontal evacuation point. If it is not safe to evacuate horizontally the next course of action is to evacuate to the next safe fire cell on the floor below. This is referred to as the next vertical evacuation point.
- 1.2 Upon hearing the fire alert or evacuation alarm and the associated voice messages, Fire Wardens will respond in accordance with the guidelines on the Evacuation Card contained in the Emergency Flipcharts or the fire action card sitting in the breast pocket of the fire warden jacket.
- 1.3 Patients will be evacuated via the most appropriate egress / escape route to the next safe fire cell in the following order of priority:
  - a) Patients in immediate danger
  - b) Patients close to danger
  - c) Mobile Patients
  - d) Non-mobile patients
- 1.4 All areas will have an external assembly point which shall have appropriate signage designating it as such.
- 1.5 The authority to order the evacuation of an area, apart from the immediate danger area, may be approved by one of the following:
  - a) Fire Warden for the area
  - b) NZFS Officer
  - c) Building Warden: Duty Nurse Manager for Tauranga and Whakatane hospitals.
- 1.6 A Fire Warden has the authority to evacuate in the absence of other authority.
- 1.7 A Site Fire Evacuation will be under the control of the Building Warden.

### 2. Trial Evacuation

- 2.1 Trial Fire Evacuations will be held not more than 6 months after any previous emergency or trial evacuation.
- 2.2 The Facilities Managers for Tauranga and Whakatane hospitals are responsible for managing and co-ordinating trial evacuations.

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- 2.3 Prior to the evacuation a list of buildings that will be evacuated and the times will be established. Within the main building one area to be evacuated will be identified and a convenient date and time will be agreed with them and the NZFS.
- 2.4 All areas affected by the evacuation will be notified directly by e-mail of the evacuation dates. Orderlies, Security and Telephony will also be advised so that the necessary planning can take place.
- 2.5 On the day of any trial fire evacuation the evacuation list will be faxed through to the NZFS Communications Centre. If the evacuation is less than or greater than 10 minutes of the scheduled time, the NZFS and Telephony must be notified of the change. This is facilitated by the BOPDHB's authorised agent.
- 2.6 The trial evacuation will be conducted in liaison with the NZFS and BOPDHB's nominated fire services contractor. All fire alarm systems will be isolated from the NZFS to prevent unnecessary callouts.
- 2.7 The Facilities Managers at Tauranga and Whakatane Hospitals will complete an Evacuation Report for each building which will include the time taken to complete the evacuation and any recommendations arising from it.
- 2.8 It is the responsibility of the Facilities Managers to ensure that any follow up actions arising from the evacuation are completed, including additional training for Fire Wardens if deemed necessary. The Facilities Managers will always debrief other Fire Wardens after a Trial Evacuation.
- 2.9 The NZFS will be sent a copy of all Evacuation Reports.

### 3. Training

- 3.1 All Fire Warden training will include evacuation procedures, management of means of escape, duties during an evacuation and the evacuation of disabled persons. Any training requirements identified as a result of an actual or trial evacuation will be delivered at subsequent monthly training sessions and relayed to existing Wardens.

### 4. Records

- 4.1 A Fire Evacuation Report will be completed for each building evacuated during a Trial Evacuation. A report will also be completed following any unplanned evacuations. A Fire Evacuation Report is deemed to be a Vital Record as per BOPDHB Property Services protocol PS.G5.9 Filing and Storage of Records and as such the electronic version will be tagged as such in Sharepoint (BOPDHB document management system) and the hard copy will be held in the FM Offices with the appropriately labelled folder.
- 4.2 A copy of all Evacuation Reports will also be sent to the NZFS.

### 5. Roles And Responsibilities

Roles	Responsibilities
<b>Building Warden (Duty Nurse Manager)</b>	<ul style="list-style-type: none"> <li>• Control of site until NZFS arrive and take control</li> <li>• Co-ordination of an actual evacuation.</li> <li>• Gather information from Fire Wardens about status of each affected area.</li> <li>• Control of the site until the NZFS arrive</li> <li>• Brief the NZFS on the situation when they arrive</li> <li>• Meet the NZFS upon their arrival on site during an actual evacuation and assist them as necessary.</li> </ul>

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**FIRE SAFETY**  
**PROTOCOL**

