

## Policy Applies to:

- Mercy Hospital, Manaaki staff
- Compliance by the occupants of Marinoto Clinic, Mercy Care East, Allied Health personnel, credentialed specialists, contractors, patients and visitors will be facilitated by Mercy & Manaaki staff.

## Related Standard:

- Health & Disability Standards
- EQuIP standard Criterion - Emergency and disaster management supports safe practice and a safe environment.
- 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.

## 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 real 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 Support Services Manager and supported on a rotating roster each year by one other Executive member. 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 Mercy Hospital, Manaaki, Mercy Care East, Marinoto Clinics and Marinoto House.

**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,
- To provide effective leadership in an emergency, pending the arrival of the New Zealand Fire Service (NZFS)
- To ensure all Mercy staff, and 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.

## 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 Pay Global system.
3. Mercy Hospital's Fire Safety Liaison Officer (FSLO) will coordinate an annual training programme for all Mercy staff & tenants.
4. HODs will ensure that all of their teams are aware of fire procedures and ensure they model appropriate behavior.
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, MCE 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 to advise on fire matters for new builds and for retro-fitting of the old building, training and evacuation issues. FSLO 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 (VDU) 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 9 Key Contacts List.
11. Fire procedures for Marinoto Clinic and Mercy Care East form part of the Mercy campus 'Welcome Pack for Tenants'.

**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*

- Health & Disability Standards 2008
- EQuIP standard Criterion - Emergency and disaster management supports safe practice and a safe environment,
- NZ Public Health and Disability Act 2002
- Health & Safety at Work Act 2015
- Civil Defence and 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 Staff must know the following for the Main Hospital (Manaaki listed separately)**

1. Mercy Hospital has numerous **manual fire alarms** - you must be able to locate these.
2. Mercy Hospital has **3 video display units (VDU)** which show which system has been activated and where it has been activated on the Mercy Campus. These VDUs are in Theatre, PACU and reception at McAuley Ward.
3. When **smoke detectors** are activated within the Hospital & Marinoto Clinic it is displayed on the three VDUs. Additionally, a red emergency unit with white strobe light displays inside the main doors ground floor, opposite reception in McAuley Ward as well as throughout the hospital corridors - the Fire Service are **not** notified.
4. The main **Fire Alarm Indicator Panel** is positioned at the main entrance to Marinoto Clinic. This indicates to the Fire Service where an alarm has been activated in Mercy Hospital, Marinoto House, Marinoto Clinic or Mercy Care East.
5. **Fire sprinklers** are fitted throughout all rooms and corridors in Mercy Hospital and the ground floor of Marinoto Clinic. When the sprinklers activate, the fire alarm sounders within the hospital and in Marinoto Clinic will sound and the fire service is notified.
6. **Fire cell doors will only close if smoke is detected.**
7. In the event of a fire, please follow the **Emergency Procedures chart**. This can be found next to all telephones.
8. There are some specific differences for Manaaki and Mercy Care East that staff need to be aware of. This information is found later in this policy.
9. All staff must be familiar with their area-specific fire plan.

## All Staff must know the following for Manaaki by Mercy

1. Manaaki has two manual fire alarms - you must be able to locate these.
2. Manaaki has three video display units (VDU) which show which system has been activated in Mercy Hospital and Manaaki and where it has been activated. These VDUs are in Recovery, Reception, and Mercy Cancer Care.
3. When smoke detectors are activated within Manaaki it is displayed on the 3 VDUs which will buzz - the Fire Service are **not** notified.
4. The main Fire Alarm Indicator Panel is positioned on the external wall of Manaaki to the left of the exit door on the pre-admissions corridor. This indicates to the Fire Service where an alarm has been activated in Manaaki.
5. Fire sprinklers are fitted throughout all rooms and corridors in Manaaki. When sprinklers activate the fire alarm sounders will sound and the fire service is notified.
6. Fire cell doors will only close if smoke is detected nearby.
7. In the event of a fire please follow the Emergency Procedures chart. This can be found next to all telephones.
8. There are some specific differences for the Hospital and Mercy Care East that staff need to be aware of.
9. All staff must be familiar with their area specific fire plan.

