

Healthcare Help

Supporting Health Providers

Module 2

Resources for Fire Warden Refresher Training

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Introduction

This training shows what to do if you find fire.

People might panic. . . . People could get hurt!

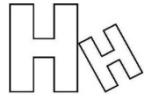
Trained people can HELP:

- reduce panic,
- contain fire &
- reduce HARM to people.



Natural Born
Firefighter

Legal Responsibilities & References



Fire & Health & Safety Laws require us to provide employees with good fire instruction and training:

- The Fire Safety & Evacuation of Buildings Regulations 2006
- Evacuation Schemes (section 21) of the Fire Service Act 1975

Emergency plans are required under the HSE Amendment Act 2002 for:

- EMPLOYERS: Duty of the Employer Section 12 (1) a
- SUPERVISORY STAFF in control of a place of work
- Owner or lessee of buildings
- Staff, Contractor and Visitors (must be aware of emergency plans)

Safety in the Home [including your own Home] is just as important.

Saving money: ACC gives discount to employers with robust fire plans & good Health & Safety Management Systems [WSMP]

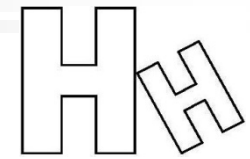
When Do We Need an Evacuation Plan?

- If a 100 or more people gather in a common venue
- **If you have more than 10 employees**
- If you store Dangerous Goods like diesel or other fuels
- **Accommodation for more than 5 people**
[Boarding house or hotel / motel / residential care]
- May help attain ACC discounted levies [WSMP]
- If in doubt ask the Fire Service

NB: If any of the above statements arise then you will need an evacuation plan.

Essentials of an Evacuation Plan

1. Some way of warning people of a fire and to evacuate
2. Highly visual notices showing the evacuation plan and assembly points
3. Fire wardens :
 - To dial 111 for help.
 - To get everyone out safely
 - To gather them together safely
 - To fight the fire BUT only if it is safe to do so
 - Tell firemen **who is out and what kind of fire it is and where**



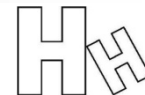
NZ Fire Service Approved Evacuation Plan

Précis of Requirements: Notification of 6 monthly training emailed to local fire service:

1. Raise the alarm: smoke / wired to station alarm / telephone
2. Evacuation points – cell to cell before full evacuation outside
3. Signage: in good locations & easily understood
4. Fire warden responsibility : Sound alarm / get people to safety / roll call / report to fire department / keep people safe until all clear.
5. Training Program: all new inductees & 6 monthly thereafter:
 - ◇ Keep yourself safe
 - ◇ Get help – ring 111
 - ◇ Getting everyone out safely / disability registers/ shutting doors behind you.
 - ◇ Counting people
 - ◇ Keep them with you – no going back
 - ◇ Fight the fire BUT only if it is safe to do so
 - ◇ Telling firemen **who is out / lost / what kind of fire / where**
 - ◇ Regular training & mock evacuation training
6. Trial Evacuations: Well recorded with corrective actions as needed
7. Sprinklers: Heat activated in each room incorporated in the plan.
8. Other Fire Fighting Equipment: hose reels & fire extinguishers
9. Explanation to visitors & residents & their families how, when & where to evacuate & the assistance that staff have been trained to provide.
10. Endorsement of the building by the Fire Department

Training Program Fire Warden Refresher Training

[all staff need to attend]



KNOWING THE BUILDING: If the building has Fire Cells, staff need to be clear about where they are.

- A Floor Map as a poster is GREAT as an induction Tool
- It really helps to have **each Fire Cell outlined in colour on the MAP**
- Laminated & posted on the wall as a quick reference
- A copy is used for new inductees to walk around the building locating emergency exits, alarm points and evacuation routes.
- This is the start point of each refresher training [asking where the Fire Cells are]
- Everyone needs to be clear on where the external evacuation point is.
- Everyone needs to be clear the location of escape routes on all levels [and this may be dependant upon where the fire is].

AWARENESS & PREVENTION: Ask staff where they think the areas of greatest risk for fire are?

- [kitchen / laundry / build up of cardboard or paper for rubbish collection / any smoking related activity by staff, resident or visitor].

