



## **EMERGENCY PROCEDURES**

**FOR**

# **MANAWA HEALTH RESEARCH & EDUCATION FACILITY 276 ANTIGUA STREET CHRISTCHURCH**

**PREPARED BY:**



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FIRSTINSAFETY



## FIRE EVACUATION SCHEME

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| <p style="text-align: center;"><b>PURPOSE OF SCHEME</b></p>   | <p>To comply with Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.</p> <p>We promote the method and practice that will ensure the systematic and orderly evacuation of all parts of the building by the nearest safe means of exit in the least possible time.</p> <p>To ensure that all Wardens are appointed throughout the building and are fully acquainted with their duties. Wardens will be trained in Fire Evacuation and encouraged to attend additional training in Fire extinguisher training, First Aid and Civil Defence.</p> <p><b>The Tenants of MANAWA, Health Research &amp; Education Facility, 276 Antigua Street are to ensure that all new and current staff have a copy of this document and are made aware of the evacuation instructions / scheme during their induction / review to the work place / when new to the building.</b></p> |
| <p style="text-align: center;"><b>PERSONNEL</b></p>   | <p>Personnel responsible for carrying out the instructions and procedures in this manual are designated as follows:</p> <ul style="list-style-type: none"> <li>• <b>CHIEF WARDEN</b></li> <li>• <b>DEPUTY CHIEF WARDEN</b></li> <li>• <b>AREA / SEARCH WARDENS</b></li> </ul>  |
| <p style="text-align: center;"><b>ACTION TO BE TAKEN IF YOU DISCOVER A FIRE</b></p>  | <ol style="list-style-type: none"> <li>1. Sound the alarm by using any of the alarm call points which are located in this building (this will activate the alarms throughout the building).</li> <li>2. On the sounding of the alarms a call is to be made to Fire and Emergency NZ by dialling “111” ask for the “Fire Service”. Then confirm the address <b>(MANAWA, HEALTH RESEARCH &amp; EDUCATION FACILITY, 276 ANTIGUA STREET, CHRISTCHURCH)</b> and the nature of the emergency. <b>The call should be made clear of the building once you are evacuated where possible.</b></li> <li>3. If you can give any further information about the type of fire and its precise location within the building then do so.</li> <li>4. Evacuate the building.</li> <li>5. Fire extinguishers should only be used if you are trained to use them and no personal risks are taken.</li> </ol>                                     |
| <p style="text-align: center;"><b>IF ALARMS ARE ACTIVATED!</b></p>  | <p><b>Upon hearing the <u>continuous</u> sound of the fire alarm, all occupants will:</b></p> <p>Leave the building immediately. (As you leave close all doors behind you.)</p> <p>If a Warden gives an instruction to evacuate the building, then all occupants must do so even if the alarms cannot be heard.</p> <p>Follow all fire exit signs and/or directions from your warden.</p> <ul style="list-style-type: none"> <li>▪ <b>DO NOT</b> Carry drinks or food during an evacuation (if spilt this may cause an accident and delay the evacuation).</li> <li>▪ <b>DO NOT</b> Use lifts during an evacuation under any circumstances.</li> <li>▪ <b>DO NOT</b> Return to the building for any reason until the Chief Warden / Fire Service indicates that it is safe to do so.</li> </ul>  |
| <p style="text-align: center;"><b>PERSONS REQUIRING ASSISTANCE</b></p>               | <p>A register identifying persons requiring assistance is held in the Evacuation Clearance Board (See Chief Warden). All Wardens who have persons that may require assistance are to advise the Chief Warden. The register identifies regular users of the building and the form of assistance required in each case and the persons assigned to assist.</p> <p>Staff must advise wardens when they have visitors requiring assistance that could affect the evacuation of the building.</p>   |

