

Example of Fire Action Notice – Motel (normally larger to achieve required text size)

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**OPERATE FIRE ALARM & DIAL 1-111 FROM A
SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS LOCATED IN EACH
UNIT**

WHEN WARNED OF A FIRE IN THIS BUILDING

WHEN THE FIRE ALARM SOUNDS

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

**EXITS ARE LOCATED AT FRONT DOOR OR REAR
PATIO DOOR**

ASSEMBLE IN COURTYARD OUTSIDE RECEPTION

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
INFORM A STAFF MEMBER FROM MOTEL***

Standard Views Motel

Fire Emergency Staff Training Material

Staff training for managing fire evacuations is undertaken during an employee's induction and refreshers are held every six months.

All staff are trained in the following:

If you discover a fire

- Warn occupants in the immediate area
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency NZ on 111
Note: Use a phone in a safe place. If using a Motel phone, dial 1 for an outside line first!
- Evacuate to the assembly point – courtyard outside reception
- If anyone needs assistance to evacuate please help them if it is safe to do so
- Report to the Building Warden at the assembly point and pass on any relevant information about the fire
- Stay at the assembly point until the “all clear” is given

If you are warned of a fire

- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate as required if it is safe to do so
- Evacuate to the assembly point – courtyard outside reception

Guests are also informed of the following:

If you are unable to evacuate

- Ask another guest to alert the Building Warden at the assembly point
- All staff will be generally responsible to ensure disabled visitors are assisted from the building to the assembly points during an alarm
- If this can't be done, phone 111 to let Fire and Emergency NZ know where you are located
Note: If using a Motel phone, dial 1 for an outside line first!

Any guests with disabilities are to be informed of these points at check-in!

The evacuation management team is as follows:

Building Warden – Motel Duty Manager

Assistant Wardens – Receptionist and Maintenance staff

Assistant Wardens

Upon hearing the alarm:

- Put on your Warden identification (yellow hi-viz vest)
- Tell other occupants to evacuate the building
- Knock loudly on doors of units to help ensure occupants are aware of the need to evacuate
- Check communal areas (laundry, games room, pool area) to ensure that all occupants have evacuated
- If anyone needs assistance to evacuate, help them if it is safe to do so
- Report to the Building Warden at the assembly point (courtyard outside reception) to pass on any details including the location of anyone still evacuating the building
- Ensure that nobody re-enters the building until the all-clear has been given by Fire and Emergency NZ

Building Warden

Upon hearing the alarm:

- Put on your Building Warden identification (red hi-viz vest) and uplift the evacuation board from reception
- Go to the assembly point – courtyard outside reception
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Update the evacuation board with the status of the evacuation as reports are received from the Assistant Wardens and guests
- If no report is received from a unit **and** their car is still on the premises, ask an Assistant Warden to investigate (if it is safe to do so)
- When Fire and Emergency NZ arrive report to the officer in charge and tell them the status of the evacuation (i.e. all out or the location of anyone unaccounted for) and any other relevant information
- Do not allow anyone to re-enter the building until Fire and Emergency NZ have given the all-clear

Staff training

Fire and Emergency NZ must be notified when the six-monthly staff training has been completed as per the requirements of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. The following page can be completed and attached to the notification.

Standard Views Motel – Staff Training Record

Date:

Staff present:

Topics covered

✓

Issues or questions raised

What do I do - if I see flames or smell smoke?

Where is the nearest fire alarm call point?

Where are the RDUs?

Who calls Fire and Emergency NZ when the Fire Alarm sounds - (dials 111)?

Do I need to dial an extra number for an outside line before I dial 111?

Where is the nearest extinguisher, what type is it? - what type of fire will it extinguish?

Do I know how to operate the buildings fire extinguishers?

Do I know where the place of safety outside is located?

Who is the building warden and how many other fire wardens do we have?

Where do I meet the building warden during a fire evacuation?

What do I do if I come across thick smoke while performing my warden's duties?

How do I recognise an exit door?

If the lighting is off, where is the nearest torch?

Where is the main electrical switch?

My wallet and rings are in another room while the fire alarm is sounding - what do I do about them?

Who meets Fire and Emergency NZs when they arrive?

Where is the fire alarm panel located?

Do I shut doors during an evacuation?

Building occupants are blocking building access for Fire and Emergency NZ – what action do I take?

Standard Views Motel Compendium

Fire Emergency Procedures

If you discover a fire

Warn occupants in the immediate area

Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)

Call Fire and Emergency NZ on 111

“Standard Views Motel, 85 Dreamy Drive, Milton, Palmerston North”

Note: Use a phone in a safe place. If using a Motel phone, dial 1 for an outside line first!

