

Policy Applies to:

- Mercy Hospital staff.
- Compliance by the occupants of Marinoto Clinic, Mercy Care East, will be facilitated via annual training
- Compliance by Credentialed specialists, contractors, patients and visitors will be facilitated by Mercy staff.

Related Standard:

- Ngā paerewa - Health & disability services standard
- EQulP standard criterion – Fire and Emergency
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018.

Rationale:

- To ensure all Mercy staff understand the Fire Safety system and procedures in order to minimise risk to all campus users.
- To assist in ensuring that all buildings on the Mercy Campus site are compliant with the fire legislation.

Cultural Considerations:

No cultural considerations identified.

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 allocated as follows:

- During normal working hours Monday-Friday, an Executive member takes this role
- Out of hours, the Clinical Coordinator/Shift Coordinator on duty will act as Building Warden for the Mercy campus
- Out of hours, Executive on call will act as key holder for Mercy Care East & Manaaki.

Fire Safety Liaison Officer; (FSLO) Role is held by the Health and Safety Specialist and supported by the Support Services Manager. This role is responsible for all 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 ensure risks associated with a fire are minimised for Mercy campus patients, staff, visitors, and contractors
- To ensure all Mercy staff, tenants of Marinoto Clinic and Mercy Care East understand procedures to be followed in the event of, or suspicion of, a fire occurring on the Mercy campus
- To provide effective leadership in an emergency, pending the arrival of Fire and Emergency New Zealand.

Implementation:

1. Fire training will form part of the Mercy staff orientation programme. A building and facilities tour will be included as part of orientation for all new Mercy staff.
2. Records of attendance at all training sessions are stored on Mercy's payroll or human resources information system.
3. Mercy Hospital's Fire Safety Liaison Officer (FSLO) will coordinate an annual training programme for all Mercy staff & tenants.
4. People with staff responsibilities will ensure that all of their teams are aware of fire procedures and ensure they model appropriate behaviour.
5. All staff will ensure they comply with all safety & fire procedures.
6. A fire evacuation for all Mercy Campus buildings will take place twice a year and be managed by the Fire Safety Liaison Officer.
7. 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.
 - This requires both 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.
8. Mercy engages a Fire Consultant for advice on fire matters for new builds and for retro-fitting of the old buildings, training and evacuation issues. Fire Safety Liaison Officer will hold the contact details.
9. 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.

10. Mercy engages a fire monitoring company which 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.
11. Fire procedures for Marinoto Clinic and Mercy Care East form part of the Mercy campus 'Welcome Pack for Tenants'.
12. Mercy has Fire Safety Plans for all areas
13. Mercy has a breakdown of roles and responsibilities for senior staff
14. 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
- Feedback from annual Emergency Audit

Associated Documents

External

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

Internal

- Emergency Management Plan/CIMSERT
- Risk Register
- Fire Quiz – Orientation manual
- Risk Management Policy
- Welcome to Marinoto Clinic & Mercy Care East Pack
- All areas fire safety plans

Appendix

- 1 - Trial Evacuation process
- 2 – Trail Evacuation Report
- 3 - Senior Personnel Fire roles and Responsibilities
- 4 – Main Hospital Fire Safety Systems and evacuation information
- 5 – Manaaki Fire Safety Systems and evacuation information
- 6 – Marinoto House Fire Safety Systems and evacuation information
- 7 – Mercy Care East Fire Safety Systems and evacuation information
- 8 - Campus Wide Fire Alarm Systems activation summary