SMOKING RULES:

- Review policy. Are people obeying policy? Are residents smoking in bedrooms. Cigarette smouldering in bed has It really helps to have **each Fire Cell outlined in colour on the MAP**

UNDERSTANDING ALARMS:

- Discussion about alarms wired directly to Fire Department [In event of fire dial 111 regardless]
- Alarms that staff activate to warn people [FIRE DEPARTMENT WILL STILL NEED TO BE RUNG]
- Smoke activated Alarms [Early warning devices]
- The sprinkler system & what activates it [and how] – mark heat activated system in all rooms on the Evacuation Map

EVACUATION PLANNING [should be collaborative with staff]

- Identification of the Fire Warden / s during a fire evacuation by high visibility jacket / arm band or hat [where these are kept]
- Discuss & decide routes that are safest between cells [may be dependant upon fire location] [discuss scenarios]
- In the event of total evacuation staff need to know how to get everyone to “YOUR AGREED EXTERNAL EVACUATION POINT”
- For **each floor / area** of the Home **ON EACH SHIFT** staff need to know **WHO** will lead the evacuation.

DISABILITY REGISTERS

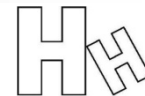
- List anyone who needs assistance to get out of the building [keep this list current]
- Staff need to know who to evacuate first [most able] & how to minimise harm [method and equipment needed e.g. wheelchair]
- Trial evacuations are essential [these need to be conducted with care but as quickly as possible and include residents – from one cell to another reveals staff competency]

Fire Warden Evacuation Guideline:

- ◇ Dial 111
- ◇ Say **FIRE** & where e.g.
City / Suburb / Street / number
- ◇ Help people move to next cell or out of the building
- ◇ Roll call residents
- ◇ Keep safe & supervised
- ◇ Find missing people but **ONLY IF IT IS SAFE** to do so.
- ◇ Help injured people
- ◇ Advise the Fire Service about the fire and if everyone is out
- ◇ Take instruction from the Fire Department
- ◇ Keep staff and public clear of emergency services
- ◇ The Fire Department will give the all clear at the end
- ◇ Debriefing

Fire Warden Refresher Training & Trial Evacuations

all staff need to attend & local fire service must be notified of the training plus its outcomes / what we learned]



Untimed Trial Evacuation: Rushing residents may cause falls or distress.

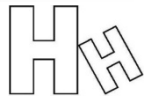
The Fire Department requires confirmation that Trial Evacuations have considered essential points. In this way Fire Evacuation Schemes remain robust.

Points to consider & to improve on:

- | | | |
|--|---|---|
| ➤ Did staff check for the location of the fire on the Fire Board [if this was required]? | Y | N |
| ➤ Was everyone evacuated safely & efficiently [most able first . . . to least able]? | Y | N |
| ➤ Was the alarm volume sufficient to be heard in all areas [Too loud may distress] | Y | N |
| ➤ Was the Fire Department 111 call made correctly | Y | N |
| ➤ Did Fire & smoke stop close / did staff close doors behind? | Y | N |
| ➤ Where people evacuating others organised and familiar with the drill? | Y | N |
| ➤ Were enough wheelchairs available / were they easily located? | Y | N |
| ➤ Did the Fire Warden / s wear their high vis identification | Y | N |
| ➤ Was the Building Assistance Register / List of Residents used? Was it up to date? | Y | N |
| ➤ Are evacuation maps and signs clear and easy to understand? | Y | N |
| ➤ Did people know where to evacuate to [next cell / external point] | Y | N |
| ➤ Was fire fighting equipment conveniently located where needed | Y | N |
| ➤ Has it been checked regularly / is it adequate to the task / opportunity for practice? | Y | N |
| ➤ Are smoke alarms well positioned & fully functional? | Y | N |
| ➤ Building Warrant of Fitness [if required] needs to be current. | | |
| ➤ Use of Fire Fighting Equipment [extinguishers, hose reels & fire blankets] | | |

