



School Example Application Form

The quickest and most convenient way to apply for an Evacuation Scheme is by using the online form. Once you have submitted your application, it is easy to make changes if required to get the application approved. Once approved, you will be notified when you need to do any follow-up actions to keep your approved scheme current (i.e. to maintain it).

The following is an example of a completed online application form.

Please note that there may be some differences with your application. In this example we have ensured that an answer is demonstrated for every question, however for a number of schools some questions will not be applicable. (e.g. if there is no sprinkler system) The online form determines which questions are required based on your answers to previous questions. For example, if you do not have a sprinkler system, the questions relating to that system will not be required; however, if you do have a sprinkler system you will be required to answer those questions.

Application for Evacuation Scheme Approval

Completing the Application

Please answer all the questions on this form.

As part of completing this application you will need to upload some documents. The system will prompt you to upload the documents when you need to. These must be on PDF or JPG format. Go to the FAQs to find out more.

You will need to upload copies of your **signs** and **notices**, and a copy of your **proposed evacuation scheme**. You can upload additional supporting documents along with your proposed evacuation scheme at the end of the application on the 'Submit Application' screen if you choose to.

Note: There can be issues with submitting your application if you cut and paste large amounts of text into question boxes from Microsoft Word. Please refer to the FAQ on how to cut and paste.

Section 1 – Application Details

[Help for this section](#)

1.1 Building owner

Name MOE Standard Primary
Postal Address 42 Parata Place
Suburb Gonville
City Whanganui
Post code 4554
Contact Phone Number 0800 347 346
Cell Number
Fax Number 09 309 0483
Email Address schooladmin@email.co.nz

1.2 Nominated contact person

Name Martin Henson
Postal Address PO Box 44
Suburb Gonville
City Whanganui
Post code 4554
Phone Number 05 844 8844
Cell Number 026 332 1122
Fax Number 05 844 8994
Email Address schooladmin@email.co.nz

All correspondence will be sent to this email address

1.3 This application is for

- a new building
 an existing building

- 1.4 The building needs an evacuation scheme because the building or parts of the building will be used for one or more of the following purposes (tick all the options that apply)**
- the gathering together, for any purpose, of 100 or more persons
 - providing employment facilities for 10 or more persons
 - providing accommodation for more than 5 persons (other than in 3 or fewer household units)
 - 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
 - providing early childhood facilities (other than in a household unit)
 - providing nursing, medical, or geriatric care (other than in a household unit)
 - providing specialised care for persons with disabilities (other than in a household unit)
 - providing accommodation for persons under lawful detention (other than home detention)
 - none of the above, this is a voluntary application

Section 2 – The Building

[Help for this section](#)

2.1 Building Description

Building's name MOE Standard Primary School

Street number 42

Unit number

Street name Parata Place

Suburb Gonville

City Whanganui

Post code 4554

Record of Title reference CT445544

Legal description Lot 1 DP 5445

2.2 Activities undertaken in the building (tick all options that apply)

- residential
- retail or wholesale
- school or other education
- coolstore
- rest home/nursing home
- hospital
- place of worship
- manufacturing
- offices
- early childhood facility
- entertainment
- storage
- marquee or other temporary structure
- boarding house
- other (specify the use)

2.3 The building is

- single storey
- multi-storey

2.4 The total occupancy on each floor is

Floor	Use	Normal days used	Normal hours used	Normal number of occupants	Maximum number of occupants
Ground	Education	Week days	Day time (between 7am and 6pm)	355	500
1 st floor	Education	Week days	Day time (between 7am and 6pm)	55	85
2 nd floor	Education	Week days	Day time (between 7am and 6pm)	60	85
Maximum building occupants					670

Hazardous Substances

[Help for this section](#)

2.5 One or more of the hazardous substances in question 2.6 and/or question 2.7 is present in the building in an amount or amounts that exceed the threshold quantities prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

- yes
- no

2.6 List the hazardous substances exceeding the threshold quantities present in the building, together with the approximate aggregate quantities for each

Property and state	Classification	Approximate aggregate quantity
Pool Chlorine (Granular)	5.1.1B	80kg

2.7 List the infectious or radioactive substances exceeding the threshold quantities present in the building, together with the approximate aggregate quantities for each

Property and state	Hazard	Approximate aggregate quantity
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2.8 Is the building required to have an Emergency Response Plan under the Health and Safety at Work Act 2015?

- yes
 no

Section 3 – Fire Safety Features

[Help for this section](#)

Fire protection systems

3.1 Does the building have an automatic sprinkler system?
 yes
 no

3.2 Is the sprinkler system installed in accordance with one of the standards specified in regulation 24 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018?

