

Principles and Procedures:

Emergency Management

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Section A – Principles and Procedures

1. Legislative Requirements

- a) Wintec is required by the "Fire Safety and Evacuation of Buildings Regulations 1992", to have an evacuation procedure for every building. Relevant sections of the Regulations include:

Clause 4

- The means of escape from fire to the assembly point shall be maintained by the owner as detailed in Clause 11 of the Model Evacuation Procedure below.

Clause 5

- The owner of every building shall provide a procedure for the safe, expeditious, and efficient evacuation of the occupants of the building from the scene of a fire, in the event of fire emergency requiring evacuation, to a predetermined assembly point or assembly points so that all building occupants can be accounted for.
- The owner shall ensure that all the information is readily available to all building occupants of the building as to the evacuation procedure, including the fire exit routes, the fire alarm signals, and (where provided) the firefighting equipment for use by building occupants.
- The owner shall fix signs and notices in appropriate places in the building, which clearly indicate the evacuation procedure and fire exits.
- Where any building is used in whole or part as the premises of a hotel, motel, halls of residence, boarding house, guesthouse, or other premises for public accommodation, or as premises for educational purposes, all staff employed in respect of those premises shall be trained to assist other occupants to evacuate in accordance with the evacuation procedure for that building.
- Every tenant of the building shall follow the evacuation procedure as notified by the owner pursuant to this regulation, and shall ensure full compliance with that procedure by persons who utilise or occupy floor space leased by that tenant.

Part II of the Regulations requires certain types of buildings, depending on whether they have an approved sprinkler system, or not, to have the evacuation procedure approved by the NZ Fire Service as an Evacuation Scheme.

- b) The Health and Safety in Employment Act 1992 and Amendments 2002 (the Act) has a requirement in Clause 12 (a) and 14 (b), for the Employer to provide information on:

“What to do if an emergency arises while the employee is doing work.....” and every employer shall ensure that all employees have the opportunity to be fully involved in

“Dealing with or reacting to emergencies or imminent dangers”

2. Emergency Evacuation Procedure

a) The Evacuation Procedure, and all associated signs, shall for all buildings, be in the format detailed below as the "Model Evacuation Procedure", unless a variation or addition has been approved by the Properties Mana

b) Objective

The objective of the Emergency Evacuation Procedure is to ensure the safety of all people who may be endangered by any emergency that occurs in the building or at work. This will be achieved by their orderly evacuation to the designated assembly area with appointed Wardens and emergency response team being responsible for ensuring the building has been cleared of all people.

c) Alarm Systems

In the majority of buildings an audible alarm system, activated automatically or from manual points, exists to advise the occupants to evacuate the building.

d) Assembly Areas

An assembly area/s, is designated as appropriate for each building. The location of assembly areas is indicated on the evacuation instructions in every building. All people evacuating a building should assemble, and remain at, the assembly area until the all clear is received from the Fire Service via the Building Warden. If for any reason the assembly area is in a position of danger, people should be moved to the nearest safe location by the Warden in Charge and on the advice of the emergency response team i.e. Fire Service.

e) Wardens

- A Building Warden and Deputy and Floor Wardens and Deputies are appointed for each building.
- Building Wardens are identified by wearing a white cap displaying the words “fire warden” in red.
- Floor Wardens are identified in the same manner.
- The Wardens’ duties are detailed in later sections of this procedure.
- If the warden is to be absent from the building for longer than a day they shall notify their deputy. Deputy Wardens shall ensure the wardens' duties are being carried out every time the alarm sounds.

- Outside normal work hours, when wardens are not present, any person in a building shall evacuate by the nearest Exit and report to the alarm panel. They shall inform the Fire Service that the building has not been searched.

f) **Duties of Building Wardens**

When the Building Warden is going to be absent from the building for more than one day, they will notify the Deputy Warden to ensure the duties are covered. The Deputy Warden will proceed to the building evacuation board every time the evacuation alarm sounds to ensure that this function is being completed.

