At Orange Sky, our vans and pods are complex assets consisting of mechanical and electrical components, the presence of frictional components, liquids and complex electric wiring. As a result, while unlikely, an asset fire could happen at any time as a result of a collision, leakage of fuel, a burst tyre, or electrical failure. Therefore, it's important to be prepared and know what to do in the event you were ever on shift and the van or pod caught fire.

With this in mind, we have developed an eLearning module that explains what to do in the unlikely event of an asset fire. Below are some key takeaways from the module. We encourage all our volunteers to complete the module, you can find the link below

Complete our Fire Training module here: *Asset Fire Training*

In the event of a fire, the most important thing to do first is to ensure that everyone is safe. Then, if safe to do so, volunteers can attempt to extinguish the fire if they have been trained how to use the fire extinguisher by either completing our eLearning module or undertaking training at their workplace. 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 of 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 a small 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 it's OK if several people call 000 or 111 (NZ).
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**

Revision Number: 1.0   **Issued Date:** 18.10.2023

Hardcopies of this document are considered uncontrolled. Refer to the Orange Sky Resource Hub for the latest version.