COMPLETING AND SUBMITTING AN ONLINE EVACUATION SCHEME APPLICATION

INTRODUCTION

Use this guide to help you complete and submit a new online evacuation scheme application.

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- **Create and submit an online application**

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 assistance 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

o   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:
  o   are used for gatherings, for any purpose, for 100 or more people
  o   used to provide employment facilities for 10 or more people
  o   used to provide accommodation for more than five people (other than in three or fewer household units)
  o   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
  o   used to provide early childhood facilities (other than in a household unit)
  o   used for nursing, medical, or geriatric care (other than in a household unit)
  o   used to provide specialist care for persons with disabilities (other than in a household unit)
  o   used to provide accommodation for persons under lawful detention (other than home detention).
- 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, or both, of the following purposes:
  o   providing employment facilities for 10 or more people
  o   providing accommodation for 6 or more people (other than in 3 or fewer households):
  and
- 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
  and
- the owner completes the **Notification that an evacuation scheme is not required** form to let Fire and Emergency know this.

Requirements for multiple buildings on a single site

Scenario	Advice

Multiple buildings on a single site	• 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:
	   o all buildings must be on a common land title
	   o the application must clearly detail every building that it covers
	   o 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 mandatory and supporting documents ready before completing your **Evacuation scheme application form.**

Mandatory documents

You must provide us with these documents:

• Fire action sign/notice(s) — 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 question 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: **Evacuation Schemes	Fire and Emergency New Zealand**
All editable forms including fire action signs and notices (in English and te reo Māori)	See: **Evacuation Schemes	Fire and Emergency New Zealand**
Examples of application forms and supporting documents, including training programmes for a range of relevant buildings	See: **Evacuation Schemes	Fire and Emergency New Zealand**
Frequently asked questions and help	See: Help and FAQ	Fire and Emergency New Zealand

Useful external 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 (8am–5pm):

Email: rcg@fireandemergency.nz

Phone: 0800 REG COMP (0800 734 2667).

See the Quick reference guide >: fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > **Contact details for evacuation schemes**.

CREATE AND SUBMIT AN ONLINE EVACUATION SCHEME APPLICATION

Follow these steps to create and submit an online evacuation scheme application.

Information

RealMe® allows you to access multiple government online services with one username and password, and securely prove who you are online. You need a RealMe login to create an online evacuation scheme.
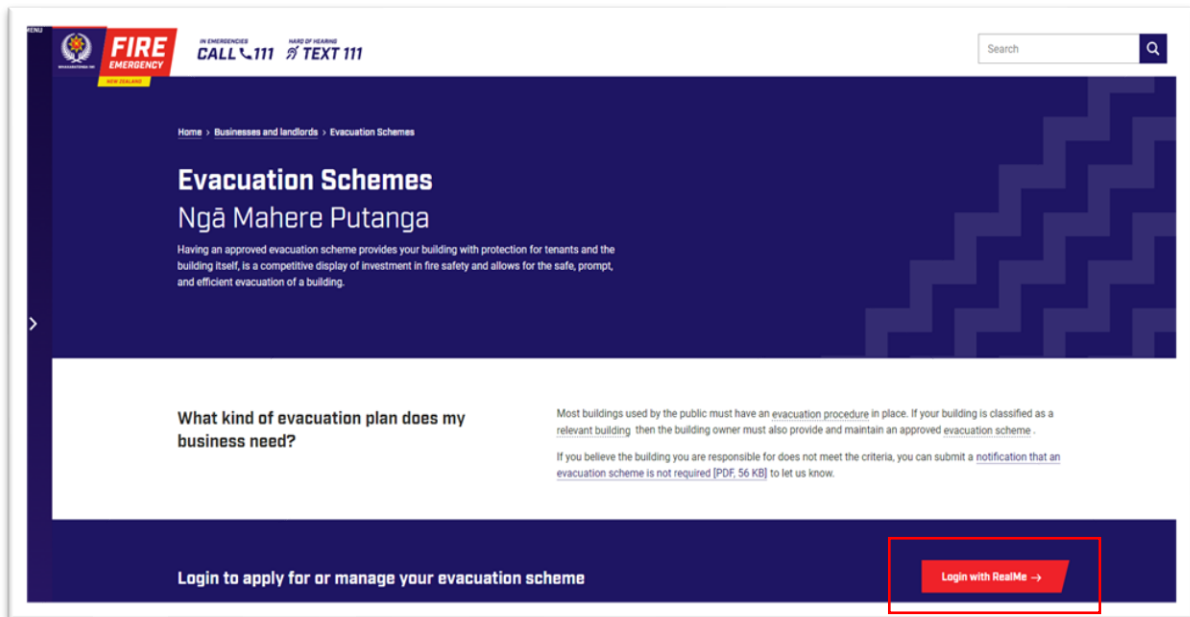
Step(s) to login or register for RealMe

1. Select the link at the bottom right of the **Evacuation Schemes Ngā Mahere Putanga** homepage to either login or create a RealMe account. See: fireandemergency.nz > Evacuation Schemes Ngā Mahere Putanga > Login with RealMe.