The Building Warden will carry out the following duties whenever the evacuation alarm sounds:

- Ensure the Fire Service has been notified by a 1- 111 telephone call.
- Don the Building Wardens cap and with the Building Wardens instructions, move to the location of the Fire Panel for the building. Ensure all the floors on the building are evacuated.
- Receive and record reports from floor Wardens on the current status of the evacuation from their area.
- Reassign floor wardens to prevent access at other entry points.
- On arrival of Fire Service, pass on information on incident and progress of evacuation.
- Follow instructions of Senior Fire Service Officer and act as Liaison between Fire Service and Wintec staff.
- When Fire Service give approval for re occupation of the building, or individual floors, pass this to Floor Wardens.

g) **Duties of Floor Wardens**

The prime concern of each Floor Warden is the safe evacuation of all people on the floor. To be able to do this effectively, every Floor Warden must be familiar with the layout of the floor and the location of all exits. When the evacuation alarm sounds the Floor Wardens duties are to:

- Don the Floor Wardens' hat.
- Check the area including toilets, offices, etc., and ensure all people have evacuated. Do not try to account for individuals; just make sure everybody has left the floor. If there is a fire or other danger, start from that point and move to the exits.
- Shut down any equipment but **DO NOT** turn off the lights.

- As you leave, close all doors, but do not lock them. Do not worry about windows - leave them as they are.
- If any person refuses to leave the building, do not argue as this is a waste of time. A staff member or Floor Warden should note the name or room number of the person and report these to the Building Warden.
- If considered safe, delegate a trained person to endeavour to control the spread of any fire by using the hose reels or extinguishers.
- Ensure any disabled person is being assisted.
- When all people have been cleared from the floor, proceed to the location of the building evacuation board and inform the Building Warden:
 - (i) That the floor has, or has not been completely evacuated.
 - (ii) The location of any persons left on the floor.
 - (iii) Any information on the fire or other danger.
- Follow the instructions of the Building Warden. If not required for other duties, proceed to the assembly point until told to return to the building by the Building Warden.
- When a Floor Warden is going to be absent from the building for more than one day, they will notify their deputy to ensure the duties are covered. When the evacuation alarm sounds, the Deputy Warden shall contact the Floor Warden to ensure they have commenced their duties. If no contact can be made the Deputy Warden will commence to carry out the duties of the Floor Warden.

h) Evacuation Instruction Notices

The standard evacuation notice is to be displayed in or at:

- Every alarm point
- Public, student, and Staff common areas
- Cafeterias, tea rooms, kitchens, and dining areas
- Reception areas
- Every room or unit where sleeping facilities are provided
- Lift entries

i) Exits

Exits are indicated by signs in every building and all exit doors must be able to be opened without the use of keys at all times, and exit paths kept free of obstructions.

j) **Smoke Stop Doors**

Under no circumstances must smoke stop doors be wedged open. Any breach should be reported immediately to the Building Warden, or property services manager.

k) **Fire Fighting Equipment**

Hose reels and extinguishers are installed to enable staff to extinguish any small fire. They are to be used only by trained staff if it is possible to do so without risk of injury or being overcome by smoke.

l) **Communications**

- Any person who becomes aware of any emergency incident where a building evacuation is required should raise the alarm by operating the nearest alarm point and report, or arrange to have reported, the incident reported to the Fire Service using the 111 emergency system. If other emergency services are required they are also to be notified by using the 111 emergency phone system. The caller must clearly state the Building name, street address including suburb and City, and the nature of the emergency (fire, bells ringing, etc.)
- Where possible, the person reporting the incident should notify their Floor Warden of the details of the emergency and when exiting the building notify the Building Warden who will be positioned near the Fire Indicator panel.
- After ensuring the evacuation of their area of responsibility, the Floor Warden will give updated details of the emergency to the Building Warden at the same time as reporting on the evacuation.
- The Building Warden should ensure that a 1- 111 call is made to the Fire Service to confirm they have received notification of the incident.

m) **Emergency Medical Treatment**

- Any person who discovers an incapacitated occupant of the building will stay with the person and give assistance if it is possible to do so without placing him or herself in danger. Arrange for another person to notify the Floor Warden of the problem and to seek first aid assistance from the Building Warden.
- If the incapacitated person is in immediate danger from the emergency, seek assistance from other people to move the person to a place of safety. If it is not possible to move the person, the helpers are to leave the building and report the location of the incapacitated person to the Building Warden.