## WARDENS DUTIES

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| <b>CHIEF WARDEN</b>                               | <p>The Chief Warden is charged with co-ordinating the activities of the Area Wardens and ensuring that clearance reports are received from all areas following the evacuation. The Chief Warden will liaise in turn with the Senior Fire Officer or Civil Defence Officer co-ordinating emergency services. Wardens are to follow Chief Warden and Senior Fire Officers' instructions.</p> <p><b><u>The Chief Warden will upon the sounding of the fire alarms:</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Ensure Fire and Emergency NZ has been called dial "111" (From a Safe Area) and advise them alarms are sounding and confirm name and address of the building (MANAWA, HEALTH RESEARCH &amp; EDUCATION FACILITY, 276 ANTIGUA STREET, CHRISTCHURCH) "You may also assign a suitable staff member".</b></li> <li>▪ <b>Collect the Evacuation Clearance Board and the HI Viz Chief Wardens Vest then proceed to the Fire Alarm panel, which is located at Tuam St central exits.</b></li> <li>▪ <b>Appoint Wardens to monitor Antigua Street entrances to building / driveway.</b></li> <li>▪ <b>Wait near Alarm Panel and receive evacuation clearance reports from all Wardens.</b></li> <li>▪ <b>Meet the Fire Service to report clearance of all areas.</b></li> </ul>   |
| <b>AREA WARDEN DUTIES</b>                         | <p>Each Warden is required to direct, enforce and have full charge of evacuating all personnel located within their assigned area during the period of an emergency or trial evacuation.</p> <p>Wardens are to advise the Chief Warden of any persons requiring assistance working within the building. Wardens are to assign persons to assist persons requiring assistance, and Wardens will discuss evacuation procedures with these occupants.</p> <p style="text-align: center;"><b>On the sounding of the Fire Alarm</b></p> <ul style="list-style-type: none"> <li>➤ Ensure Warden Identification (armband) is worn</li> <li>➤ Check all areas in your assigned search areas</li> <li>➤ Keep people moving steadily to avoid panic</li> <li>➤ Ensure that after the evacuation all internal doors are closed and lights are on</li> <li>➤ Report to Chief Warden on Tuam Street near the Fire Alarm Panel</li> </ul>   |
| <b>FLOOR CLEARANCE &amp; REPORTING PROCEDURES</b> | <p>Wardens will ensure that their floor / area's are completely evacuated by checking all rooms and enclosed areas. The Warden should start checking the floor from the furthest point on the floor working systematically toward the exit, or the point closest to the fire working toward the exit.</p> <p>Evacuation of persons requiring assistance should only be made when safe to do so, i.e. after the floors above have been vacated. Persons requiring assistance will initially be escorted to a gathering place handy to stairs e.g. a smoke stop lobby or stair landing. When stairwell is clear the persons requiring assistance will then be assisted from the building to the safe assembly area clear of the building by persons assigned to assist.</p> <p>The persons assigned to assist must remain with that person until the emergency is over.</p> <p>When the Wardens have determined that their area is completely evacuated and any persons requiring assistance are accounted for, they will leave via the nearest fire exit.</p> <p><b>"THEN REPORT TO THE CHIEF WARDEN" on Tuam Street by Fire Alarm Panel</b></p> <p>All Wardens must report area clearance to the Chief Warden. The Evacuation Clearance Report must then be adjusted to show clearance or otherwise.</p> <p><i>Wardens are to ensure that all doors are closed following evacuation and lights are left on.</i></p> |

## EARTHQUAKE EMERGENCY PROCEDURES

1. Remain in the building - it is safer.
2. Move away from windows and any equipment/ furniture which may be dangerous if it falls over.
3. Take immediate shelter under solid furniture such as tables or desks.
4. Keep calm and assist those who panic.
5. If an evacuation order is given, follow the fire evacuation procedures.
6. Follow the instructions from Wardens.

## YOUR BUILDINGS SAFETY EQUIPMENT

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|---|---|
| <p><b>MANUAL FIRE ALARMS</b></p> <p><b>BREAK GLASS &amp; CALL 111</b></p>                      | <p><b>SMOKE DETECTORS</b></p>  |
|   | <p><b>SPRINKLERS</b></p>       |
| <p><b>YOUR BUILDING HAS PORTABLE FIRE EXTINGUISHERS<br/>KNOW THEIR LOCATION * LEARN HOW TO USE THEM<br/>FIRE EXTINGUISHERS ONLY BE USED IF NO PERSONAL RISKS ARE TAKEN!</b></p> |   |

### MANAGEMENT OF MEANS OF ESCAPE

**Checks of the means of escape will be undertaken at regular intervals to ensure that:**

- a) They are kept clear of obstacles at all times;
- b) Exit doors are not locked, barred or blocked so as to prevent occupants from leaving the building when the building is occupied;
- c) Smoke control and fire stop doors are not kept open by methods other than hold open devices that comply with the Building Code;
- d) Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate
- e) Flammable cleaning liquid or material or any other like flammable liquid or material shall not be stored near or within any part of the building used as a means of escape from fire, and shall be in non combustible containers with close fitting lids.

