

COMPLETING AND SUBMITTING A MANUAL EVACUATION SCHEME APPLICATION

INTRODUCTION

Use this guide to help complete the **Evacuation scheme application** form. You'll use this printable form to either email or post your application to the Regulatory Compliance Group (RCG) at Fire and Emergency New Zealand.

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INTRODUCTION

Timeframes

- An evacuation scheme application must be submitted within 30 working days before:
 - a new building is first lawfully occupied
 - an existing building becomes a 'relevant building'.
- For information on relevant buildings, see the section below: [Requiring evacuation schemes](#).

Evacuation schemes

- An evacuation scheme describes how people will safely and quickly leave a building when there is a fire, or a suspected fire. It describes how everyone, including people who are in your building for the first time, e.g. contractors, new employees, guests/visitors etc., would know:
 - that there is a fire, e.g. will they hear alarms, sirens, messages across a speaker system or from wardens
 - what to do if they see a fire, and how to alert others
 - where the safe place(s) is, and how to get there
 - that everyone is safe, the building is clear, and the evacuation or emergency is over
 - who is managing the evacuation
 - how to help people who need assistance to evacuate, or how to get help if required.
- You can't predict when a real fire emergency will happen, and there are many variables that can affect the situation. An evacuation scheme will prepare:
 - for a range of situations and risks, no matter how unlikely
 - people to do the right thing during a fire emergency.

Buildings owners' legal obligations

Under sections 76(4) and 79 of the Fire and Emergency New Zealand Act 2017 (the Act), if a building owner fails to provide or maintain an approved evacuation scheme:

- the building owner may be prosecuted
- Fire and Emergency New Zealand (Fire and Emergency) may seek a court order to have the building closed until an evacuation scheme is submitted and approved in place.

Requiring evacuation schemes

- A building that requires an approved evacuation scheme is called a 'relevant building'. These buildings:
 - are used for gatherings, for any purpose, for 100 or more people
 - used to provide employment facilities for 10 or more people
 - used to provide accommodation for more than five people (other than in three or fewer household units)
 - are a place where hazardous substances are present in quantities exceeding the minimum amounts prescribed in schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
 - used to provide early childhood facilities (other than in a household unit)
 - used for nursing, medical, or geriatric care (other than in a household unit)
 - used to provide specialist care for persons with disabilities (other than in a household unit)
 - used to provide accommodation for persons under lawful detention (other than home detention).
- Building owners that don't have a relevant building, may voluntarily choose to have an evacuation scheme.

- See section 75 of the Act, for more details about relevant buildings, if required.

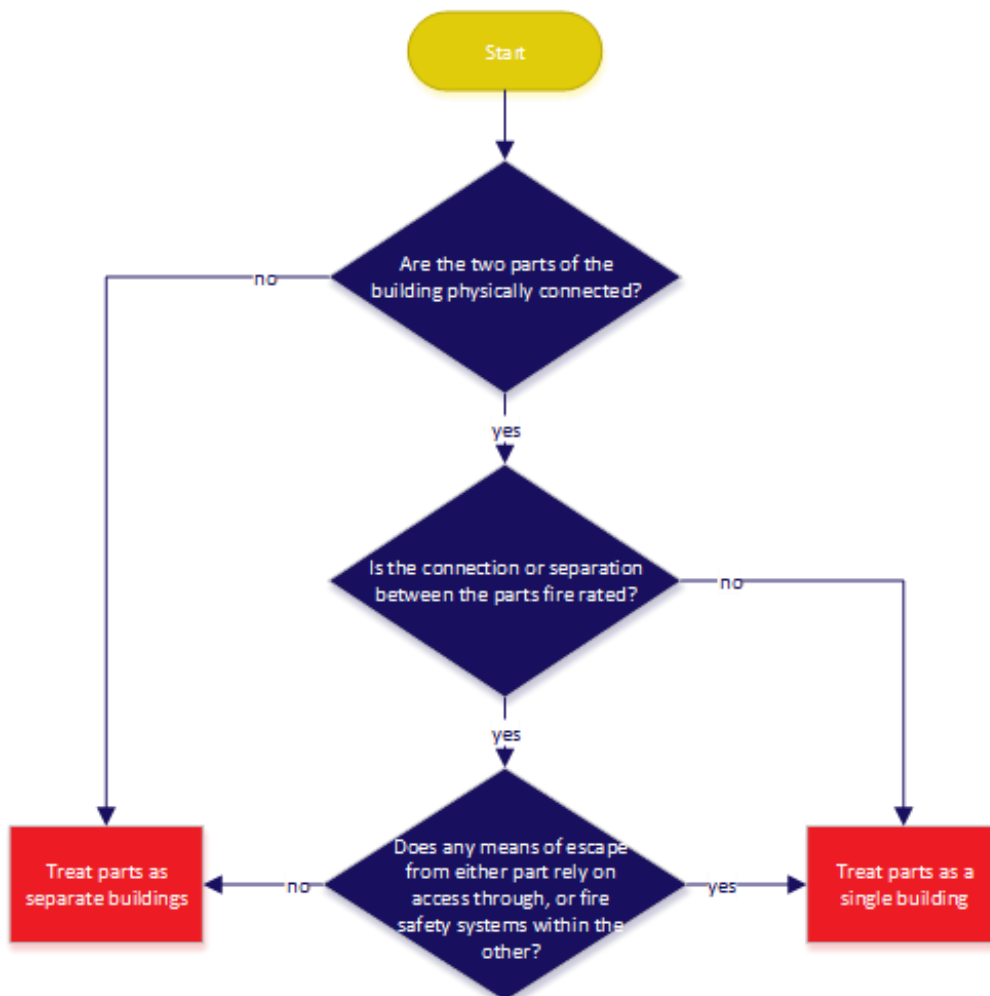
When evacuation schemes are not required

