



Fire Safety Training

Six-monthly training is run in April and October each year by either the Village Manager or Fire Safety Officer for all potential Building Wardens and Area Wardens.

Fire Evacuation Drills will also occur during April & October

If you discover a fire...

Remember **R.A.C.E**

R - Remove anyone in immediate danger

A - Activate the nearest alarm, then phone NZ (111) from a safe place

C - Contain the fire and smoke by closing doors and windows if it is safe to do so

E - Evacuate as necessary



Policy & Procedure

For full details about fire safety in the village, review the **Fire Safety Policy** and the **Fire Evacuation Scheme** for your village.

- Review the Fire Safety Training Booklet
- It is important that the Fire Safety Officer and any potential Fire Wardens are familiar with the Fire Safety Policy and booklet.
- All other staff must know;
 - How to activate the fire alarm
 - What to do if the alarm goes off
 - How to reduce the risk of fire in their work area
 - Correct evacuation procedures and;
 - Location of fire curtain/s (if any)



Roles & Responsibilities

- **Fire Safety Officer:** Six monthly warden training and inducting all staff on Fire Safety. Coordinate 6 monthly fire drills with the Village Manager.
 - The Fire Safety Officer, Village Manager and Fire system contractor holds responsibility for submitting notification to Fire and Emergency New Zealand (FENZ) of all 6 monthly training and drills – this is now automated through the Donesafe reporting system.
- **Area Warden:** This is the most senior staff member in each unit/work area during an emergency.
- **Building Warden:** This is the most senior staff member on-site during an emergency. They will wear the high-vis Fire Warden vest, direct the Area Wardens and liaise with Fire and Emergency NZ.
- **Village Manager:** The Village Manager has overall responsibility for fire safety management in the village. You must always be confident that the fire safety systems are performing as expected, BWOF and inspection schedules are maintained, and all staff are trained and prepared to respond effectively in an emergency.

For full details of your roles and responsibilities, you must read the Fire Safety Policy in the Ryman Library.



Managing Fire Risk

Key teams need to be aware of fire risk and risk controls including;

- **Kitchen:** Consider – staff clothing, cleaning/maintenance, extinguishers, fire blanket, electrical risks, café, safe procedures being followed.
- **Laundry:** Consider – Regular lint trap cleaning, correct load limits, drying/cooling time, incoming air ventilation is adequate, electrical risks, tidy and organised space.
- **Gardening/Maintenance:** Consider – Petrol/flammable liquids, equipment/machinery, scrub-fires, trades “hot-works” – e.g. creating sparks.
- **Care/Housekeeping:** Consider – Residents cooking, heaters/appliances.
- **Electric Vehicles:** Consider – clear notices for operators, regular inspections, residents don't overcharge (unplug when appropriate charge)

Everyone has a responsibility to help maintain a safe village – encourage everyone to speak up if they think something might be unsafe.



Evacuation Plans

Your fire evacuation maps, notices and procedures are part of your official 'Evacuation Scheme'.

It is important that you keep the correct documents on display, and available at Reception at all times

Do not alter any part of your fire system, procedure or provided documentation without approval from your Regional Operations Manager.



Evacuations

- This information applies to the Main Building.
- Your village is split up into separate 'fire cells', these are areas which have fire-resistant building materials around them and fire-doors separating each fire cell.
- This allows residents to move gradually and safely away from a fire towards the assembly point.
- This method of evacuation helps to minimise distress, and reduce the risk of injury, or the chance of residents being exposed to the elements for longer than necessary.

In your work area, make sure you and the team can correctly identify where the fire cells are.



Evacuation Summary

All occupants in an activated fire cell are to evacuate the area and move progressively to the external assemble point.

Ambulant (mobile) people are to move to the nearest stairwell (which is a fire cell), or through the nearest Fire/Smoke stop doors if they can safely do so and progress to the nominated assembly point.

If people need assistance, seek assistance from other units to move those who are less mobile.

If you need to move non-ambulant people, consider using an evacuation chair, wheelchair, lazyboy, or pulling/sliding on a sheet or blanket.

Keep the resident register up to date, to ensure the team knows who needs assistance in your area.

Click [HERE](#) to view video instructions for an evacuation chair

*If you have a different evac chair, please contact fire@rymanhealthcare.com

Fire Safety Systems

- Smoke Detectors
- Hush Buttons (In some apartments)
- Sprinklers
- “Break- Glass” Manual Alarm Switch
- Remote Display Unit (RDU)
- Fire Doors
- Fire / Smoke Curtain



