


Ngā Rau Rākau Fire Procedures

MHAPPM/8961

Approved by:	General Manager – Mental Health & Addiction	First Issued:	August 2016	
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Purpose

The purpose of this document to outline the expected responsibilities and procedures Ngā Rau Rākau staff are required to adhere to in relation to fire safety and evacuation. This is to ensure clear responsibility for Fire Safety Management is identified. It is Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay legislative, business and moral obligation to have an effective procedure in place.

This document is to be used in conjunction with MHAPPM/8953 – [Mental Health and Addiction Group Policy](#) which outlines the shared vision and expectations for the direction, values, principles, attitudes and ways of working to deliver a values based service

Principles

All Te Whatu Ora, Te Matau a Māui Hawke’s Bay documents are based on and link back to our values; **He Kauanuanu** (respect), **Ākina** (improvement), **Raranga Te Tira** (partnership) and **Tauwhiro** (care), and are detailed so all persons are provided with clear information on the way they are expected to practice and undertake tasks.

Scope

All Ngā Rau Rākau Service staff.

Definitions

Refer to the Mental Health Service Definitions Glossary [\\FS3\share\Public\All Users\MHS Policy review\DEFINITIONS FOR WORDS AND TERMS IN USE WITHIN THE MENTAL HEALTH SERVICE.docx](#).

Roles and Responsibilities

Role	Responsibility
Building Warden	The Building Warden holds responsibility for the co-ordination of the fire evacuation for the building. Identified security staff on duty are delegated to this role.
Floor Wardens	Floor Wardens are appointed in each unit or area. They are responsible for safely evacuating a floor or area of a building. The identified Shift Coordinator on duty is delegated to this role.
Ngā Rau Rākau staff	Are aware and understand the fire procedure and expected roles and responsibilities. All staff will be trained as appropriate, to their level of fire safety responsibility within the facility.

Alarm Information

- Smoke Detection Alarm does not connect to the Fire Department
- Sprinkler or wall mounted Fire Alarm activation automatically connect to Fire Department
- Ngā Rau Rākau has seven (7) fire cells which provide up to 60 minutes protection therefore reducing the need for complete evacuation.
- Any detection of smoke particles will activate a warning alarm in the nurse station, staff room and reception area. Smoke detectors trigger a red strobe light on the ceiling of the affected area which instigates closure of the smoke stop doors. The building warden is automatically notified of any activation of the system.
- Staff are to check the “Mimic” panel in either the nurse’s station, staff room or the reception area which will indicate the location and zone of the activation.

Procedures

No Fire Detected/Obvious Source of Smoke

- 1 Area to be ventilated until smoke has cleared.
- 2 Alarm will automatically reset after approximately 1 minute of clear air.
- 3 Failing this a joint decision is to be made between building and floor warden to silence the alarm.
- 4 Chubb will automatically be contacted and are required to attend to reset the system.

No Fire Detected/No Smoke Detected

- 1 Security and nursing staff to check area thoroughly.
- 2 Joint decision is to be made between building and floor warden to silence the alarm.
- 3 Chubb will automatically be contacted and will investigate source of alarm e.g. fault and reset system.

No Fire Detected/Smoke Detected but Unknown Source:

- 1 Nursing staff to check area thoroughly and if unable to locate source of smoke activate the manual fire call point.
- 2 Evacuation process outlined below is to be followed at this point.

Fire Detected/Obvious Source of Smoke:

- 1 Staff to activate wall mounted fire alarms if sprinklers have not activated.
- 2 Fire alarms will only activate via sprinkler head or manual fire call point.
- 3 Sprinkler or wall alarm activation automatically goes through to the fire Department.
- 4 If appropriate staff to attempt to put out the fire, utilising fire extinguishers.
- 5 Evacuation Procedure to be followed at this point.

Evacuation

- 1 Due to the nature of the environment a full evacuation may not be required with the first option being use of the fire cells within the building.
- 2 Staff are to ensure that all tāngata whaiora and staff move out of the affected area and into the nearest fire cell.
- 3 Once everyone has been accounted for both staff and tāngata whaiora will then proceed into the next adjacent fire cell providing one clear fire cell between them and the affected area.
- 4 If a full evacuation is required tāngata whaiora are to be taken to the nearest evacuation point.
- 5 Puketea tāngata whaiora, if not directly affected, will remain on the ward until direction given by Fire Department to evacuate.
- 6 Staff are to monitor all tāngata whaiora and ensure that all are present and accounted for on the fire board.

Assembly Points

- Roadside beyond the Kowhai courtyard
- Car park in front of the main reception
- Car park by Child Development unit.

For further information please refer to the Fire Procedures in the Emergency Procedures Manual:

TMMHB/EPM/003 - [Fire Response Procedures - Hawke's Bay Regional Hospital](#)

TMMHB/EPM/010 - [Fire Safety and Response Procedures](#)

TMMHB/EPM/001 - [Fire Safety Management Policy](#)

Measurable Outcomes

Fire Safety Audits

Successful trial evacuations

All staff are aware of appropriate Fire Safety, Management and Procedure documents

Related Documents

MHAPPM/8953 – [Mental Health and Addiction Group Policy](#)

TMMHB/EPM/003 - [Fire Response Procedures - Hawke's Bay Regional Hospital](#)

TMMHB/EPM/010 - [Fire Safety and Response Procedures](#)

TMMHB/EPM/001 - [Fire Safety Management Policy](#)

References

No references

Keywords

Evacuation
Fire
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Safety

***For further information please contact the Clinical Nurse Manager –
Mental Health Intensive Services***