**FIRE ALARM SYSTEMS**

There are a variety of fire alarm systems within the Mercy Campus. There are some individual differences in response dependent upon where they are located. The following list outlines the system, where it is in place and what alarm it activates

	Mercy Hospital	Marinoto Clinic	Marinoto House	Mercy Care East	Manaaki By Mercy
<b>Smoke Detectors Present</b>	Yes	Yes	Yes	Yes	Yes
<b>Smoke detector when triggered:</b>					
➤ Alerts the NZFS	No	No	No	Yes	No
➤ Activates strobe lights within Mercy Hospital	Yes	Yes	Yes	Yes	No
➤ Activates sounders within Mercy Hospital/Marinoto Clinic	No	No	No	No	No
➤ Alerts VDU in Hospital	Yes	Yes	Yes	Yes	No
➤ Alerts VDU in Manaaki	No	No	No	No	Yes
<b>Heat Detectors Present</b>	Yes LGF	Yes 1 <sup>st</sup> Floor	Yes	Yes	No
<b>Heat detectors when triggered:</b>					
➤ Alerts the NZFS	Yes	Yes	Yes	Yes	NA
➤ Activates strobe lights within Mercy Hospital	Yes	Yes	Yes	Yes	NA
➤ Activates sounders within Mercy Hospital/Marinoto Clinic	Yes	Yes	No	No	NA
➤ Alerts VDU in Hospital	Yes	Yes	Yes	Yes	NA
➤ Alerts VDU in Manaaki	No	No	No	No	NA
<b>Manual Alarms Present</b>	Yes	Yes	Yes	Yes	Yes
<b>Manual Alarm when triggered:</b>					
➤ Alerts the NZFS	Yes	Yes	Yes	Yes	Yes
➤ Activates strobe lights within Mercy Hospital	Yes	Yes	Yes	No	Yes
➤ Activates sounders within Mercy Hospital/Marinoto Clinic	Yes	Yes	No	No	No
➤ Alerts VDU in Hospital	Yes	Yes	Yes	Yes	Yes
➤ Alerts VDU in Manaaki	Yes	Yes	No	No	Yes
<b>Sprinklers present</b>	Yes	Yes GF	No	No	Yes
<b>Sprinklers when triggered:</b>					
➤ Alerts the NZFS	Yes	Yes	NA	NA	Yes
➤ Activates strobe lights within Mercy Hospital	Yes	Yes	NA	NA	Yes
➤ Activates sounders within Mercy Hospital/Marinoto Clinic	Yes	Yes	NA	NA	No
➤ Alerts VDU in Hospital	Yes	Yes	NA	NA	Yes
➤ Alerts VDU in Manaaki	Yes	Yes	NA	NA	Yes
<b>Heat/Smoke Hybrid present</b>	Yes	No	No	No	Yes
<b>Hybrid when triggered:</b>					
➤ Alerts the NZFS	No	NA	NA	NA	No
➤ Activates strobe lights within Mercy Hospital	Yes	NA	NA	NA	No
➤ Activates sounders within Mercy Hospital/Marinoto Clinic	No	NA	NA	NA	No
➤ Alerts VDU in Hospital	Yes	NA	NA	NA	No
➤ Alerts VDU in Manaaki	No	NA	NA	NA	Yes

**FIRE SAFETY SYSTEMS - MERCY CAMPUS**

**FIRE SAFETY SYSTEMS - MERCY HOSPITAL, MARINOTO CLINIC &  
MARINOTO HOUSE**

**Fire Sprinkler System**

Sprinklers are fitted throughout all rooms and corridors within Mercy Hospital and the ground floor of Marinoto Clinic.

When sprinkler activates, the fire alarm sounders within Mercy Hospital and Marinoto Clinic will sound. This activation will notify the Fire Service directly.

**Smoke Detection System**

Smoke detectors are positioned:

- Within all patient bedrooms
- Within corridors on the lower ground floor, the first floor and second floor
- Within all areas of day surgery and the admission area
- There are some detectors within the theatre suite where alterations have taken place.
- Marinoto Clinic Ground Floor
- Marinoto House.