**YOUR EVACUATION CLEARANCE BOARD IS LOCATED:**

**WITH THE CHIEF WARDEN**

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|---|--|--|
| <p><b>WARDENS IN YOUR BUILDING WILL BE WEARING:</b></p> | <p><b>WARDENS ARM BANDS</b></p>  | <p><b>CHIEF WARDEN HI VIZ VEST</b></p>  |
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### ASSEMBLY AREA

**OXFORD TERRACE GRASSED AREA BY AVON RIVER**

## **BOMB THREAT AND EXPLOSIVES - EMERGENCY PROCEDURES**

When a Bomb Threat call is received there is no alternative but to treat it as a potential danger.

### **ACTION TO BE TAKEN WHEN A TELEPHONE CALL IS RECEIVED IN RESPECT TO BOMB THREAT**

1. Make use of the prepared Bomb Threat Checklist located at the back of this manual. Although the majority of Bomb threat calls are hoaxes, each call must be treated as genuine until confirmed otherwise. Following a Bomb Threat, the Police and Chief Warden must be advised immediately. **DO NOT SET OFF THE FIRE ALARMS AS THIS MAY DETONATE THE BOMB**
2. It is the decision of the Police to determine what action is to be taken. If a search of the premises or part thereof is required, it is better carried out by the occupants and wardens. The Police or Chief Warden will instruct Wardens on what action is to be taken.
3. Assessment of a call and the information divulged by the caller may influence what action management takes, police advice and assistance will still be required. Specific details from the caller, about the make-up of the organisation and personalities therein, will add credence to the threat. If, however, the caller is vague and does not give specific details about the premises, layout, people, etc, then the possibility of a device being present is reduced but cannot be discounted.
4. Remain calm during the conversation.
5. Keep the caller talking as long as possible but do not interrupt. If possible pay attention to any background sound which may give an indication as to where the call is coming from.

Any answers to these questions could give an indication as to whether or not this is a hoax, and as much of this information as possible should be passed on to the Police or Chief Warden.

## **DISCOVERY OF UNUSUAL OBJECTS**

### **ACTION TO TAKE ON DISCOVERY OF ANY UNUSUAL OBJECT:**

- 1 When a suspicious object is found the Chief Warden should be notified as for Bomb Threat.
- 2 Suspicious items received through the mail should preferably be left where they may have been delivered, but if circumstances dictate, they may be gently moved and isolated in a secure area. However, objects which have been discovered or left by an unknown person should definitely not be touched.
- 3 **THE OBJECT MUST NOT BE TOUCHED OR TAMPERED WITH**
- 4 Following a room or area being evacuated, secure and prevent access. This does not mean locking doors, etc., unless absolutely necessary, but ensuring that personnel who may be oblivious to the emergency cannot enter the danger area.
- 5 Experience has shown that explosive devices can be made to resemble almost anything. It is wise, therefore, to treat any suspicious object found in an unusual place with utmost of care.
- 6 The Police will determine what action is to be taken.
- 7 Remain calm and inform only those "who need to know".

**DON'T TOUCH IT-- DON'T MOVE IT**  
**RING THE CHIEF WARDEN AND/OR THE POLICE**

### **SPECIAL NOTE - STAFF PROCEDURES**

**WARDENS ARE TO ACT ON INSTRUCTIONS GIVEN BY EITHER THE CHIEF WARDEN, POLICE OR FIRE SERVICE.**

**EVACUATION WOULD BE BY WORD OF MOUTH AND THE MANUAL ALARM WILL NOT SOUND**