An owner of a relevant building is **not** required to provide or maintain an evacuation scheme, if:

- the building is used for either (but not both):
 - the gathering of 100 or more people for any purpose
 - providing employment facilities for 10 or more people.
- that building has an automatic sprinkler system that complies with one of these required standards, either: NZS 4515:2003, NZS 4541:2007, NZS 4515:2009, NZS 4541:2013 or NZS 4515:2020, with the required firefighting equipment
- the owner completes the **Notification that an evacuation scheme is not required** form to let Fire and Emergency know this. See: onlineservices.fire.org.nz > Printable forms > Notification that an evacuation scheme is not required.

Requirements for multiple buildings on separate sites or multi-unit buildings

Use the flow chart and the information in the table below to determine how many evacuation schemes are needed for each scenario.



| Scenario | Advice |
|-------------------------------------|--|
| Multi-unit buildings | <p>A multi-unit building may need to have more than one scheme for each part of the building, if all the following applies:</p> <ul style="list-style-type: none"> • the independent parts of the building must be appropriately fire separated from each other • each independent part of the building has its own means of escape • the means of escape cannot go through another independent part or rely on fire safety systems that are common across separate parts of the building. |
| Multiple buildings on a single site | <ul style="list-style-type: none"> • A common evacuation scheme application can be made for a complex with more than one building on it. This would usually occur where those buildings rely on common systems, such as a fire alarm, however that does not need to be the case. • To have a single scheme covering more than one building, all the following must apply: <ul style="list-style-type: none"> ○ all buildings must be on a common land title ○ the application must clearly detail every building that it covers ○ any procedures specific to any particular buildings must be detailed ○ the scheme maintenance must be carried out across all the buildings the scheme covers. |

BEFORE YOU START

Documentation

It is useful to have any supporting documents ready when completing your *Evacuation scheme application form*.

Attach all mandatory documents, and any other required supporting documents, to your application.

Mandatory documents

You must provide us with these documents:

- Fire action sign/notice — see question 4.1
- A copy of your proposed evacuation scheme, produced by the building owner for the occupants.

Other supporting documents

You may also need to provide these supporting documents, if relevant:

- Fire sprinkler system certification of compliance — see questions 3.2, 3.3 and 3.4
- Evacuation training programme — see questions 4.8, 4.9 and 4.10
- Site plan and floor plan showing means of escape — see question 5.4.

Useful references

These documents or resources may help you to answer questions on the application form:

- Record of title for the building
- Code of compliance certificate
- Fire report.

Useful links to Fire and Emergency resources

Use these resources to support your application, as required.

| Resources | Link |
|---|---|
| Quick reference guides | See: onlineservices.fire.org.nz > Quick Reference Guides |
| All editable forms including fire action signs and notices (in English and te reo Māori) | See: onlineservices.fire.org.nz > Printable Forms |
| Examples of application forms and supporting documents, including training programmes for a range of relevant buildings | See: onlineservices.fire.org.nz > Example Documents |
| Frequently asked questions and help | See: onlineservices.fire.org.nz > FAQs/ Help |

Useful links

- [Fire and Emergency New Zealand Act 2017 \(the Act\)](#)
- [Fire and Emergency New Zealand \(Fire Safety, Evacuation Procedures, and Evacuation Schemes\) Regulations 2018 \(the Regulations\)](#)
- [Building Act 2004](#)
- [Hazardous Substances and New Organisms Act 1996.](#)

For more help

If you have any questions about evacuation schemes, contact the Regulatory Compliance Group during business hours, i.e. hours, either:

- **email:** rcg@fireandemergency.nz
- **phone:** 0800 REG COMP (0800 734 2667).

Do not deliver or post evacuation scheme applications to local fire stations or Fire and Emergency New Zealand district offices.