When operated, the smoke detectors within Mercy Hospital, Marinoto Clinic and Marinoto House will indicate on a Visual Display Unit positioned in the theatre foyer, PACU and at the nursing station on McAuley. This activation **does not** notify the fire service for Mercy Hospital or Marinoto Clinic

**The smoke detectors are connected to strobe lights that activate in the event of smoke detection.**

**Smoke Stop/Fire Doors**

Smoke stop fire doors will close automatically when activated by **the smoke detectors located on either side of the doors**. (They are not activated by flames unless the flames are in the immediate vicinity of the doors). These doors should remain open unless automatically closed by smoke detectors to allow unrestricted access for evacuation.

**Manual Fire Alarm:**

A manual fire alarm system is provided throughout Mercy Hospital, Marinoto Clinic and Marinoto House. This system is operated by a person breaking the glass [use heel of shoe, pen or scissors] and switching the button down. This will operate the sounders within the affected building, as well as the Fire Service, by a direct connection. As a precaution, this is followed up by a call to the Fire Service.

**Fire Alarm Indicator Panel:**

The main fire alarm indicator panel is positioned at the main entrance to Marinoto Clinic. This indicates to the Fire Service which system and whereabouts the system has activated in Mercy Hospital, Marinoto Clinic and Marinoto House.

Following the activation of the manual alarm/sprinkler systems or heat detectors the Fire Service will silence the alarms from the panel on the LGF located in the PABX room opposite the lifts. Once these alarms are silenced, staff must wait for the 'All Clear', which will be given over the intercom by the Evacuation Manager. The Evacuation Manager will also advise staff in the two assembly areas.

**Visual Display Units [VDU]:**

Visual Display Units are situated within the Theatre Foyer, PACU on the ground floor and at the reception area to McAuley Ward on the first floor. These VDU's have a screen at the top which displays information as to which system has been activated, e.g. smoke, sprinkler, heat detector and manual alarm, and the location of the activation. At the bottom right of the panel are three small touch pads.

They are labelled as follows:

1. **Buzzer Silence:** This will stop the fire alarm buzzer within the unit.
2. **Local Alarm Reset:** This will reset the alarm following a false alarm.  
*If either of these pads are pushed when there is smoke present, the alarm will not silence or reset.*
3. **Next:** This pad provides technical information for fire service personnel.

All of these pads MUST BE PUSHED FOR A MINIMUM PERIOD OF 10 SECONDS or they will not work.

When the smoke detection system operates, the VDU's will indicate the location of the smoke detector that has been activated. As this is part of an early warning system, this alert should be investigated the VDU will show the area that the smoke alarm is in, the individual effected smoke alarm can be identified by a continuous illuminated red light

When the sprinkler/heat detectors or manual systems operate, all ancillary equipment such as air conditioning, unlocking of swipe tag doors, gas shut down will take place.

If the manual alarm, sprinkler systems operate, the alarms cannot be silenced or reset by staff. The Fire Service will silence the alarms.



**Fire Signage:**

The Emergency Procedures Charts including fire actions are located by each telephone.

**Illuminated Exit signs and directional arrows** which indicate egress routes and final exits are displayed throughout all areas. In the event of power failure, they are illuminated by the emergency generator.

**Fire Cell Floor Plans**

Are available for the ground floor and first floor of Mercy Hospital

**Signs are in all inpatient areas requesting that:**

'In the event of hearing the fire alarms, please return to your bed space and await instructions from nursing staff.'

Information is placed on each floor as part of the lifts signage to indicate that the lifts must not be used in the event of a fire alarm sounding.

**Intercom Message:**

When the general alarm is sounded within all areas of Mercy Hospital a message will be broadcast over the speakers. The message will be:

"The fire alarm has sounded. Please follow all instructions given by Staff "  
This will be repeated.

## **FIRE SAFETY SYSTEMS - MANAAKI**

### **Fire Sprinkler System**

Sprinklers are fitted throughout all rooms and corridors within Manaaki.

When activated the sprinkler will

- Sound the fire alarm sounders within Manaaki
- Notify the Fire Service directly
- Display on the VDU's in Manaaki
- Activate the strobe lights and show on the VDU's within Mercy Hospital.

### **Smoke Detection System**

Smoke detectors are fitted throughout all rooms and corridors within Manaaki.

