

## Policy Applies to:

- All individuals on site.

## Related Standard:

- Ngā paerewa - Health & disability services standard – Part 4: Person-centred and safe environment
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018.
- Health and Safety at Work Act 2015

## Rationale:

Emergencies can occur unexpectedly and pose risks to patients, staff, and visitors. This Emergency Management Policy is essential for effective response and recovery. It aligns with national standards and regulations, ensuring a safe environment. The policy minimizes harm, facilitates swift recovery, and reflects our commitment to safety and quality care.

## Cultural Considerations:

In the event of a fire or emergency, staff are expected to act with appropriate *manaakitanga* — showing care, respect, and compassion for all individuals. While the priority remains the safety and wellbeing of everyone on site, staff should make every effort, where safe and practicable, to uphold cultural values and personal dignity.

## Definitions:

**Building warden:** Role denoted by the wearing of a high-vis jacket and takes responsibility for coordination of the evacuation of the campus during a fire event. This role will be distributed as follows:

- During normal working hours Monday-Friday, an Executive member takes this role.
- Out of hours, the Shift Coordinator on duty will function as Building Warden for the Mercy campus.

**Fire Safety Liaison Officer: (FSLO)** Role is held by the Health and Safety Specialist and supported by the Facilities Manager. This role is responsible for ensuring Mercy Hospital meets legal compliance requirements including undertaking twice-yearly evacuation drills during office hours.

**Fire Wardens:** these roles can be held by any delegated staff member from each department and are denoted by the wearing of a high-vis jacket. This role will be assigned to a defined area of the campus for evacuation coordination.

**Mercy Campus;** inclusive of all buildings on-site.

**Mercy Hospital;** the main hospital on the Mercy Campus.

## Objectives:

### To Minimise fire risk by.

Preventative measures like equipment maintenance and education to reduce the risk of fire events occurring are documented.

### Ensure safe evacuation.

Ensures clear procedures and roles established for efficient and safe evacuation of all occupants in the event of a fire.

**Maintain fire safety compliance.**

Ensures all relevant fire safety regulations and standards set by FENZ and other governing bodies are outlined and met.

**Promotes fire safety awareness.**

Outlines ongoing training and education for staff, to ensure everyone understands fire safety procedures and can react appropriately in an emergency.

**Implementation:**

1. All new staff will complete an online Fire and Emergency orientation programme.
2. A building and facilities tour is completed as part of orientation for all new Mercy staff. This is conducted by the Facilities Manager, Health and Safety Specialist or Health and Safety Representative.
3. Records of attendance at all training sessions are recorded on Mercy's staff training system.
4. Mercy Hospital's Fire Safety Liaison Officer (FSLO) will work with the Learning and Development Specialist to facilitate an annual training programme for all Mercy staff & tenants.
5. People with staff responsibilities will ensure that all their teams are aware of fire procedures, documents and ensure they model appropriate behaviour.
6. All staff will ensure they follow all safety & fire procedures.
7. In the event of a fire all staff will follow the area specific evacuation procedures and all reasonable requests from the location fire warden.
8. A trial fire evacuation for all Mercy Campus buildings will take place twice a year and be managed by the Fire Safety Liaison Officer.
9. A short online education module is sent to staff to complete 1-2 months following the trial evacuations.
10. Building Warrant of Fitness:
  - All fire systems, means of escape, emergency lighting, lifts and many other features within Mercy Campus require a Compliance Schedule and an annual Warrant of Fitness.
  - Monthly and annual testing of systems. The Warrants of Fitness, which are displayed in the reception area of Mercy Hospital, Mercy Care East and Manaaki list the systems that are tested. This is managed by Mercy's contracted fire protection system company.

