

A stylized graphic of a flame in white and dark blue, positioned on the left side of the image. The flame is composed of several teardrop-like shapes, with the largest one at the top and smaller ones below it. The background is split diagonally from the top-left to the bottom-right, with a dark blue upper-left section and a red lower-right section.

Fire Safety & Civil Defence Training

For Independent Residents at a Ryman Village
in New Zealand

Important to know...

- **How to activate the fire alarm**
- **What to do if the alarm goes off**
 - **Evacuation procedure**
 - **“Hush Button”**
- **How to reduce the risk of fire**



Activating the Fire Alarm

- If you see a fire or significant smoke, you can use a 'manual activation point'(aka break-glass) to set off the fire alarm.
- Break the clear front panel by pushing it, or strike with a hard object and flick the switch.
 - This will turn on the alarm so others are alerted to evacuate and it will summon the Fire Service.

Staff will usually do this but, if needed, please don't be afraid to use it.



Fire Safety Systems

- Smoke Detectors – will activate if they detect a certain level of particles – smoke, dust, steam etc.
- Hush Buttons – can silence an apartment smoke-only alarm for a fixed time period
- Sprinklers – will activate by heat (or if knocked)



What to do if the alarm goes off

Common-area alarm

If the alarm goes off in your building, follow your evacuation procedure and move immediately to the assembly point.

If you need assistance to evacuate, please make sure the Village Manager is aware of this as soon as your needs change.

Do not attempt to put out a fire.

- Do you know your evacuation route and an alternative?
- Do you know your assembly point?
- Refer to the Fire Notice on the apartment doors



What to do if the alarm goes off...

Apartment 'false-alarm' (smoke-only)

If only the alarm in your apartment or town house goes off and you can confirm there is no fire risk, push the 'hush' button to temporarily silence the alarm.

If there is no hush button, the alarm will turn off when the smoke is cleared. Staff will reset it under instruction from the Fire Technicians.

IMPORTANT: If it is safe to do so, turn off the heat-source and clear the smoke outside only, **not into the hallways.**

Smoke in the hallway sets off the building alarm, requiring all residents to evacuate.

If it's very smoky, evacuate the room and report to staff



What staff do if the alarm goes off

Common-Area alarm:

Evacuate immediately (follow the evacuation procedure) - staff will assist residents with mobility concerns to evacuate.

Apartment or Town House false-alarm:

Staff will call and/or attend to confirm whether you are OK and whether there is a fire risk.



Managing Fire Risk

Please be aware of fire risks including;

- **Kitchen:** Cooking - especially unattended
- **Apartments and Town Houses:** Heaters/appliances e.g. electric blankets
- **Basement/Workshop:** No petrol/flammable liquids to be stored in the basement, keep a tidy environment, take care with tools e.g. creating sparks.
- **Electric Vehicles:** Don't overcharge (unplug when you have an appropriate charge at charging station and trickle charger)

We can all help to maintain a safe village



The risk is real



Smouldering electric blanket
(NZ resident 2023)

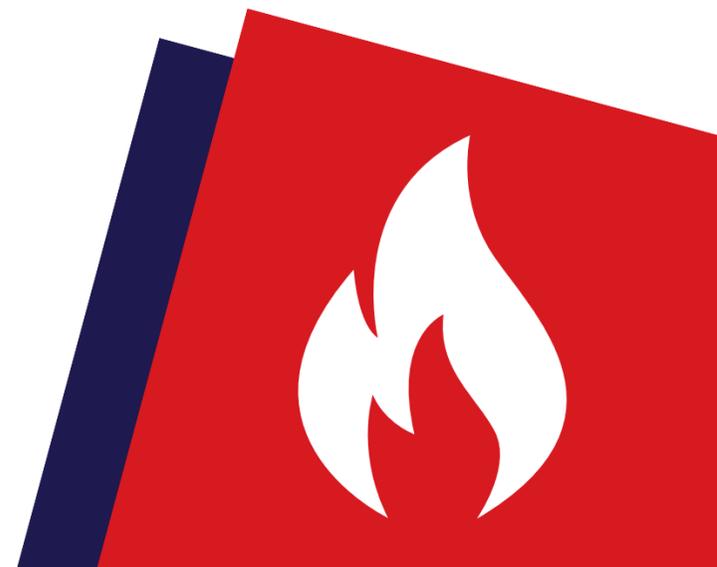


Several EV manufacturers have recalled their
vehicles due to the fire risk
(Not a Ryman resident fire)

Portable Gas Appliances

The use of portable gas appliances (such as BBQ's, pizza ovens and outdoor heaters) on balconies and patios (that have a balcony above) poses significant risks.

Residents wishing to use a portable gas appliance must talk to the Village Manager or Resident Services Manager about the application form prior to buying or using your portable gas appliance.



Toxic Fumes

Residents must remain aware of the possible impact that toxic fumes may have on their health and how best to react.

Toxic fumes may occur from a regional or local bush/grass fire or commercial gas leak or fire.

Independent Residents need to be informed of the concern over toxic fumes.