When activated the Smoke detector will

- Display on the VDU's in Manaaki
- Cause the VDU's to Buzz
- Will self-reset if no fire detected
- Will NOT notify the NZFS
- The individual affected smoke alarm will show a continuous illuminated red light.

### **Manual Fire Alarm:**

A manual fire alarm system is provided within Manaaki this system is operated by a person breaking the glass [use heel of shoe, pen or scissors] and switching the button down.

When activated the Manual Fire Alarm will:

- Display on the VDU's in Manaaki & Mercy Hospital
- Cause the VDU's to Buzz
- Will activate the sounders in Manaaki
- Will notify the NZFS

**As a precaution, the Alarm sounding should be followed up by a call to the Fire Service.**

### Smoke Stop/Fire Doors

Smoke stop fire doors will close automatically when activated by **the smoke detectors located on either side of the doors**. (They are not activated by flames unless the flames are in the immediate vicinity of the doors). These doors should remain open unless automatically closed by smoke detectors to allow unrestricted access for evacuation.

### Fire Alarm Indicator Panel:

The main fire alarm indicator panel is positioned outside the second exit on the ground floor. This indicates to the Fire Service which system and whereabouts the system has activated in Manaaki.

### Fire Alarm Addressable Panel – Location Plantroom LGF

It is from this panel that the Fire Service will silence the alarms following the activation of the manual alarm/sprinkler systems or heat detectors.

When these alarms are silenced by the Fire Service, staff must wait for the ‘All Clear’, which will be given by the Evacuation Manager or NZFS. The Evacuation Manager will also advise staff in the two assembly areas.

### Visual Display Units [VDU]:

Visual Display Units are situated within the reception and recovery area on the ground floor and at the reception area MCC on the LGF.

These VDU’s have a screen at the top which displays information as to which system has been activated, e.g. smoke, sprinkler, heat detector and manual alarm, and the location of the activation. At the bottom right of the panel is a small touch pads.

They are labelled as follows:

- **Buzzer Silence:** This will stop the fire alarm buzzer within the unit.
- **Next:** This pad provides technical information for fire service personnel.

All of these pads [MUST BE PUSHED FOR A MINIMUM PERIOD OF 10 SECONDS](#) or they will not work.

When the smoke detection system operates, the VDU’s will indicate the location of the smoke detector that has been activated. As this is part of an early warning system, this alert should be investigated the VDU will show the area that the smoke alarm is in,

When the sprinkler/heat detectors or manual systems operate, all ancillary equipment such as air conditioning, Unlocking of swipe tag doors, gas shut down will take place.

If the manual alarm, sprinkler systems operate, the alarms cannot be silenced or reset by staff. The Fire Service will silence the alarms after inspecting the area indicated on the main panel at the entrance to Marinoto Clinic.

**Fire Signage:**

**The Emergency Procedures Charts** including fire actions are located by each telephone.

**Illuminated Exit signs and directional arrows** which indicate egress routes and final exits are displayed throughout all areas. In the event of power failure, they are illuminated by the emergency generator.

**Intercom Message:**

When the general alarm is sounded within all areas of Manaaki a message will be broadcast over the speakers. The message will be:

“The fire alarm has sounded. Please follow all instructions given by Staff “

This will be repeated.

**Fire Safety System - Mercy Care East**

A fire alarm system is provided throughout Mercy Care East. When Mercy Care East alarms are operated the strobe lights will activate within the Hospital but the sounders will not

If the alarm operates with in Mercy Care East (MCE), it cannot be silenced or reset by staff. The Fire Service will silence the alarms after inspecting the area indicated on the Indicator panel at the staff entrance to Mercy Care East ground floor.

## EVACUATION

### Evacuation Drills

A trial evacuation drill will be carried out each six months. Following a fire drill, Mercy Hospital's FSLO will collate all evaluation sheets, complete actions where indicated and feedback to the hospital executive via the weekly executive meeting.

### Evacuation Plans

There are 3 evacuation plans approved by the New Zealand Fire Service covering

- Mercy Hospital, Marinoto Clinic & Marinoto House
- Manaaki
- Mercy Care East.