See the Quick reference guide: onlineservices.fire.org.nz > Quick Reference Guides > [Contact details for evacuation schemes.](#)

APPLICATION TYPE

Select the appropriate checkbox to indicate whether the application is for a new building, an existing building that has now become a relevant building, or for a structure that will be set up temporarily, e.g. a marquee (for a wedding), circus tent or a prefabricated building.

SECTION 1: APPLICANT DETAILS

Use this information to help you complete the questions in Section 1.

1.1 Applicant type

Select the relevant option if you are submitting your evacuation scheme application for:

- an individual
- on behalf of a company.

1.2 Building or structure owner contact

- Enter the building owner's contact details in each field.
- A building owner could be an individuals' name, or a company, business or trust name.
- The building owner may be listed on the building's Record of title.
- If the building is owned by a body corporate, as defined in the Unit Titles Act 2010, the owner is the body corporate of that building, and you must include the body corporate number in the **Name** field.

1.3 Nominated contact person

- The 'nominated contact person' is either the building owner or another person engaged by the building owner.
- Select the **Contact person is the building owner** checkbox and go question 1.4 if the nominated contact person is the same as the building owner.
- Enter the nominated contact person's contact information in each field, if the building owner and nominated contact person are not the same person.
- We may phone the nominated contact person if we have questions or need to clarify something on your application.

- We use email to send all communications relating to the application.

1.4 Building or structure uses

Use this information to help you select all the options that apply to the use of your building:

- Checkbox 1: 'The gathering together, for any purpose, of 100 or more persons' refers to what is possible for the building - not what is usual.
Example: If a community hall has regular gatherings of 50-60 people, but can accommodate 100 or more people, you would tick this box.
- Checkbox 2: 'Providing employment facilities for 10 or more persons' refers to the facilities (e.g. desks, lockers, workspaces) available for each employee, and the maximum number of employees that your building can accommodate.
Example: If there are usually six employees working in the building, but you have space and facilities for 12 employees to work, you would tick this box.
- Checkbox 3: 'Household unit' is defined in section 7 of the Building Act 2004.
- Checkbox 4: This relates to the amounts of hazardous substances in your building (see questions 2.5 and/or 2.6). If the amounts are more than the minimum amounts allowed, as prescribed in schedule 3 of the Regulations, then:
 - select this checkbox in question 1.4 of the application form
 - your building must have an evacuation scheme.
- An owner of a relevant building is not required to provide or maintain an evacuation scheme if the building is used for:
 - gatherings of 100 or more persons, or providing employment facilities for 10 or more persons and the building has an automatic sprinkler system
 - the owner of the building notifies Fire and Emergency New Zealand in writing on the **Notification that an evacuation scheme is not required** form.
- Building owners that don't have a relevant building, may voluntarily choose to have an evacuation scheme.

SECTION 2 BUILDING OR STRUCTURE DETAILS

Use this information to help you complete the questions in Section 2.

2.1 Building/ structure description

- Determine the required action:

| If... | Then question 2.1... |
|-----------------------|---|
| a temporary structure | <ul style="list-style-type: none"> • does not apply • go to question 2.2. |

| If... | Then question 2.1... |
|------------|---|
| a building | <ul style="list-style-type: none"> • does apply • go to question 2.2. |

- Complete these fields, as required:

| Field name | What to enter |
|---------------------------|---|
| Building name | <ul style="list-style-type: none"> • The building's name (if any) is the name the building is usually identified by. This may be the official name of the building or the commonly used name. • This information can be found on the following: <ul style="list-style-type: none"> ○ rates notice ○ Building warrant of fitness. |
| Record of title reference | <ul style="list-style-type: none"> • The Record of title reference for a title to land is known as an 'identifier', and it looks like: <ul style="list-style-type: none"> ○ '345678' on more recent titles, which are also known as 'Computer Freehold Registers' or 'Computer Unit Title Registers'. ○ 'WN345/678' on older titles and may also be known as the 'certificate of title number' or 'CT number'. • If the building is on Crown land (and isn't excluded from the relevant building definition under 75(1) of the Act), then a New Zealand Gazette page number and date must be provided. |
| Legal description | <ul style="list-style-type: none"> • The legal description of the land is a term used in land records. • Go to: <ul style="list-style-type: none"> ○ your local council website and complete a property and rates search ○ Land Information New Zealand (LINZ) at linz.govt.nz > land > land-records > other-land-record-providers. |

2.2 Activities undertaken in the building/ structure

- Select all options that apply to your building or structure.
- If you select the **Other** checkbox, provide details of the other activity(s).

2.3 Floors

Select the relevant checkbox to indicate whether your building has single floors or multi-floors.