Evacuate to the assembly point – courtyard outside reception

If other guests need help to evacuate please help them if it is safe

Report to the Building Warden at the assembly point and pass on any relevant information about the fire

Stay at the assembly point until the “all clear” is given

If you are warned of a fire

Activate the nearest manual call point if the alarm is not already sounding

Assist others to evacuate as required if it is safe

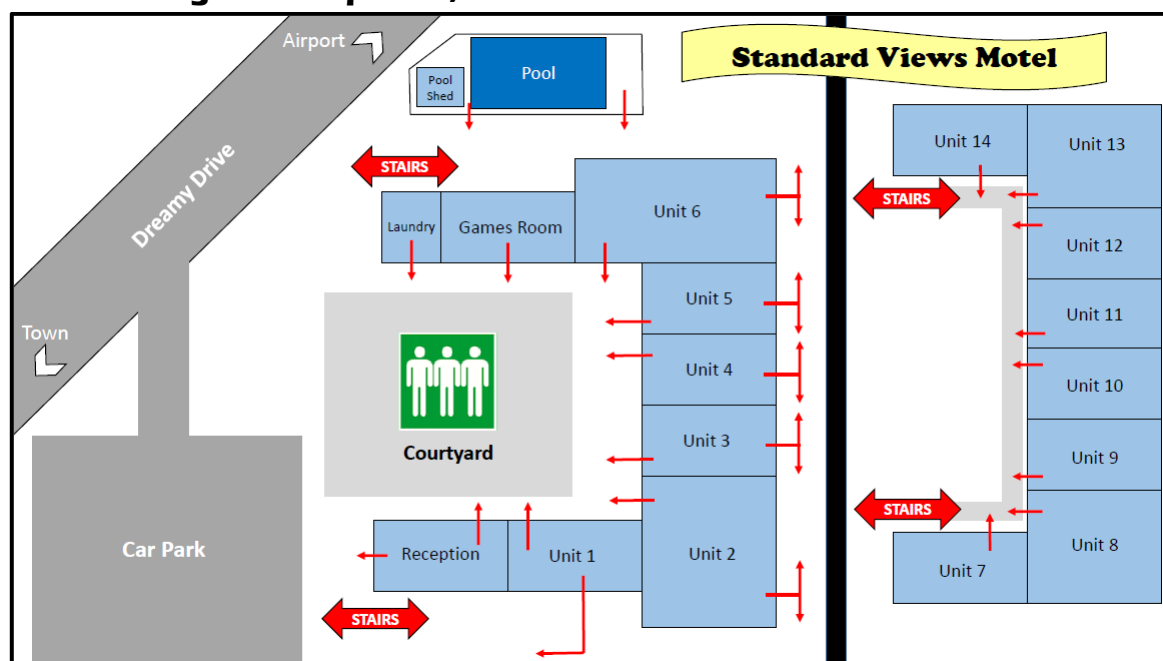
Report to the Building Warden at the assembly point – courtyard outside reception

If you are unable to evacuate

Ask another guest to alert the Building Warden at the assembly point

If this can't be done, phone 111 to let Fire and Emergency NZ know where you are located

Note: If using a Motel phone, dial 1 for an outside line first!



Standard Views Motel

Fire Emergency Evacuation Scheme

Fire evacuation procedures for the Standard Views Motel are as follows:

If you discover a fire

- Warn occupants in the immediate area
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111 (dial 1 for an outside line if using an internal phone)
- Evacuate the building, if on upper floors use the stairs
- Report to the Building Warden at the assembly point - courtyard and pass on any relevant information about the fire
- Stay at the assembly point until the “all clear” is given

If you are warned of a fire

- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate as required if it is safe to do so
- Evacuate the building, if on upper floors use the stairs
- Evacuate to the assembly point – courtyard outside reception

When making a 111 call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm
- If using motel phone, you will need to dial an outside line first (i.e. 1-111)
- Ask for Fire
- You will need to provide the following information:
 - Building name
 - Building address – street number, street name, suburb and city
 - Nearest intersection
 - The nature of the emergency (e.g. alarms ringing)

General evacuation information

Assistant Warden who will be responsible to physically check every room is clear if safe to do so and then report the Building Warden.

All motel occupants must follow the instruction of Wardens at all times. Instructions may be given to move directly to the assembly point/place of safety courtyard outside Reception.

Wardens may also instruct occupants to provide assistance to those who require it to evacuate.

Assistant Wardens

Upon hearing the alarm:

- Put on your Warden identification (yellow hi-viz vest)
- Tell other occupants to evacuate the building
- Knock loudly on doors of units to help ensure occupants are aware of the need to evacuate
- Check communal areas (laundry, games room, pool area) to ensure that all occupants have evacuated
- If anyone needs assistance to evacuate, help them if it is safe to do so
- Report to the Building Warden at the assembly point (courtyard outside reception) to pass on any details including the location of anyone still evacuating the building
- Ensure that nobody re-enters the building until the all-clear has been given by Fire and Emergency NZ

Building Warden

Upon hearing the alarm:

- Put on your Building Warden identification (red hi-viz vest) and uplift the evacuation board from reception
- Go to the assembly point – courtyard outside reception
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Update the evacuation board with the status of the evacuation as reports are received from the Assistant Wardens and guests
- If no report is received from a unit **and** their car is still on the premises, ask an Assistant Warden to investigate (if it is safe to do so)
- When Fire and Emergency NZ arrive report to the officer in charge and tell them the status of the evacuation (i.e. all out or the location of anyone unaccounted for) and any other relevant information
- Do not allow anyone to re-enter the building until Fire and Emergency NZ have given the all-clear

Staff training

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Maintaining the evacuation scheme

All Wardens are required to:

- Participate in 6 monthly training programmes
- Ensure that all exit ways are kept clear at all times
- Take precautions to avoid fires starting
- Report if they may need assistance to evacuate or assist others as required