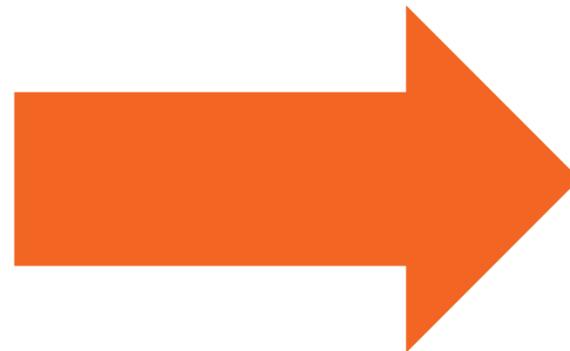
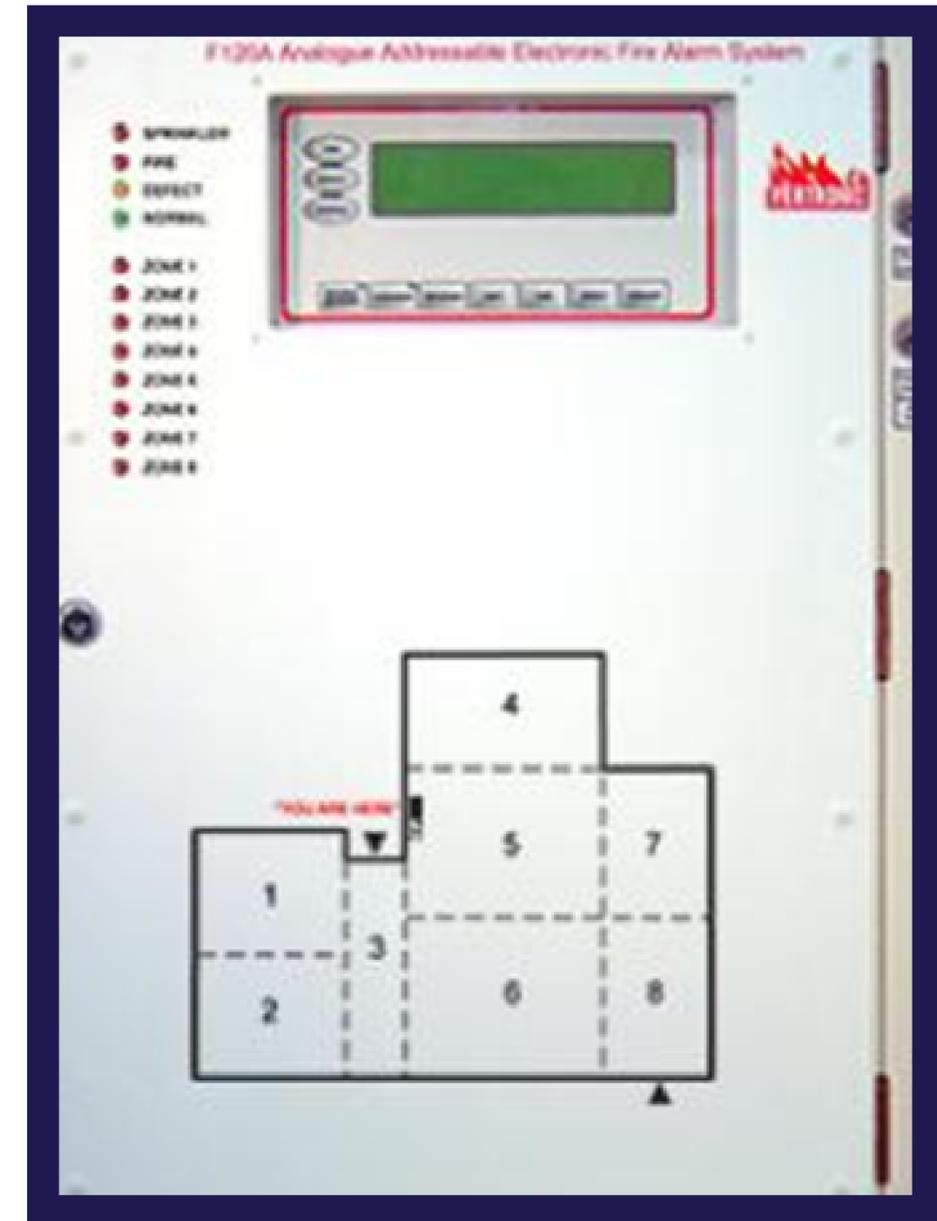
Fire Panel & RDU

Main Fire Panel

- Where is it located?
- Who is allowed to access it?

Remote Display Units (RDU)

- Where are they located?
- What are they for?
- Who is allowed to press the silence/reset button?



Q&A - Knowledge Check

- What should you do if you see flames or smell smoke?
- Are you aware of the location of the nearest manual call point to where you work?
- Who calls Fire and Emergency when the Fire Alarm sounds - (dials 111)?
- What is an internal place of safety in this village?
- Where will the Building Warden be located during a fire evacuation?
- How is an exit door recognised?
- Who meets firefighters when they arrive and what should they be told?
- Should doors be shut during an evacuation?



Fire System Contractors

Your local fire system contractor is listed on your emergency contractor list in the back of the 'Fire' folder. They will assist you with fire drills, system compliance monitoring, and maintenance.

Any proposed adjustments or added services from the fire system contractor **must first be approved** by your Regional Operations Manager or the Property Infrastructure team.

Your fire contractor can do a walk-through with your Fire Safety Officer to familiarise them with your village systems.



If an issue is unresolved or you have feedback about the contractor, contact your Regional Operations Manager.

Fire Evacuation Drills

The six monthly fire evacuation drill is a chance for staff to refresh themselves with the approved evacuation scheme/plan for their village and to practice the procedure.

