

## PURPOSE

In accordance with Bay of Plenty District Health Board (BOPDHB) policy 5.2.2, Fire Safety, Fire Evacuation procedures shall form part of a departments / wards emergency response plan to ensure the safe, expeditious and efficient evacuation of staff and patients in the event of fire. The role of a Fire Warden is to act in an emergency situation, recognise and take action to initiate evacuations and carry out initial fire suppression duties until the New Zealand Fire Service arrives.

The objective of the Fire Warden Register is to ensure that accurate, up to date records are kept of trained staff and to ensure that a sufficient number of Fire Wardens exist throughout all building on the Tauranga and Whakatane hospital sites and other BOPDHB owned / operated properties.

The objective of Fire Warden Training is to enable employees to act in an emergency situation and play an effective role in ensuring the safety of themselves and others.

## STANDARDS TO BE MET

### 1. Procedure

- 1.1 The Building Warden for both the Tauranga and Whakatane Hospital sites is the Duty Manager. The Building Warden will be supported during an actual evacuation by the Fire Wardens, Property Services on call staff and Security. The Facilities Managers, Building and Grounds at Tauranga Hospital and the Facilities Manager at Whakatane Hospital will also support the Fire Wardens if able and requested to do so.
- 1.2 Each area, building, floor, ward or fire cell will have a Fire Warden and at least one (1) Deputy Warden as a back-up to take over the Warden's role in their absence. In clinical areas the Senior Nurse on duty is the Fire Warden. Fire Wardens will be identified by a high visibility vest with "Floor Warden" printed on them.

### 2. Training

- 2.1 Fire Warden and Extinguisher training is arranged and provided by the Property Services Department, at present these training sessions are conducted on a quarterly basis, or as required. Separate specialised Advanced Fire training sessions will be conducted for Building Warden (Duty Manager), Property Services on call staff, NZFS and Whare Maiangi staff. The actual training on the use of Hand Operated Fire Fighting Equipment is provided by a trained outside instructor using a Fire Simulator, these training sessions will be provided to designated staff only, Building Warden, Security, Property Services on call staff, Fire Wardens and Orderlies.
- 2.2 Refresher training for Fire Wardens is required by the BOPDHB every Two years. The training currently provided to Fire Wardens will be regularly reviewed to ensure that it remains relevant for the BOPDHB requirements.
- 2.3 At present the fire training that Wardens receive is in accordance with the "Evacuation of Building Regulation 2006". All fire warden and evacuation training is conducted in accordance with the approved evacuation schemes. The content of the Fire Extinguisher training is in accordance with NZQA unit standard 3271.

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### 3. Records

- 3.1 The Fire Warden Register for the BOPDHB is held by Property Services and is updated on a monthly basis. A copy is also held by Employee Health & Safety. The Fire Warden Register is deemed to be a Vital Record as per BOPDHB Property Services protocol PS G5.9 Filing and Storage of Records and ads such the electronic version will be tagged as such in Docman (BOPDHB document management system) and the hard copy will be held in the FM Offices with the appropriately labelled folder.
- 3.2 Employee Health & Safety will provide Property Services with a list of attendees at each month's Wardens training so that the Register can be immediately updated.
- 3.3 The Fire Warden Register will highlight where an existing Wardens refresher training is either overdue or due to expire in the next three (3) months so that arrangements can be made for a refresher to take place. It will also highlight where additional Floor Wardens may be required in a particular area so that arrangements can be made for additional Wardens to be found working the manager(s) of the area where the shortfall exists.

### 4. Roles And Responsibilities

<b>Roles</b>	<b>Responsibilities</b>
<b>Building Warden</b>	<ul style="list-style-type: none"> <li>Control of site until NZFS arrive and take control</li> <li>Co-ordination of the Fire warden's, instructing them to prepare for and evacuate as directed By the NZFS</li> <li>Gather information around the fire</li> <li>Brief the NZFS on the situation when they arrive.</li> <li>Provide information support to the NZFS</li> <li>Put on Site Warden Identification.</li> </ul>
<b>Fire Warden</b>	<ul style="list-style-type: none"> <li>Put on Fire Warden Identification.</li> <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 areas.</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 relevant</li> <li>Report to the Facilities Managers during a Trial Evacuation.</li> </ul>
<b>Deputy Fire Warden</b>	<ul style="list-style-type: none"> <li>Cover the Fire Wardens duties for an area in their absence.</li> <li>Assisting the Fire Warden during an actual or trial evacuation as necessary.</li> </ul>
<b>Site Engineer Building Services</b>	<ul style="list-style-type: none"> <li>Ensure the Warden Register is kept up to date and that any gaps in Fire Warden cover are identified and filled.</li> <li>Inform Fire Wardens and Employee Health &amp; Safety when refresher training is overdue or due in the next 3 months, so that the refresher training may be booked in.</li> <li>Assist the Building Warden during an Actual evacuation at Tauranga Hospital if ale and requested to do so.</li> <li>Regularly review the training provided to Fire Wardens.</li> </ul>

<b>Roles</b>	<b>Responsibilities</b>
<b>Facilities Manager, Whakatane.</b>	<ul style="list-style-type: none"> <li>• Ensure the Warden Register is kept up to date and that any gaps in Fire Warden cover are identified and filled.</li> <li>• Inform Floor Wardens and Employee Health &amp; Safety when refresher training is overdue, or due in the next three (3) months, so that refresher training may be booked in.</li> <li>• Assist the Building Warden during an Actual Evacuation at Whakatane Hospital if able and requested to do so.</li> </ul>
<b>Employee Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Provide the monthly training and provided property Services with the monthly list of attendees.</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 event of a false alarm or as directed by the NZFS</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• One 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 Building Warden, will reset alarm.</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>Property services on-call staff</b>	<ul style="list-style-type: none"> <li>• Report to fire panel to support the Building Warden with any technical information required.</li> <li>• On arrival of the NZFS, report directly to the NZFS staff.</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 Chief Fire 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.</li> </ul>
<b>Telephony</b>	<ul style="list-style-type: none"> <li>• Contact NZFS on confirmation of fire</li> <li>• Provide communications 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
- [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 1 Fire – Trial and Actual Site Evacuation Procedures
- Bay of Plenty District Health Board policy 5.2.2 protocol 3 Fire - Portable Fire Fighting Equipment

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