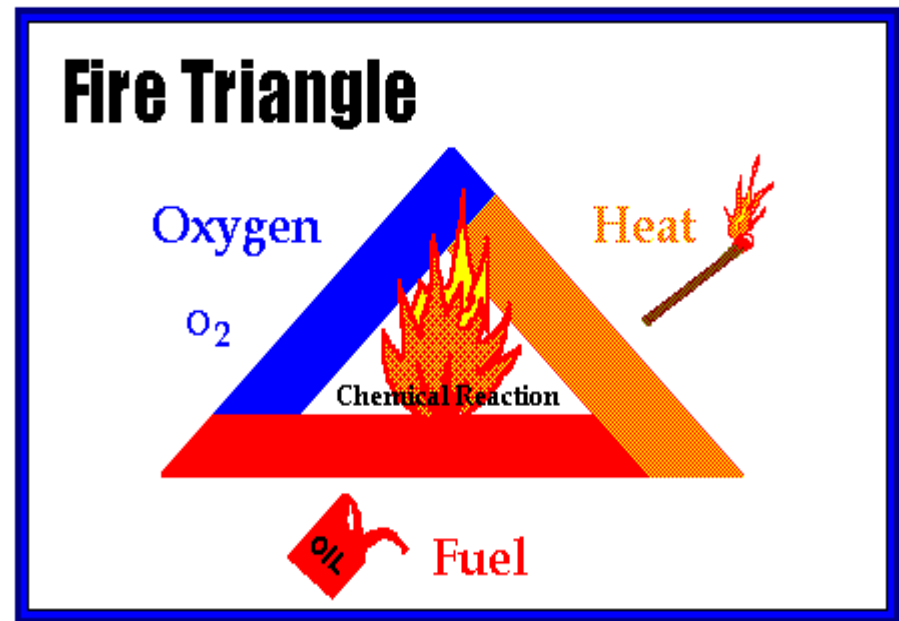
Evacuations are usually conducted by day, but it is well worth 'practising' evacuation when staffing levels are at their lowest.

Fire Triangle



We need 3 things, at the same time, to make fire:

1. Oxygen
2. Enough heat to ignite
3. Some sort of fuel



Fire extinguishers put out fire by taking away one or more elements of the fire triangle.

Fire Extinguishers

Alfa Bravo Charlie



Ordinary
Combustibles

For ordinary materials:
burning paper, lumber,
cardboard, plastics etc.



Flammable
Liquids

Liquid based or will splatter.
For grease, fat or oil, petrol
or kerosine.

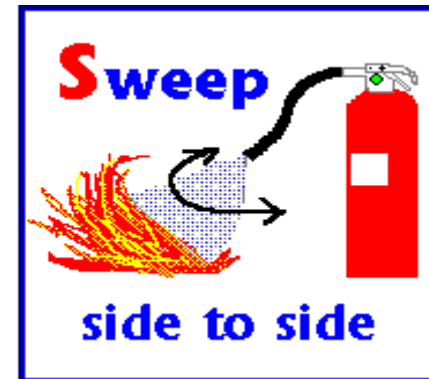
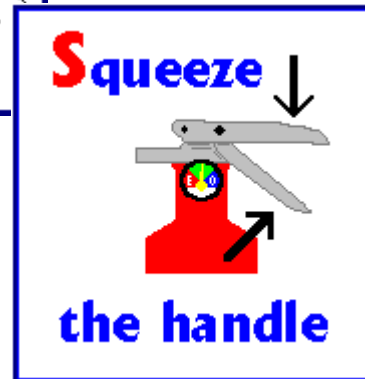
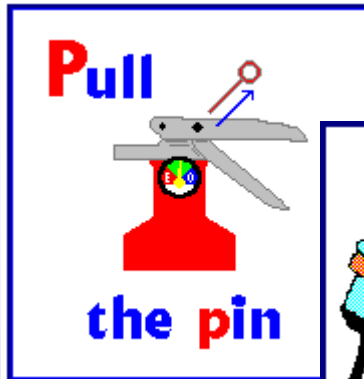
- ◇ Needs to coat or smother the fire.



Electrical
Equipment

Electrical: appliances, power
switches or power tools.

PULL AIM SQUEEZE & SWEEP



Aim at the base of the fire.

- ◇ Sweep from side to side until the fire is completely out.
- ◇ Start using the extinguisher from a safe distance away.
- ◇ Move forward.
- ◇ Once the fire is out, watch in case it re-ignites.

Fire Fighting:

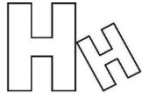
- Know what is burning.
- Only fight fire in the early stages
- Use appropriate extinguisher

Do not fight the fire if:

- You are alone
- You don't have adequate equipment.
- If you do not know what is burning
- If the fire is out of control already
- If there are large amounts of [toxic] smoke
- If there is a danger of explosion – near accelerants
- If your instincts tell you not to.

Always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire.

THE END



Essential links:

www.fire.org.nz

www.fireprotection.org.nz

For assessments of knowledge:

For more training Programs:

www.hh.net.nz