n) **People with Disabilities**

- A register is kept of the location and assistance required by any person with a disability normally occupying the building. A copy of the Register shall be kept in the Building Warden's instructions.
- If a person with a disability is discovered while evacuating the building such person is to be asked if they require assistance. With the help of others if necessary, provide the assistance required. Stay with the person until reaching the assembly point.
- If it is not possible, due to the immediate danger from the emergency, to stay with the person, move the person to the nearest smoke free lobby, leave the building and report the person's position to the Building Warden.
- Do not block exits or hold up other people while evacuating a person with a disability.

3. **Administration of Emergency Scheme**

The Facilities Manager is responsible for the administration of the evacuation procedure for all buildings including:

- 3.1 Obtaining approval for evacuation schemes as required by the Fire Safety and Evacuation of Buildings Regulations.
- 3.2 Confirming the appointment of the Building Wardens, Floor Wardens.
- 3.3 The training of selected staff in the operation of the Emergency Evacuation procedure and trial evacuation procedure for all staff.
- 3.4 Preparation and regular updating of a register for disabled people for every building.
- 3.5 Completion and recording of trial evacuations for every building.
- 3.6 Regular checks of the means of escape to ensure that they are kept clear of obstacles at all times. Security should notify service maintenance in the event of obstacles to emergency exits or exits.
- 3.7 Exit doors are not locked - during normal hours - barred, or blocked so as to prevent occupants from leaving a building when the building is occupied. Doors should be able to be unlocked from the inside outside normal hours to allow for safe exiting.
- 3.8 Smoke control and fire stop doors are not held open by methods other than the hold-open devices that comply with the Building Code.

- 3.9 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.
- 3.10 Means of escape and when stored in any building, are in non combustible Flammable and other hazardous materials are not stored near, or in, any containers with close fitting lids
- The maintenance and monthly testing of evacuation alarms.
 - The provision and maintenance of Exit and assembly point signs and evacuation notices.
 - At the completion of every incident, conduct a debrief to establish if the evacuation was satisfactorily or if amendments to the procedure or building facilities, are required.

4. Employee Instructions

- For the purposes of this procedure all students are considered to be visitors to every building.
- At the commencement of every term, or every course if it does not involve a full term, the staff member conducting the first lecture of each group of students, will ensure that all students are informed of the location of evacuation notices, all exits, and the assembly point for the lecture facilities being used.
- Any staff member responsible for the use of any Wintec building by people other than staff or students will ensure that the users are aware of the evacuation procedure for the building and that if no staff are to be present, that a person undertakes the warden's duties.
- When the evacuation alarm sounds, any staff member responsible for students or other visitors to the Institute will ensure they evacuate the building by the nearest exit.
- If any person refuses to leave the building, do not argue as this wastes time. A staff member or Floor Warden should note the name or room number of the person and report these to the Building Warden.
- Staff not responsible for any group of students or visitors, and without wardens' duties, will assist where possible to ensure the effective evacuation of their building.
- Maintenance staff in Plant rooms or other areas to which zone wardens do not have access to search, shall evacuate when the alarm sounds, and report to the Building Warden that the areas are clear of occupants

5. Building Occupant Instructions

For the purposes of this procedure, a building occupant is any person in Wintec building. If a building occupant discovers a fire or other emergency incident that could endanger people, they will:

- Initiate the evacuation scheme by operating the nearest alarm point.
- Report, or arrange to have reported, the incident by dialling 1-111 on the nearest phone. Give details of the building name, street address, suburb and city and brief details of the incident.
- Close down any process or machinery if possible to do so safely and with no delay.
- Leave immediately by the nearest exit. Move quickly but **DO NOT** run. Close doors but **DO NOT** turn off lights. **DO NOT** use any lift.
- Report to the designated assembly area. If for some reasons it is not possible to use the assembly area, move to a safe place.
- Do not enter the building when the evacuation alarm is sounding.
- Do not move back into any building until instructed to do so by the Building Warden.

