

Purpose: To ensure all staff are aware of what do to in the event of a staged evacuation.

Procedure: **Chief Fire Warden (Red Vest)**
The Chief Fire Warden is a person appointed in Wairau Hospital. As Churchill is connected to the Wairau Hospital Fire Safety Systems, we follow their direction when instructed to do so.

If the alarm is localised to Churchill Hospital and/or Specialist Centre the trained fire wardens in Churchill will assume these responsibilities unless directed otherwise.

When an alarm is raised the Chief Warden is instructed to:

1. Put on the Chief Fire Wardens identification located at the Remote Display Unit (RDU) and proceed to the appointed staff assembly point at the main fire panel located at the main entrance to oversee the evacuation.
2. Direct staff to investigate the area indicated and report back to you on the state of the alarm (e.g. fire or no fire)
3. Delegate someone to make an 8888 call to the switchboard and have them advise you when this has been done.
4. Receive reports from the floor Wardens and record which areas are cleared.
5. Meet and liaise with the Fire Service upon their arrival.
6. Use a relevant Floor Warden or staff member to direct other visitors to the correct assembly area and control access to the building as required.

Floor Warden/s (Fluro Vest)

When an alarm is sounding, the Floor Wardens are instructed to:

1. Put on the Floor Wardens identification located at the RDUs and report to the appointed staff assembly point at the main fire panel located at the main entrance for instructions from the Chief Fire Warden.
2. Investigate the area indicated by the Chief Fire Warden. If fire is present, operate the nearest Manual Call point and direct all **visitors** in this area to evacuate the building via the nearest **safe** fire exit and report to the Final assembly point. Evacuate the **clients** to the next safe fire evacuation zone as indicated on the floor plan displayed.
3. Search their area thoroughly, checking toilets and other enclosed areas
4. Watch for occupants with disabilities that may require assistance and appoint an adequate person or persons to assist as necessary to locate to a safe place in the adjacent evacuation zone.
5. When effected zone is clear, report to the Chief Fire Warden on the state of the evacuation.
6. Evacuate to the Final Assembly Point if instructed by the

Chief Fire Warden or Fire Service personnel.

7. Note and report the location and reason of anyone missing or remaining in the building.
8. Assist the Chief Fire Warden in any other duties.

Alarm Systems The fire alarm will sound automatically if it is triggered by smoke or heat. It will also sound if a manual call point is operated.

Evacuate Tone If a manual call point (MCP) or sprinkler is operated the alarm will sound in the “Evacuate” tone (whoop whoop) within the effected zone and staff are instructed to follow the staged evacuation procedure (notices in each zone).

In unaffected zones the alarm will sound in the “Alert” tone. The fire service is alerted by the operation of a MCP or Sprinkler however an 8888 call should always be made as well.

Total Evacuation
(evacuate tone throughout the building) Should the Chief Fire Warden or the fire service determine that the whole building is to be evacuated, the “Evacuate” switch (located on each RDU and the main fire panel) is to be activated by inserting the Bulgin key (attached to the Chief wardens vest) and switching to the on position.

Staff are instructed to evacuate everyone to the Final Assembly Point on hearing.

Alert Tone If a smoke detector is activated the alarm will sound in the “Alert” tone (Beep Beep) throughout the building and staff are instructed to check the nearest RDU for the location of the activated smoke detector.

- All occupants are warned to be on standby to evacuate to an internal place of safety as directed by staff. If no fire is present after a thorough check, the Chief Fire Warden resets the system at the RDU.

Reset instructions The Chief Fire Warden is responsible for resetting a smoke alarm activation. This procedure is to be followed.

1. After a thorough check has been carried out and the Chief Fire Warden is satisfied there is not threat of fire;
2. Press and hold the “Local Reset” button located on the RDU for 3-5 sec.
3. If the alarm continues to sound, repeat step 2.
4. Should the alarm continue to sound, follow the “Evacuate” instructions.

If fire is present Staff member(s) operate a manual call point, calls 8888(or delegates) and begin the evacuation of the effected zone.
If you discover a fire:

- Warn other occupants nearby and remove anyone in immediate danger.
- Operate a manual call point (MCP) to activate the “Evacuate” fire alarm tone.

- Dial 8888 or delegate.
- Start the evacuation process.

If you are warned of a fire:

- Report to the staff assembly point at the RDU in zone 2
- Follow the instructions of the Chief Warden.

8888 Calls The nearest resource for help in the event of an evacuation is the adjoining Wairau Hospital. The 8888 number is a priority line to the Nelson Marlborough District Health Board switchboard operators.

- Give details of your location and the nature of the emergency.
- The switch board operators will organise help to be dispatched to your location and call 111

- 111 calls**
- Tell the fire service the nature of the emergency
 - The building name
 - Street number
 - Street name
 - Nearest intersection or cross street.
 - Town and suburb

Occupants with Disabilities If for any reason occupants with disabilities cannot evacuate from the affected fire zone to the next zone, they are to be left in the passageway as close to the fire doors as practical.

The Chief Fire Warden is to be informed immediately of:

- The number and location of persons left in the zone.

Note: The Churchill Private Hospital Trust evacuation plan was approved by the New Zealand Fire Service on 22nd March 2013. Full details of the evacuation plan are located under protocols and policies / emergency planning on the J: Drive.

References:

ACHS EQulP6 Guide 2016:

Standard 1.1 Criteria 1.1.1, 1.1.2, 1.1.5

Standard 1.2 Criteria 1.2.1, 1.2.2

Standard 1.3 Criteria 1.3.1

Standard 2.1 Criterion 2.1.2

Standard 3.1 Criterion 3.1.1

Standard 3.2 Criterion 3.2.1, 3.2.4

NZS8134.1:2008 Health & Disability Service Standard 1.4.7