2.4 Floor occupancy

- Continue on separate sheet(s) of paper, if there are not enough rows on the application form to include information about all level(s) in your building, **Important:** Remember to attach these to your application.
- Use information in this table to help you complete these columns:

| Column name | What to enter |
|---|--|
| Floor | List all floors including basement levels below ground, and mezzanine floors. |
| Use of each floor | List how each floor is used, e.g. retail shops, nightclub, car parking, apartments, hotel, offices, etc. |
| Normal days used | Select the relevant options, either: <ul style="list-style-type: none"> • weekdays • weekends • 7 days a week. |
| Normal hours of use | Select the relevant options, either: <ul style="list-style-type: none"> • mostly daytime, i.e. between 7am and 6pm • mostly night-time, i.e. between 6pm and 7am • 24-hours. |
| Normal no. of occupants | Enter the approximate number of people who are regularly: <ul style="list-style-type: none"> • in the building (for single story buildings) • on that floor (for multi-level buildings). |
| Maximum no. of occupants | <ul style="list-style-type: none"> • Enter the maximum number of people that the building was designed to have on each floor. • Find this information in these documents, either: <ul style="list-style-type: none"> ○ Building warrant of fitness ○ Fire engineering reports, or other building records. |
| Maximum occupancy for the whole building or structure | Enter the total of the Maximum no. of occupants column. |

2.5 Hazardous substances

- You may have either hazardous substances or infectious or radioactive substances only, or both types of substances in your building.
- Ensure you selected the **...a place where hazardous substances are present...** checkbox in question 1.4, if you select the **Yes** checkbox in question 2.5.

Quantities of hazardous substances

- The substances in this table are listed in schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 (the Regulations).
- See some common examples of the different types of hazardous substances in the quick reference guide: Hazardous substances table at onlineservices.fire.org.nz > Quick Reference Guides > [Hazardous substances table](#).
- Use the same units of measurement as those used in the **Threshold quantity** column when completing your amounts in the **Approx. aggregate quantity** column.
- **Approx. aggregate quantity** is the approximate total amount of all hazardous substances in each relevant classification that are present in the building.
- The Act requires you to have an evacuation scheme if you have any of the listed hazardous substances in your building in amounts that are more than the threshold quantities. This means your building must have a Fire and Emergency approved evacuation scheme.
- For more information about hazardous substance classifications, see:
 - your supplier or compliance certifiers (formerly known as test certifiers)
 - the relevant Hazardous Substances and New Organisms Act 1996 (HSNO) compliant safety data sheet from the manufacturer
 - the Environmental Protection Authority website, epa.govt.nz > Database search > [Approved hazardous substances with controls](#).

2.6 Quantities of infectious or radioactive substances

- The substances in this table are listed in schedule 3 of the Regulations.
- **Approximate quantity** is the approximate total amount of these substances that are in your building.
- The Act requires you to have evacuation scheme if you have **any** amount of these substances in your building. This means your building must have a Fire and Emergency approved evacuation scheme.

2.8 Emergency response plans

- The criteria for determining whether a building needs an emergency response plan are available in part 5, subpart 2 of the Health and Safety at Work (Hazardous Substances) Regulations 2017. These Regulations are written under the Health and Safety at Work Act 2015.
- The Regulatory Compliance Group at Fire and Emergency will not review your Emergency response plan if it is attached to your evacuation scheme application.

SECTION 3 FIRE SAFETY FEATURES: FIRE PROTECTION

Use this information to help you complete the questions in Section 3.

3.1 Automatic sprinklers

If the building has a sprinkler system, sprinkler heads like one of these will be installed on the ceilings.



3.2 Sprinkler standards

Information

- Regulation 24 specifies:
 - For the purposes of section 76 of the Act, the minimum standard for an automatic sprinkler system is that the system:
 - satisfies sections 105 and 108 of the Building Act 2004 (in relation to the sprinkler system); and
 - is appropriate for the use and occupancy of the building; and
 - complies with subclause (2).
- Your automatic sprinkler system must comply with one of the following standards, at the time that it was installed:
 - NZS 4541:2007 — Automatic fire sprinkler systems
 - NZS 4541:2013 — Automatic fire sprinkler systems
 - NZS 4541:2020 — Automatic fire sprinkler systems: **Note:** If you have this sprinkler, you must also answer whether you have hand-operated firefighting equipment that complies with NZS 4503:2005
 - NZS 4515:2003 — Fire sprinkler systems for residential occupancies
 - NZS 4515:2009 — Fire sprinkler systems for life safety in sleeping occupancies (up to 2,000 m²).
- Find information for the standard of the automatic sprinkler system installed in your building:
 - in any of these documents:
 - Building compliance schedule
 - Building warrant of fitness
 - Building fire design report
 - from the building designer or fire alarm servicing company.