6. Earthquakes

- It is usually safer to remain inside a building in all but a major earthquake. Move away from windows that may break or anything that may fall. Take shelter under solid furniture or in a doorway.
- Do not start evacuation until major shaking has stopped. When the evacuation alarm sounds, follow the normal evacuation procedure.
- Be aware of possible after shocks.
- Listen to a radio for Civil Defence instructions.

7. Gas Leak

If you smell gas:

- Extinguish all flames but do not switch off, or on, any electrical switch.
- Move away from the contaminated area.
- Do not activate the evacuation alarm. Initiate evacuation by giving verbal instructions to the occupants.

- Telephone the Fire Service by 111 from an area not affected by the gas leak. Follow the instructions of Emergency Services personnel.

8. Hazardous Substance Spillage

- Clear all people from the immediate area to a place of safety. If appropriate and safe to do so, activate the evacuation alarm and follow the normal procedure. Ensure nobody is allowed to enter the contaminated area without approval and the appropriate protective equipment.
- If it is possible to do so by not placing anybody at risk of injury or fumes, trained personnel may take necessary measures to contain the spill. This can include righting a container or blocking drains to stop the spread of the incident.
- Notify the Fire Service by 1- 111 of the incident. Follow the instructions of the Emergency Services and appropriate Wintec employees.

9. Bomb Threat

- When a bomb threat is received, or a suspicious object discovered, it must be treated as genuine until proven otherwise.
- Any receptionist receiving a bomb threat shall use the supplied Police Bomb Threat Checklist to obtain the maximum information for use by the Police. Staff receiving and distributing phone calls must keep a copy of the checklist at the telephone.
- Notify the Police by 1-111 and the Building Warden of the incident and evacuate the immediate area by giving verbal instructions.
- Do not operate the manual alarm points, electrical switches, or use a mobile telephone as this may activate the device.
- The Building Warden will determine what action to take and carry out searches of the building as required as they will be able to identify any suspicious object. Follow Police advice when assessing the information received and choosing the action to take.
- **DO NOT** touch or move any suspicious object. Treat unusual or suspicious objects as a bomb as they can be made to resemble almost anything. The Police will determine the action to take with the object.

10. Re Entry to Evacuated Building

- No people, other than Emergency Services personnel, are to enter the building when the evacuation alarm is sounding.

- No people are to enter the building until clearance to do so is granted by the Building Warden. Floor wardens may be used to control entry points to the building.
- The Fire Service will advise the Building Warden when it is safe to allow re-entry into a building. The Building Warden will advise the floor wardens at the assembly points that the occupants may enter the building and of any conditions relating to the re-entry. At times these may be for the removal of personal belongings only or of selected staff to assist with handling the emergency.

11. Training

The Facilities Manager is responsible for the administration of the evacuation procedure for all buildings including:

- The training of all Wardens in the operation of the Emergency Evacuation procedure and their responsibilities.
- Training will be on an annual basis and as new procedures are introduced.
- If a Warden resigns a new Warden will be nominated and training provided.
- The OSH Manager will cover Emergency Evacuation procedures for new employees at Induction.
- Specific training in the use of fire extinguishing equipment or materials will be included in the training.
- Training options should be available to staff involved in emergency preparedness.

12. Measures of Effectiveness

- Emergency procedures and information are made available to all Wintec Staff.
- Emergency Policy and procedures are updated on an annual basis or as changes to legislation occur.
- Training is provided to all staff on an annual basis and when those directly involved resign and a replacement is nominated.
- The Emergency policy and procedure achieves tertiary level in the annual ACC audit.
- The Emergency Evacuation procedures for Wintec meet legislative requirements.

13. Emergency Procedure Work Experience, Clinical Placement, Field Trips & Visits

- Reference should be made to Wintec’s Safety in Course Related Field Trips, Clinical and Work Experience AB6 –2/02, located on Wintec’s Policy Website.

14. Emergency Procedure Contacts

OSH Manager (Accidents): judy.Leyland@wintec.ac.nz

Wintec Health Centre: 8911

Security: Ext 9000

Fire/Ambulance: 1-111

Refer to Part A (Policy)