### Mercy Hospital, Marinoto Clinic and Marinoto House Evacuation Plan

**All non-clinical staff** within Mercy Hospital will evacuate the building, securing their areas as they do so as per their area template unless asked to stay in clinical areas to assist with patient movement. If this occurs the whereabouts of these staff **MUST** be communicated to the Building warden.

The main assembly area for the staff in these areas is the main patient and visitor carpark (evacuation areas are signposted). Please ensure you assemble in your work groups to account for each other. The fire warden for each area should confirm area all clear with the Building warden.

**The staff who work on the Lower Ground Floor of Mercy Hospital and staff and patients within MRI Unit** will evacuate to the rear car park as per their area template. These staff will report to the LGF Fire warden, who will in turn provide a status report to the Building Warden.

Area fire wardens from Mercy Hospital will account for staff in their areas and report same to the Building Warden at reception of Mercy Hospital as per their area template. Any follow up actions required will be forwarded to the appropriate area for completion via the FSLO.

If nursing staff are elsewhere in the building when a fire alarm sounds they are to return to their work area via the stairs as long as it is safe to do so. If smoke is encountered, staff must make their way by the nearest safe exit to main reception and inform the Building Warden where smoke was found.

At all times, nursing staff must move between patient rooms and reassure all patients, and also inform any visitors of what is happening and that they must remain with the patient.

If surgery is in progress and the alert does not affect the operating theatre suite, surgery will continue, but no new cases are to begin until the "All Clear" is given over the hospital intercom and/or by telephone.

Remember that the ceasing of the alarm does not indicate the "All Clear". This will be given over the hospital intercom system on the instructions of the Building Warden or the Officer in Charge of the Fire Service.

**Horizontal and Vertical Evacuation - FOR HOSPITAL PATIENTS ONLY**

- Horizontal movement away from the danger area should be possible where the outbreak of fire can be contained.
- Patients are taken to an area on the same level as the fire, but where they are protected by smoke-stop doors i.e. stairwells or a different fire cell.
- Vertical evacuation is the movement of patients downwards via the stairwells to another adjoining part of the hospital, and is only instigated when the fire cannot be contained.
- Follow instruction of Fire Service personnel in the event of any stage of evacuation.
- A control area is established at the main hospital reception area if safe to do so.

**DO NOT USE LIFTS.**

**Evacuation of Visitors:**

On the activation of the fire alarm, able bodied visitors within the inpatient areas will remain with patients.

Non-nursing personnel (if available) are to escort visitors with impaired mobility from the building.

Visitors are not permitted to enter the hospital until the 'All Clear' has been given.

**Evacuation of Patients**

***Order of Evacuation***

1. Any patients in immediate danger
2. Any patients close to the danger area
3. Ambulatory patients
4. Non-ambulatory patients

**To Evacuate Ambulatory Patients**

- Assemble patients in a group.
- Join hands to maintain group contact.
- Place a responsible person familiar with the environment at the head of the group and proceed along corridors to stairs and out to assembly area.

**DO NOT USE LIFTS.**

**To Evacuate Non-Ambulatory Patients**

- Staff will control and direct all patient evacuations on advice from the Fire Service.
- Move patients in bed where this is possible.
- Remove patients by manual means where necessary using correct methods of lifting to prevent injuries to both patients and staff.

All Marinoto Clinic staff will evacuate with their patients and ensure their suite is secure as they leave their areas as per their area template; this can be found in the 'Welcome to Marinoto Clinic' pack

All Marinoto House users will evacuate to the Doctors' Car Park.

**Manaaki Evacuation Plan**

All Manaaki staff will evacuate with their patients, (noting the theatre areas have a 20 minute delayed evacuation allowance) and ensure their departments are clear as they leave as per their area template. Ground Floor will evacuate to Main Patient & Visitor Car park, LGF will evacuate to the staff rear car park.

**Mercy Care East Evacuation Plan**

Mercy Care East staff will evacuate with their patients to the Doctors' Car Park and ensure their departments are clear as they leave their areas as per their area template, which can be found in the 'Welcome to Marinoto Clinic' packs.

**Area Specific Templates**

For specific area Fire Safety Plans, refer to Appendices.

All Fire Safety Plans will include the following:

- **Responsibilities** - clinical/general
- **Procedures** - around alarm types
- **Fire Equipment and Alarms List.**