Different sprinkler systems, systems compliant with other standards, or no sprinklers

- You need to provide details in question 3.4 if your building has:
 - a sprinkler system that is not listed - attach compliance information with your application

- a sprinkler system that is compliant with another standard - attach compliance information with your application
- a sprinkler system that is not compliant with any standard, or you have no sprinkler systems.
- Attach evidence with your application to if your sprinkler system standard exceeds the minimum standards for sprinkler systems listed in the Regulations.
- As a rule, some standards have a clause which covers 'existing installations' within the standard itself. This is so that sprinkler systems certified to previous additions of that standard can be recognised. Check the latest version of the standard that the system was originally certified to, in order to see if that applies. If it does apply there may also be a reference to an appendix of upgrades that may be required in the case of alterations, additions or a change of use, e.g. in NZS4541:2020 see section 1.18 **Existing installations**.

Decide whether your building may have inside places of safety

- Use this table to determine whether your building meets the criteria to have inside place(s) of safety during a fire emergency.

| If your building has... | Then... |
|---|---|
| an automatic sprinkler system that complies with one of these standards: <ul style="list-style-type: none"> ● NZS 4541:2007 — Automatic fire sprinkler systems ● NZS 4541:2013 — Automatic fire sprinkler systems ● NZS 4515:2003 — Fire sprinkler systems for residential occupancies ● NZS 4515:2009 — Fire sprinkler systems for life safety in sleeping occupancies (up to 2,000 m²) | your building may have inside places of safety. Note: See question 3.11 of your application. |
| <ul style="list-style-type: none"> ● an automatic sprinkler system that meets the NZS 4541:2020 — Automatic fire sprinkler systems standard ● hand-operated firefighting equipment that meets the NZS 4503:2005 standard, or other FENZ approved firefighting equipment | your building may have inside places of safety. Note: See question 3.11 of your application. |
| <ul style="list-style-type: none"> ● sprinkler system(s) that are compliant with another standard | people must go outside during an evacuation. |

3.3 Hand-operated firefighting equipment

- If your sprinkler system meets the NZS 4541:2020 — Automatic fire sprinkler systems standard, your building must also have hand-operated firefighting equipment that complies with the NZS 4503:2005 standard, and as detailed in question 4.2.
- If your firefighting equipment doesn't meet this standard, you must provide details about other firefighting equipment your building has in question 3.4.

3.4 Further details

- Provide details about the sprinkler system if your building:

- has a different sprinkler system,
- does not have a sprinkler system.
- Contact the Fire and Emergency Risk Reduction team in the district where your building is, if you have any questions.

3.5 Fire alarm system

Select the appropriate checkbox.

| If you answered... | Then complete question(s)... |
|---|------------------------------|
| Yes, because your building has a fire alarm system | 3.6, 3.7 and 3.8. |
| No, because your building does not have a fire alarm system | 3.9. |

3.6 Fire alarm trigger

Select the appropriate checkbox(es) for any options that apply to the fire alarm triggers in your building.

3.7 Fire alarm system standard

Select the appropriate checkbox to indicate whether your fire alarm system meets the NZS 4512:2010 – Fire detection and alarm systems in buildings standard requirements or not.

3.8 Fire alarm monitoring

Select the appropriate checkbox to indicate whether your fire alarm system is monitored or not.

3.9 Other protection systems

Provide details about other systems in your building, e.g. foam, gaseous or water mist systems etc.

SECTION 3 FIRE SAFETY FEATURES: PLACES OF SAFETY

3.10 Places of safety outside

- A 'place of safety' is a place clear of your building where people may safely assemble after escaping the effects of a fire. Examples include a footpath, nearby open space, or outside an adjacent building.
- You may have more than one place of safety outside. If any of these places are used as a 'secondary' place (if the primary place is deemed unsafe), please state this in your answer and also state how evacuating occupants will be notified when the secondary place of safety is to be used, e.g. with verbal direction from wardens.

- We don't recommend that people cross a road to get to a place of safety. If this is unavoidable for your building, your evacuation scheme should confirm how the evacuating occupants will be able to safely cross the road during an emergency evacuation, e.g. by confirming the road is quiet with very low traffic volumes, or with details of traffic management and/or crowd control procedures performed by building staff or wardens. This detail can be supplied in your answer here and/or in your training content in Section 4.
- 'It will be available for occupants from the following area(s)' refers to the different areas of the building where evacuating occupants will use this place of safety. This may be all building occupants, or you may designate occupants from certain areas of the building to use specific places of safety when there is more than one place.

3.11 Places of safety inside

- A 'place of safety inside' is a place within a building in a separate firecell where people may safely assemble to escape the effects of a fire. These are most commonly used in buildings where occupants may not be able to readily evacuate themselves outside, e.g. a hospital or retirement home.
- You can only use places of safety inside if your building has an automatic sprinkler system installed that meets one of the standards specified in regulation 24 of the Regulations. A place of safety inside must also have appropriate internal fire safety features including appropriate fire separations and a way for people to escape to a place of safety outside if required.
- Even if your building meets these requirements, using a place of safety inside isn't mandatory – you can still have an evacuation to one or more places of safety outside.
- If you have a place(s) of safety inside, you must confirm that they will hold the required number of people, which parts of the building each place will serve, how the place of safety inside is kept safe from fire, who will be in charge of the people in the place of safety inside and how people will be evacuated to a place of safety outside if required.
- If you do want to use one or more places of safety inside, Fire and Emergency New Zealand will visit and check these places of safety prior to the approval of your application.