Note: Fire drills should be run at different times to ensure different shifts, teams and areas are captured.

Fight *or* Flight?

The priority in an emergency is to get all people to safety.

If in doubt, get out!

Only ever attempt to put out a fire if

- You know what to do and;
- The fire is small / contained and;
- You can keep a safe path of exit at all times



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)

Toxic Fumes

Village team members must remain aware of the possible impact that toxic fumes may cause residents and staff.

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*
- *Be aware of residents breathing issues (possible hand out face masks)*
- *Check oxygen supply*
- *Turn off A/C if smoke becomes a problem*
- *Turn 'Auto Doors' off*

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



Fire Fighting Equipment

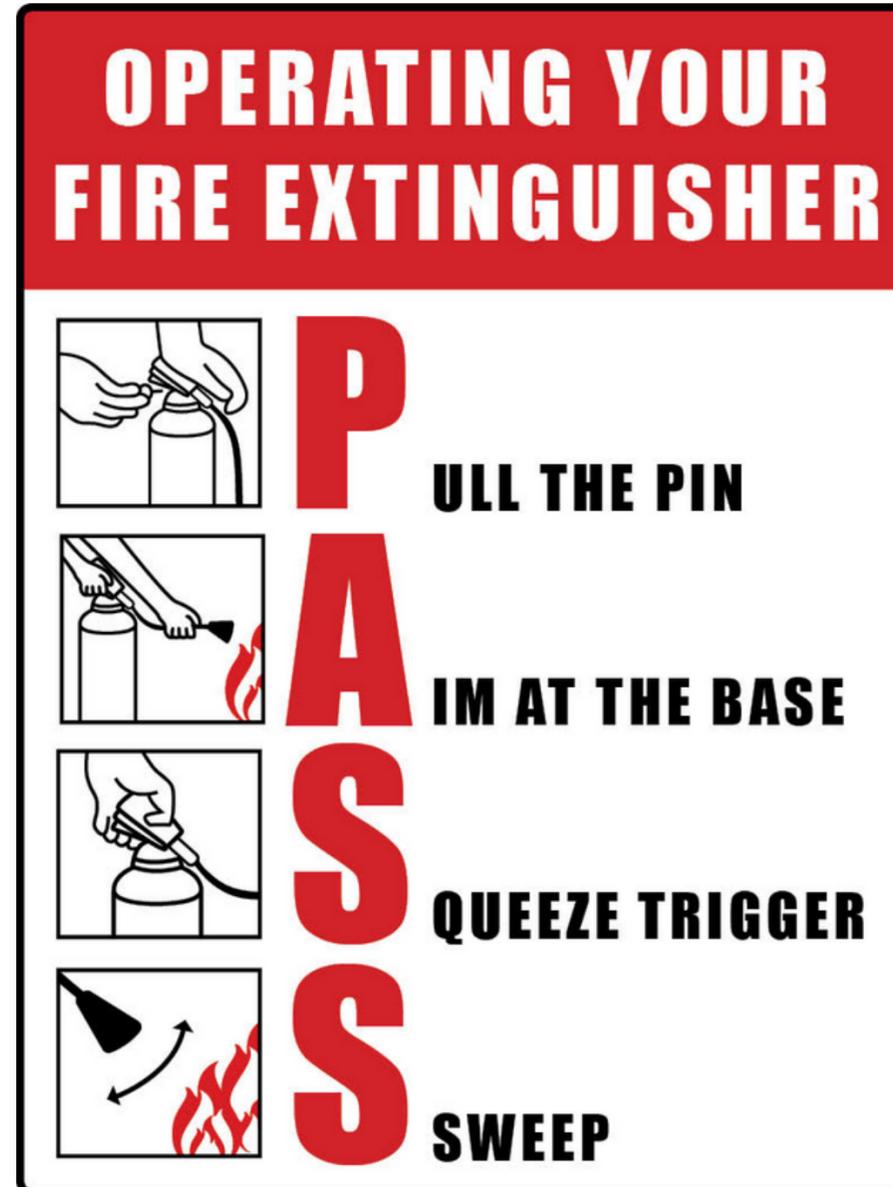
If it is safe to put out the fire, you need to use the right equipment and the right method.

Check the label or signage to know what the extinguisher is designed for.

- Extinguisher – ABE ‘Dry Powder’ (General use)
- Extinguisher – ‘Wet Chemical’ (Fat/Oils)
- Fire Blanket – [Click Here for Video](#)
- Fire Hoses
- ‘PASS Method’ (next slide)



Operating your extinguisher (PASS)



Click [HERE](#) to view video instructions for operation

Questions

If you, or your team ever have questions about fire-safety, fire risks, or procedures, speak to the Village Manager or Fire Safety Officer straight away, and escalate to the Regional Operations Manager as needed.

Follow Up Actions

- 1) Check the team in your area knows their **roles and responsibilities** in a fire emergency and their evacuation route.
- 2) Check they know the **location of the fire cells** (fire-separated areas) and where the **assembly points** are in the village.
- 3) Ensure you **know how to read the RDU** (or fire panel).

