

CONTACT DETAILS FOR EVACUATION SCHEMES

INTRODUCTION

Use this guide for the relevant Fire and Emergency New Zealand contact details when you:

- need more information about evacuation schemes and/or your application
- submitting applications or providing more information for an incomplete application
- providing documents to maintain your evacuation scheme.

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REGULATORY COMPLIANCE GROUP ROLE AND CONTACTS

The Regulatory Compliance Group (RCG) processes evacuation scheme applications and ensures they are maintained.

- All evacuation scheme forms should be sent to the RCG. **Important:** Do not deliver or post evacuation scheme applications to local fire stations or Fire and Emergency New Zealand district offices.
- Use these contact details below:

| If you... | Then... |
|--|---|
| have any question(s) about an evacuation scheme and/or application | contact Regulatory Compliance Group during business hours 8am–5pm: <ul style="list-style-type: none">• email: rcg@fireandemergency.nz• address: Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142• phone: 0800 REG COMP (0800 734 2667). |

| If you... | Then... |
|---|--|
| <ul style="list-style-type: none"> • need to send these forms, either the: <ul style="list-style-type: none"> ○ New evacuation scheme application ○ Change the nominated contact person ○ Notification of building changes • are maintaining an evacuation scheme, and need to send the trial evacuation and/or training programme report forms | send to the Regulatory Compliance Group: <ul style="list-style-type: none"> • email: evacuation@fireandemergency.nz • address: Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142 |

FIRE COMMUNICATIONS CENTRES ROLE AND CONTACTS

Fire Communications Centres (FCC) are in in Auckland, Wellington, and Christchurch. These centres:

- respond to every call for assistance
- dispatch the appropriate fire brigade(s) to an emergency.

You must notify your local Fire Communications Centre before and after your trial evacuations, so we know it is not a real fire emergency.

Use these details to contact the relevant communication centre for your area.

| FCC | Area | Contact number |
|----------|--|----------------|
| Northern | North of the line between Mount Taranaki and the East Cape | 09 486 7948 |
| Central | South of the line between Mount Taranaki and the East Cape | 04 801 0812 |
| Southern | the South Island | 03 341 0266 |