

FIRE SAFETY
PROTOCOL

OBJECTIVE

To ensure fire safety regulatory requirements are met, and that procedures are in place and tested which meet those requirements.

STANDARDS TO BE MET

1. All facilities that we occupy or use must have a current building warrant of fitness, where applicable
2. All Bay of Plenty District Health Board (BOPDHB) facilities must comply with the Fire Safety Evacuation of Buildings Regulations 1992.
3. Inspection, testing and maintenance of fire detection and extinguishing systems must be undertaken in accordance with the Building Act and audited by an IQP.
4. All flammable and combustible products must be labelled and stored appropriately to reduce the risk of fire (refer to BOPDHB policy 5.1.11 Hazardous Substances Management).
5. The approved fire Evacuation Procedure will be display on the wall to meet the requirements of the Building Act
6. Fire evacuation procedures will be regularly tested as required under the Building Act to ensure the safe evacuation of staff and patients in the event of fire and results documented, at a minimum frequency of 2 times per year.
7. Fire evacuation procedures shall form part of a departments / wards emergency response plan.

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 1 Fire – Trial and Actual Site Evacuation Procedures
- 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
- Bay of Plenty District Health Board policy 5.1.11 Hazardous Substances Management
- Fire Evacuation Report – Compliance Checklist
- Evacuation Cards – Fire Wardens Action Guidelines

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