11. Mercy engages a Fire Consultant for advice on fire matters for new builds and for retrofitting of the old buildings, training, and evacuation issues. Fire Safety Liaison Officer will hold the contact details.
12. Mercy engages a Fire protection system company who are contracted to run tests and maintain equipment, sprinklers, smoke detectors, main and mimic Video Display Unit boards in all campus buildings.
13. A fire monitoring company provides 24-hour monitoring and contacts our fire protection company to arrive on-site if an alarm siren is activated, so it can be reset when it is safe to do so. Contact details available on the emergency management key contacts list, available in the Emergency Management Policy under Appendix 1 Key Contacts List.
14. Fire procedures for Marinoto Clinic and Mercy Care East form part of the Mercy campus 'Welcome Pack for Tenants'.
15. Fire Safety Plans are created and reviewed for all areas bi-annually in line with trial evacuations.
16. Mercy has a breakdown of roles and responsibilities for senior staff.
17. Mercy has a Fire safety systems and evacuation information sheet for each campus building.

**Evaluation:**

- Structured feedback from fire training programme participants
- Bi-annual fire evacuation practice will be assessed via feedback sheets.
- Completion of both monthly and annual testing documentation
- Incident forms created for any issues identified with the trial evacuation process.
- Incident form or FMI work request completed for any identified fire risks relating to plant, property or equipment or behaviours.
- Feedback from annual Emergency Audit
- Walkthrough survey feedback and advice from Fire Consultant during Fire Warden training.

**Associated Documents**

***External***

- Ngā paerewa - Health & disability services standard
- Pae Ora (Healthy Futures) Act 2022
- Health & Safety at Work Act 2015
- Civil Defence Emergency Management Act 2002

***Internal***

- Emergency Management Plan/CIMSERT
- Hazard and Risk Register
- Risk Management Policy
- Welcome to Marinoto Clinic & Mercy Care East Pack

- All areas fire safety plans

### **Appendices**

- **Trial Evacuation Process**  
*Details the procedures, roles, and documentation requirements for biannual fire drills across the Mercy campus.*
- **Trial Evacuation Report Template**  
*Used to record and submit observations, timings, and outcomes of scheduled fire drills.*
- **Roles and Responsibilities for Senior Personnel**  
*Outlines the fire safety responsibilities assigned to executive members, managers, and coordinators.*
- **Main Hospital Fire Safety Systems & Evacuation Information**  
*Summarises fire equipment locations, fire cells, and evacuation procedures specific to the main hospital building.*
- **Manaaki Safety Systems & Evacuation Information**  
*Fire response and evacuation procedures for Manaaki by Mercy, including clinical room-specific guidance.*
- **Marinoto House Safety Systems & Evacuation Information**  
*Fire systems and evacuation zones for Marinoto House, including sounder coverage and staff responsibilities.*
- **Mercy Care East Safety Systems & Evacuation Information**  
*Describes fire alarm limitations, manual call points, and evacuation plan for Mercy Care East.*
- **Campus-Wide Fire Alarm Systems Activation Summary**  
*Technical overview of alarm trigger points, system visibility via VDUs, and response zones across the campus.*
- **Area Fire Safety Plans (each with building-specific details including evacuation zones, alarms, exits, and clinical considerations):**
  - Administration, Allied Health, Pre-admissions
  - Callaghan Ward
  - Coolock DSU
  - Food Services
  - Housekeeping
  - ICU
  - Linen Services
  - Maintenance
  - Manaaki by Mercy
  - Marinoto Clinic
  - Marinoto House
  - McAuley Ward
  - Mercy Cancer Care (MCC)
  - Mercy Care East (MCE)
  - Pacific Radiology – Marinoto Clinic
  - Reception
  - Suite 22
  - Theatre / PACU

- **Evaluation Sheets – Fire Drills**

*Fire drill debrief and checklist templates for clinical, non-clinical, and ward-specific use.*

- **Marinoto Clinics Fire Warden Evacuation Checklist**

*Checklist to ensure all suites and clinical tenants in Marinoto Clinic are checked and cleared during evacuation.*