- yes
 no

3.3 The standard that the sprinkler system has been installed to is
 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 2000 square meters)

3.4 The building's sprinkler system is installed in accordance with
 another standard (please specify)
 no standard

3.5 Does the building have a fire alarm system?
 yes
 no

3.6 How is the alarm system triggered? (tick all the options that apply)
 Smoke detectors
 Heat detectors
 Manual call points

3.7 Does the system meet the requirements of NZS 4512:2010?
 yes
 no

3.8 Is the alarm system monitored?
 yes
 no

3.9 Please provide details of any other fire protection systems

Places Of Safety

Places of Safety Outside

3.10 Complete the details

A place of safety outside is The main sports field behind the school hall

This place of safety will be available for occupants from the following area(s) All occupants

Places of Safety Inside

3.11 Complete the details for each place of safety inside, ensuring your answers cover different fire scenarios, such as different fire locations

<p>A place of safety inside is</p>	Level 1 and level 2 lobby in B Block
<p>This place of safety will be available for occupants from the following area(s)</p>	Those occupying Level 1 or level 2 in B Block who are unable to self-evacuate using the stairs
<p>This place of safety is capable of holding the number of occupants likely to be evacuated here because</p>	The lobby area on each floor is able to hold the number of people from the upstairs classrooms who require assistance to evacuate. The majority of occupants will self-evacuate to the place of safety outside, it is only envisaged that there may be 1 or 2 people on each floor who may not be able to self-evacuate at any one time.
<p>The person who will stay with the people in the place of safety is/holds the position of</p>	A teacher/warden from one of the upstairs classrooms
<p>The place of safety is kept safe from fire by</p>	Each lobby is fire separated from the rest of the building, has direct access to the protected stairwells, and is sprinkler protected
<p>Describe how you would evacuate occupants to a place of safety outside the building</p>	They can be assisted down one of the protected stairwells if required.

Section 4 – Preparation in case of fire

[Help for this section](#)

Signs and Equipment

<p>4.1 Provide copies of signs or notices, and complete the details below, including where the signs or notices are located</p>	<p>Title of the sign or notice</p> <p>Fire Action Notice</p> <p>Upload(s):</p> <p>Standard Primary School Fire Action Notice.pdf</p>	<p>Location(s)</p> <p>Beside all alarm call points and along all exit routes</p>
<p>4.2 List any firefighting equipment and where it is located</p>	<p><input type="checkbox"/> none</p> <p>Firefighting equipment</p> <p>Multi-purpose dry powder extinguishers</p>	<p>Location(s)</p> <p>In hallways of class blocks, by double doors from the hall and in reception area</p>

Preparation for a Fire Emergency

<p>4.3 The occupants will be trained by</p>	<p><input checked="" type="radio"/> trial evacuations</p> <p><input type="radio"/> an evacuation training programme</p>
<p>4.4 Trial evacuations will be carried out in the manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every</p>	<p>6</p> <p><input checked="" type="radio"/> months</p> <p><input type="radio"/> weeks</p>
<p>4.5 Trial evacuations will be managed by the person who holds the position of</p>	Senior School Administration Officer
<p>4.6 Staff training for managing fire evacuations is the responsibility of the person who holds the position of</p>	Senior School Administration Officer
<p>4.7 Describe in detail what the staff training for managing fire evacuations consists of</p>	<p>Please see attached training document.</p> <p>Instead of completing the answer in the box provided above, you can upload a PDF document detailing your staff training.</p> <p>Upload(s):</p> <p>Standard Primary School Fire Emergency Training.pdf</p>
<p>4.8 The evacuation training programme will be implemented in the manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every</p>	<p>0</p> <p><input type="radio"/> months</p> <p><input type="radio"/> weeks</p>
<p>4.9 The evacuation training programme will be managed by the person who holds the position of</p>	

Section 5 – Evacuation Procedure

[Help for this section](#)