SECTION 4 PREPARATION IN CASE OF A FIRE: SIGNS AND EQUIPMENT

4.1 Signs and notices

Requirements

- Regulations 7(4) and 7(5) outlines the requirements for the design of your signs and notices. They must have:
 - a safety blue background (see below for colour definition)
 - a white border
 - white lettering
 - at least 5mm high lettering
 - any spaces for hand-written information must be white and at least 10mm high.



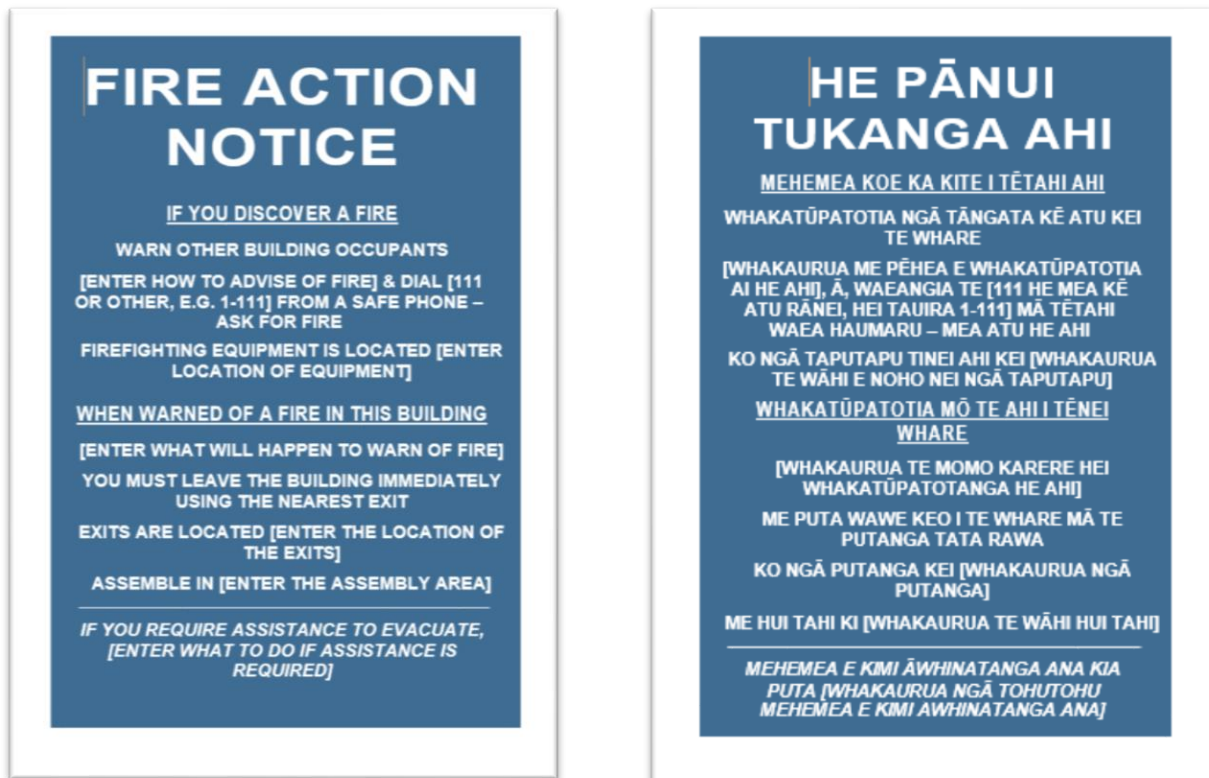
- Your signs/ notices must include the following information:
 - the routes of travel to the place(s) of safety
 - the fire alarm signals or other ways used to alert people there is a fire, or any alarms available for people to activate
 - any available firefighting equipment for people to use
 - provision for any people who require particular assistance
 - how to alert Fire and Emergency to a fire emergency. **Important:** If a number is required for an outside line, this must be on your signs and notices, e.g. Dial 1 - 111. Alternatively, the notices can reference that an outside line may be required for buildings that have multiple phone systems.

Consistent information

- Your signs and notices must be consistent with the information provided in your application, e.g.:
 - including the method of alert (see question 5.1)
 - exit routes (see question 5.4)
 - places of safety (see questions 3.10 and 3.11).
- **Important:** Include all notices with your application.

