

In the event of an asset fire

While extremely rare, there is a very small chance that a van or pod could be involved in a fire while operating a shift. In the event there is a fire, the most important thing to do is ensure that everyone is safe. Then if it is safe to do so, volunteers can attempt to extinguish an asset fire if they have been trained how to use the asset's fire extinguisher by either completing OS's eLearning Fire Training module or as a result of being trained at their workplace. However, volunteers are not obliged to try and extinguish a fire nor will they be held responsible for any further damage caused to the asset when attempting to extinguish a fire. Below are the steps to take in the event there is an asset fire on shift.

Instructions

1. Remove anyone who is in **immediate** danger.
2. Advise all volunteers, friends and anyone else in the vicinity of the fire or smoke and instruct them to move to a **Safe Place** or the Service Provider's **Assembly Area**.
3. If safe to do so, you can attempt to extinguish the fire if you have been trained how to use a fire extinguisher (by completing OS's eLearning Fire Training module or at your workplace). However, you are not obliged to do so; everyone's safety is the most important thing.
4. If safe to do so, contain any smoke or fire by closing (not locking) the assets doors.
5. Do not access the asset to retrieve personal belongings.
6. Once everyone is safe call **000** or **111 in NZ** and request the **Fire Department**, telling them:
 - a. The address of the fire:
 - b. The Service Provider's name (if it is on their property):
 - c. The extent of the fire - if known;
7. **Note** - Multiple calls can be made to 000 or 111 (NZ) about the same emergency, so if several people call 000 or 111 (NZ), it's OK.
8. Once at the Safe Place/Assembly Area, **wait** there with your team for further instructions from the Fire Department. Conduct a **roll call** to ensure everyone is accounted for. If someone is missing, inform the Fire Department.
9. Do not re-enter an asset under any circumstances until told it is safe to do so by the Fire Department.

Remember RACE - **R**emove people, **A**lert people and emergency services, **C**onfine fire and smoke, **E**xtinguish the fire or **E**xit the area - **RACE**

When using an extinguisher remember PASS - **P**ull the pin, **A**im at the base of the fire, **S**queeze the trigger, **S**weep from side to side - **PASS**

To complete our First Response Fire Training eLearning module visit the Resource Hub and search:

- *Asset First Response Fire Training*