Residents and staff should:

- *Remain inside wherever practicable*
- *Close all windows and doors*
- *Residents with known breathing concerns need to take more care (possibly wear a face mask)*

Note: Toxic fumes are generally harmful gases, dust or smoke.



What happens when...

- **Smoke is inside an apartment?**
- **Smoke is in a hallway or common area?**
- **Flames set off a sprinkler?**
- **A manual alarm switch (break-glass) is set off?**



Summary of Fire Safety

- Occupant safety is the number one priority.
- Your role is to evacuate when the building-alarm goes off.
- You can help maintain fire safety by managing fire-risks in your home and letting us know in advance if you will need assistance to evacuate.
- In a real fire emergency, you can activate the fire alarm using the break-glass switch.
- You can help avoid building-wide false-alarms by venting any smoke outdoors, not into hallways.



Civil Defence Training

For Independent Residents at a Ryman Village
in New Zealand

Civil Defence Emergencies

- Earthquake
- Flood & Storms
- Tsunami
- Bomb Threat or Intruder
- Cyber Attack



Earthquake

- Secure all heavy furniture to the wall
- Try not to walk around during an earthquake
- Shelter beside a solid wall, or under a solid object
- Remain indoors if the structure has not sustained major damage
- Know where to turn off electricity if the earthquake was significant



“Drop, cover, hold” may not work for you...



Flood & Storms

- Stay indoors
- Keep a 'Go-Bag' ready and add current essentials e.g. medication
- Listen to weather forecasts
- Conserve electricity
- Listen for any alerts from the village
- Wait for the all clear



North Island Floods



(Flooding outside 'Evelyn Page')



Sandbags laid prior to heavy rain



Emergency Water tank for 'Kiri Te Kanawa'

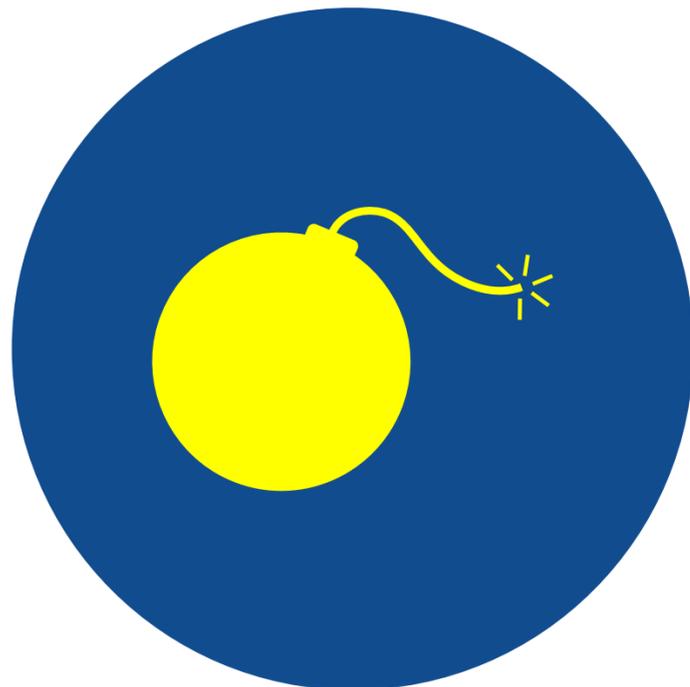
Tsunami

- Listen to the radio
- Turn off electricity
- In the event of evacuation, take essentials only
- Go to high-ground
- Communication will occur from Ryman via text message, email and newsletters



Bomb Threat or Intruder

- Lock doors and windows, close curtains and stay out of sight
- Stay calm and listen carefully if you are directly involved
- Call 111 if you are in a position to do so
- Do not venture out until you are given the 'all clear'
- Let the village know where you are and what is happening



Cyber Attack

- Be cautious of any phone calls or emails asking for bank details or deposits
- Check the ending of email addresses prior to responding. This may indicate they are from a foreign country or does not appear legitimate
- If in doubt, you are welcome to ask the village team for advice



Summary of Action Points

Earthquake, Storm, Tsunami & Floods

- Have an up to date first aid kit and 'Go-Bag'
- Keep a torch handy with spare batteries
- Keep at least 3 days supply of medications
- Have updated contact details for next of kin easily in reach
- Make sure you have an updated script for medications available
- Keep 3 days supply of water and canned food available

Summary of Action Points

Intruders, Bomb Threat, Cyber Security

- Keep your house or apartment locked when out
- Know how to lock all your doors promptly
- Have your landline or cell phone handy at all times with easy access to glasses and hearing aids if you need them
- Do not attempt to engage with any intruders or people who do not identify themselves
- Do not respond to emails where the address is not familiar to you
- Report suspicious activity to the Village Manager

And Remember...

- Village staff will be in contact with you once they have stabilised the residents in the Care Centre and secured the area.
- The Village Centre is available to you at any time once the area is safe.
- Please make sure that the village staff know where you are during any emergencies.
- Listen for any updates from Ryman.
- Look after yourself and your neighbours.