Templates

- Templates are available from Online Services. See onlineservices.fire.org.nz > **Printable forms**.
- There are four **Fire action notice** templates:
 - to type the evacuation details, in either English or te reo Māori, in a Word template and print
 - to print out and hand write the information in either English or te reo Māori.



Displaying your notices

- If your building has several places of safety, it will be useful to only display the sign/ notice with the relevant information about the place of safety and way to get there for that area.
- Provide details abouts where the signs/notices are displayed, e.g. next to manual call points, on exit routes, etc. **Note:** It is not acceptable to answer, 'throughout the building'.

General

- Fire safety signs/ notices provides information for everyone to follow, including visitors who may not be familiar with your building or your fire emergency procedures.

4.2 Firefighting equipment

- Hand-held hose reels, or other similar firefighting equipment installed in your building, must be maintained to meet the NZS 4503:2005 – Hand-operated firefighting equipment standard. Enter the equipment type and confirm that it meets the required standard in the **Firefighting equipment** column.
- Complete the **Location** column as required. State whether any equipment is throughout the building.
- If there is no firefighting equipment in the building, write 'No response'.

SECTION 4 PREPARATION IN CASE OF A FIRE: PREPARATION FOR A FIRE EMERGENCY

4.3 Training

- Your building participants must be trained for a fire emergency by either:
 - trial evacuations
 - an evacuation training programme for permanent occupants.
- Follow this guidance:

| If your building is... | Then use... |
|--|---|
| <ul style="list-style-type: none"> • an early childhood facility (not including any household units) • educational institution | trial evacuations. |
| any other relevant building | trial evacuations or evacuation training programmes. |

- Trial evacuations involve all the building occupants participating in an evacuation that simulates a fire emergency, i.e. sounding the alarm, evacuating the building, accounting for all occupants, etc. Permanent occupants must be trained to manage an evacuation. This can be run separately, or as part of a debrief following a trial evacuation.
- Evacuation training programmes must demonstrate how the permanent occupants (staff, residents, etc) are trained to manage the evacuation of all the occupants from the building in an emergency. This is often the most suitable option for buildings whose occupants are likely to be transient (e.g. motels, theatres) or need assistance to evacuate (e.g. hospitals, retirement homes).

4.4 Trial evacuation timings

- Trial evacuations must take place at least every six months.
- Provide frequency details if you select the **Other** checkbox.
- You are legally obligated to hold trial evacuations as indicated on your Evacuation scheme application form.

4.5 Trial evacuation management

Enter the role of the person who will manage trial evacuations.

4.6 Staff training responsibilities

Enter the role of the person who will train people for trial evacuations.

4.7 Staff training

- This is the information given to participants who attend the trial evacuation training, i.e. building occupants (staff, residents, etc.) This also includes any training content from an external provider.
- Attach copy(s) of the training programme and supporting documents to your application.

- There the example documents to help develop your training programme. See onlineservices.fire.org.nz > [Example Documents](#).
- Your answer here and/or supporting documents must provide full detail on the following points:
 - staff/occupant roles on discovering or being alerted to a fire
 - roles, responsibilities, duties and identified wardens (if any). **Note:** See question 5.2 regarding wardens
 - how all building occupants will be accounted for or the building determined to be clear
 - the need to call 111 from a safe location, and who is responsible for ensuring this has been done
 - going to a place of safety outside (or inside if applicable)
 - how the evacuation of persons requiring particular assistance will be managed
 - supervision of the evacuation (usually by a chief warden) and where this person will be located
 - reporting information to an evacuation supervisor and/or attending firefighters.

4.8 Training programme implementation

- Training must take place at least every six months.
- Provide frequency details if you select the **Other** checkbox.
- You are legally obligated to hold training as indicated on your Evacuation scheme application form.

4.9 Training programme management

Enter the role of the person who will manage your evacuation training programme.

4.10 Training programme documents

Ensure you attach all training programme documents with your Evacuation scheme application form.

SECTION 5 EVACUATION PROCEDURE

Overview

The answers in this section include:

- all occupancy uses and times
- from when a fire is detected, until the time when everyone is at a place of safety outside (even though in an actual fire, some people may remain in the place of safety inside).

Consider your answers to questions in this section in terms of a real fire emergency — not a trial evacuation or a false alarm.

5.1 Alerts

Describe how occupants in your building could be alerted to a fire emergency, i.e:

- evidence of a fire
- verbal warning from others
- an alarm sounding throughout the building after being:
 - manually activated
 - triggered by smoke alarms
 - triggered by heat detectors
- battery-operated smoke alarm
- sprinkler activation
- public address system/ loudspeaker
- air horn/ whistle — include where this equipment is located
- wardens, if any.

5.2 Evacuation procedure

Once they know there is a fire emergency, describe how the occupants in your building will be informed about:

- what they need to do to keep themselves and others safe
- the need to get to a place of safety
- where the place(s) of safety are
- the fastest route to the place(s) of safety.