5.1 The building occupants will be alerted to a fire emergency by	<p>Occupants will be alerted by the building fire alarm system which can be activated by manual call points, automatic smoke detection or automatic heat detection.</p> <p>Occupants could also be alerted by verbal warnings from staff / Wardens.</p>				
5.2 Describe the evacuation procedure for the building that will ensure occupants will be evacuated to a place or places of safety	<p>All occupants are to evacuate by the nearest exit and assemble in the place of safety (sports field behind the hall).</p> <p>On the rare occasion that there are people in the upstairs levels of B Block, they will be instructed by the teachers to remain in the protected place of safety inside – which is the lobby on each level.</p>				
5.3 Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)	<p>Wardens will check their areas are clear and also call the role once at the assembly point to account for individual students. Confirmation their area is clear will be reported through an Assembly Warden to the Chief Warden.</p> <p>If anyone remains in one of the places of safety inside, this will be relayed to the Chief Warden by one of the B Block Teachers advising how many people are at the place of safety inside, the assistance they require and who is remaining with them.</p>				
5.4 Describe in detail all the means of escape from fire to all places of safety, including alternative routes if the primary route is unable to be used	<p>Site plan attached.</p> <p>Upload(s): Standard Primary School site plan.pdf</p>				
5.5 Describe when and how occupants in a place of safety inside will be notified of <ul style="list-style-type: none"> • The need, if necessary, to evacuate to another place of safety (inside or outside the building) • How to leave the place of safety 	<p>This will be communicated through the wardens, either by cell phone, announcement over the internal PA system, or as a last resort by a runner relaying a message.</p> <p>There are 2 protected stairwells which can access the places of safety inside. Even if one stairwell is compromised, this will enable the Chief Warden to allocate people to assist those to evacuate if required.</p>				
5.6 Does the building have, or is it likely to have, occupants who require particular assistance to evacuate or to be notified of the need to evacuate? (E.g. persons with disabilities, hearing impaired, elderly, small children, etc)	<p><input checked="" type="radio"/> yes <input type="radio"/> no</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Equipment</td> <td style="width: 50%;">Staff Trained to use it are (state position, or 'all')</td> </tr> <tr> <td>None</td> <td>N/A</td> </tr> </table>	Equipment	Staff Trained to use it are (state position, or 'all')	None	N/A
Equipment	Staff Trained to use it are (state position, or 'all')				
None	N/A				
5.7 Explain how the evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety? Even if you do not have regular occupants that may require particular assistance, explain how you would manage visitors or someone who may have an injury that required assistance to evacuate.	<p>The school has some students who will require assistance to evacuate. This assistance varies depending on individual abilities. Wherever possible a 'Buddy System' is developed where students in the same class are tasked to assist others. This is practiced regularly to ensure it works. Students who are 'buddies' are also tasked to assist those they are partnered with is an evacuation occurs during break times. There is more than one buddy per child who requires assistance to cover if one child is away.</p> <p>The school also has other friends and family members in the school at drop off and pick up times and encourages them to visit and participate in some learning experiences with the children. Staff are trained to provide assistance to these people as required to help them get to the assembly point in an emergency.</p> <p>The only above ground levels are on Level 1 and 2 of B Block. There is a place of safety inside in the lobby of each of these levels. While everyone will be instructed to evacuate to the place of safety outside, teachers may use this area for anyone upstairs who requires assistance to evacuate. If it is used, one teacher will remain with those people (with their cell phone) and the another teacher from upstairs will advise the Chief Warden of the situation. The Chief Warden will allocate people to assist if required.</p> <p>When the school is used outside normal hours, the person responsible for the event/use must plan for an evacuation including how they will manage anyone who requires assistance.</p>				
5.8 Fire and Emergency will be alerted to the fire by	<p>The alarms/sprinkler system is directly connected to Fire and Emergency, in addition to this a 111 call will be made</p>				
5.9 Firefighters, on arrival, will be told the location of any people in place(s) of safety inside by (name or position of person):	<p>Chief Warden will advise arriving firefighters of the status of the evacuation including the number of people who may still remain within internal places of safety.</p>				

Section 6 – Special Provisions

[Help for this section](#)

6.1 Describe any special provisions or conditions, such as contingency plans	<p>If the fire alarm or sprinkler system is ever inoperative for any reason, we will ensure people are placed on 'fire watch' to monitor any affected buildings so that people can be verbally alerted to the need to evacuate should a fire occur.</p>
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Section 7 – Applicant Responsibilities

[Help for this section](#)

7.1 **The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if**

- The building's fire detection and suppression system is non-operational for any period of time
- The means of escape from fire for the building are required to be altered under section 107 of the Building Act 2004:
- Building work is carried out on the building under section 112 or 133AT of the Building Act 2004 affecting its means of escape from fire:
- The building's life is extended under section 116 of the Building Act 2004:
- The occupancy of the building is changed to the extent that its means of escape from fire are materially affected:
- There are changes to the place or places of safety specified in the evacuation scheme:
- There is a change of purpose or activities within the building:
- The building is no longer required to have an evacuation scheme (for example the building is demolished or is no longer used for a purpose described in section 75(1)(a) to (i) of the Act).
- The nominated contact person for the building (whether that is the owner or another person) will be absent from New Zealand for longer than 21 consecutive days. You must advise who the alternative contact person will be.

Submit Application

You must upload a copy of your proposed evacuation scheme:

Upload(s):

[Evacuation Scheme.pdf](#)

To save your application and submit at a later stage select [Save and Complete Later]. To submit your application for processing select [Submit Application]. You must read and accept the statement below before your application can be submitted for processing:

By ticking this box I acknowledge that I have completed this application and that the information I have provided is true and correct to the best of my knowledge, and that the building owner seeks approval of the evacuation scheme for the building.