<b>Roles</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Provide information support to the NZFS</li> <li>• Co-ordination of the Area Fire Wardens, instructing them to prepare for and evacuate as directed by the NZFS.</li> </ul>
<b>Area Fire Warden</b>	<ul style="list-style-type: none"> <li>• Respond to fire alert and fire evacuation alarms and the associated voice messages in accordance with the action guidelines set out on the Evacuation Card for their area.</li> <li>• Reporting fire and evacuation updates to the Building Warden.</li> <li>• Evacuating zone as directed by fire alarm / Building Warden or as deemed necessary.</li> <li>• Use of fire extinguisher if safe and trained to do so.</li> <li>• Do not contact the Building Warden unnecessarily.</li> <li>• Please remember the Building Warden will be extremely busy handling the situation.</li> </ul>
<b>Deputy Fire Warden or Floor Warden</b>	<ul style="list-style-type: none"> <li>• Taking over the duties of the Fire Warden for an area when they are not available.</li> <li>• Assisting the Fire Warden during an actual or trial evacuation as necessary.</li> </ul>
<b>Site Engineer, Building Services, Tauranga</b>	<ul style="list-style-type: none"> <li>• Management and co-ordination of trial evacuations at Tauranga Hospital and other BOPDHB owned properties in the Tauranga area, including liaison with the NZFS.</li> <li>• Debriefing Fire Wardens following a Trial Evacuation.</li> <li>• Ensure the completion of an Evacuation Report for each building during a Trial Evacuation.</li> <li>• Send a copy of the Trial Evacuation Reports to the NZFS.</li> <li>• Assist the Building Warden during an Actual Evacuation if possible and if requested to do so.</li> <li>• Liaise with the Building Warden following an Actual Evacuation so that an Evacuation Report can be completed and sent to the NZFS.</li> </ul>
<b>Facilities Manager, Whakatane</b>	<ul style="list-style-type: none"> <li>• Management and co-ordination of trial evacuations at Whakatane Hospital and other BOPDHB owned properties in the Whakatane and Eastern BOP area, including liaison with the NZFS.</li> <li>• Debriefing Fire Wardens following a trial evacuation.</li> <li>• Ensure the completion of an Evacuation Report for each building during a trial evacuation.</li> <li>• Send a copy of the trial evacuation Reports to the NZFS.</li> <li>• Assist the Building Warden during an actual evacuation if possible and if requested to do so.</li> <li>• Liaise with the Building Warden following an actual evacuation so that an Evacuation Report can be sent to the NZFS.</li> </ul>
<b>Nominated Fire Alarm Contractor</b>	<ul style="list-style-type: none"> <li>• Assist BOPDHB during a trial evacuation with the safe activation of alarms to prevent accidental callouts.</li> <li>• Providing information to the Property Services on – call staff member on the fire event.</li> <li>• Resetting the fire alarm panel in the following an actual or false alarm event as directed by the NZFS.</li> </ul>

<b>Roles</b>	<b>Responsibilities</b>
<b>Security</b>	<ul style="list-style-type: none"> <li>• 1 person should remain with the Building Warden for the duration of the event to help assist, remainder of personnel to go to the site of the alarm to investigate the first knock of fire.</li> <li>• Investigate first knock and assess risk</li> <li>• Report status to Building Warden.</li> <li>• If identified as a false alarm and confirmed with Building Warden, reset alarm under Building Warden's direction.</li> <li>• Support the Building Warden through providing secondary communications around the hospital.</li> <li>• If directed, support hospital staff in evacuating people</li> <li>• If directed, restrict entry to designated areas.</li> <li>• If directed, provide crowd control at assembly point.</li> </ul>
<b>BOPDHB Authorised Agent</b>	<ul style="list-style-type: none"> <li>• Liaison with NZ Fire Service in preparation for Trial Evacuations.</li> <li>• Provide assistance and technical advice during Trial Evacuations.</li> <li>• Provide report to Property Services post Trial Evacuations.</li> </ul>
<b>NZ Fire Service</b>	<ul style="list-style-type: none"> <li>• Report to the main fire panel to be briefed by the Building Warden and Property Services.</li> <li>• Extinguish Fire</li> <li>• Control of hospital site</li> <li>• Oversee evacuations</li> <li>• Issue an all clear to the Building Warden and Property Services on – call staff member</li> </ul>
<b>Telephony</b>	<ul style="list-style-type: none"> <li>• Contact NZFS on confirmation of fire</li> <li>• Provide communication around the hospital as needed</li> <li>• Contact people on the call-list</li> </ul>
<b>Orderlies</b>	<ul style="list-style-type: none"> <li>• Support fire wardens during evacuation</li> </ul>

## REFERENCES

- Fire Safety and Evacuation of Buildings Regulations 2006
- Fire and Emergency Evacuation, NZ Fire Service
- Fire Service Act 1975
- [Health and Safety at Work Act 2015](#) and [Regulations 2016](#)

## ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.2.2 Fire Safety
- Bay of Plenty District Health Board policy 5.2.2 protocol 0 Fire Safety Standards
- Bay of Plenty District Health Board policy 5.2.2 protocol 2 Fire - Warden Register and Training
- Bay of Plenty District Health Board policy 5.2.2 protocol 3 Fire - Portable Fire Fighting Equipment
- Fire Evacuation Report – Compliance Checklist
- Evacuation Cards – Fire Wardens Action Guidelines

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