Include all possible options, not just the most likely option. Possible answers for how building occupants will be informed and aware can include:

- signs and notices (see question 4.1)
- verbal direction from wardens or other staff
- staff training/ induction
- practicing trial evacuations
- public address system.

Describe how the people who require particular assistance will be evacuated. This includes details about the special equipment available and how permanent occupants are trained to use it.

Use of wardens

Wardens are not a requirement of the Act or Regulations. They may be used to effectively evacuate people in these types of buildings:

- multi-occupancy buildings

- buildings with large numbers of occupants
- theatres and cinemas
- hospitals
- airports.

If your building has wardens, describe their duties and how they are identified in a fire emergency.

5.3 Evacuation complete

Describe how you will determine an evacuation is complete, e.g. all occupants accounted for or building cleared by wardens or other means.

5.4 Means of escape

- Describe in detail all the escape routes and alternative routes from all floors of your building to the places of safety listed in question 3.10 Places of safety outside and question 3.11 Places of safety inside (if applicable). This must include the use of any internal or external stairs.
- If there are one or more places of safety inside, this answer must cover the means of escape to places of safety inside.
- It is often easiest to answer this question by attaching a floor plan – a hand-drawn sketch is acceptable. The floor plan can be marked with the routes of travel, fire exits and place(s) of safety.

5.5 Evacuating places of safety inside

If there are one or more places of safety inside, this answer must include:

- how occupants will be advised of the need to evacuate to another place of safety
- the means of escape from places of safety inside to places of safety outside, if a full evacuation is needed.

5.6 People requiring assistance

- This includes any person who would be unable to self-manage leaving the building during a fire emergency by using the means of escape from fire. This would include any person who relies on elevators to move between floors, and could also include an able-bodied person who suffers an injury or medical event on an upper floor during a fire evacuation.
- These scenarios may be unlikely for your building, but they should be considered for this question.

5.6 Evacuation of people requiring assistance

- Details should be provided around how the evacuation of persons requiring assistance to a place of safety will be managed.

- Even if the building does not have, or is not likely to have, regular occupants who require assistance, you must allow for visitors who may enter your building, or occupants who suffer an injury and therefore require assistance.
- The procedures for the building may be that regular occupants are trained to identify and assist people who require particular assistance during an evacuation, if that is the case this should be stated in the answer to this question.
- Your procedures to manage people who require particular assistance may have references to equipment such as evacuation chairs, hoists, wheelchairs, stretchers or mobile cots for small children.
- If there is a mechanism for people who may require assistance to register the fact they may need help to evacuate, that should also be referred to in your response to this question.

5.7 Fire and Emergency New Zealand notification

- Possible answers to the way Fire and Emergency may be alerted that there is a fire, include:
 - 111 call
 - automatic Fire and Emergency New Zealand notification following a manual alarm sounding*
 - automatic Fire and Emergency New Zealand notification following an alarm being triggered by smoke alarms*
 - automatic Fire and Emergency New Zealand notification following an alarm being triggered by heat detectors*
 - automatic Fire and Emergency New Zealand notification following sprinkler activation*.

***Note:** An automatic notification to Fire and Emergency only applies if the fire alarm in your building has this function. The company that installed or maintains the alarm can provide you with this information.

- Your answer must specify that a 111 emergency call will be made, even if your building has an alarm connected to Fire and Emergency.

5.8 Fire and Emergency New Zealand arrival

- Provide details of the permanent who will liaise with Fire and Emergency staff when they arrive. This could include, e.g. team leader, or a fire warden etc.
- Avoid using individuals' names because they may not necessarily be onsite during a fire emergency.

SECTION 6 SPECIAL PROVISIONS

6.1 Special provisions

Add details of any special provisions or any other relevant information that is not already included in your application. Examples could include:

- confirmation of building features in complex sites

- provisions for when an automatic sprinkler system or warning system is shut down or becomes inoperative
- any additional information or comments that may help us assess your application.

SECTION 7 OWNER RESPONSIBILITIES

- This is a statement that the building owner will notify Fire and Emergency if any of the listed building events occur.
- Review the events, then select the declaration checkbox. You must also sign handwritten applications.

REVIEW AND SEND APPLICATION

Follow these steps to review, then send your Evacuation scheme application to the RCG at Fire and Emergency.

1. Review your completed application and make changes if required.
2. Submit your application as follows:

| If your application will be... | Then... |
|--------------------------------|---|
| posted | <ul style="list-style-type: none">• attach all supporting documents to the paper application form• post to the Regulatory Compliance Group (RCG), PO Box 68444, Victoria Street West, Auckland 1142. |
| emailed | <ul style="list-style-type: none">• attach the application form and all supporting documents to an email• email to: rcg@fireandemergency.nz |

3. RCG might contact you in these situations:
 - there are errors
 - there is more detail is needed, or there is missing content
 - they have questions.