2. Either enter your username and password into the **Login with RealMe** fields or select **Create a RealMe login**.

Information

Once you've logged in, the **Evacuation Schemes Aronui Evacuation** homepage displays. From this page you can:

- apply for a new online evacuation scheme
- maintain your approved schemes, e.g. submit trial evacuation reports
- transfer the ownership of a scheme(s) to another person
- view a worklist of any actions required to manage your scheme.
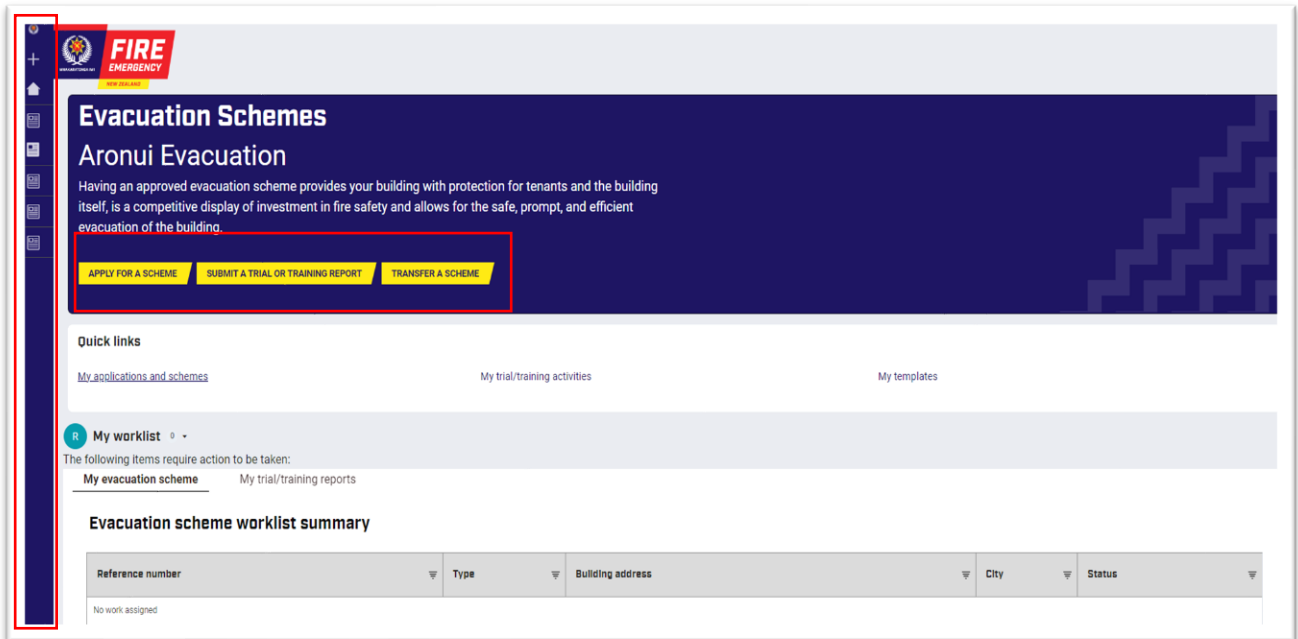
- A menu displays on a vertical stripe on the left side of the homepage. Hover over this menu so it expands and displays options (see below). You can then click any link for the required action.
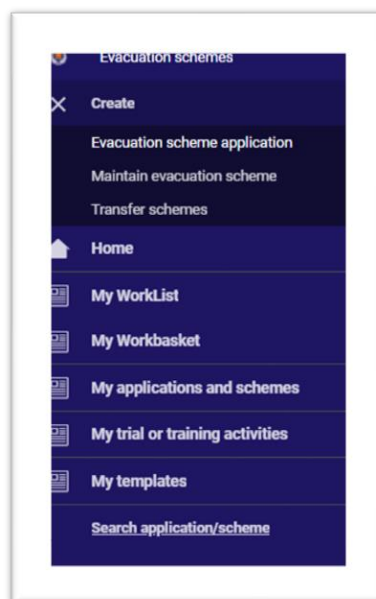
Step(s) to create a new online evacuation scheme
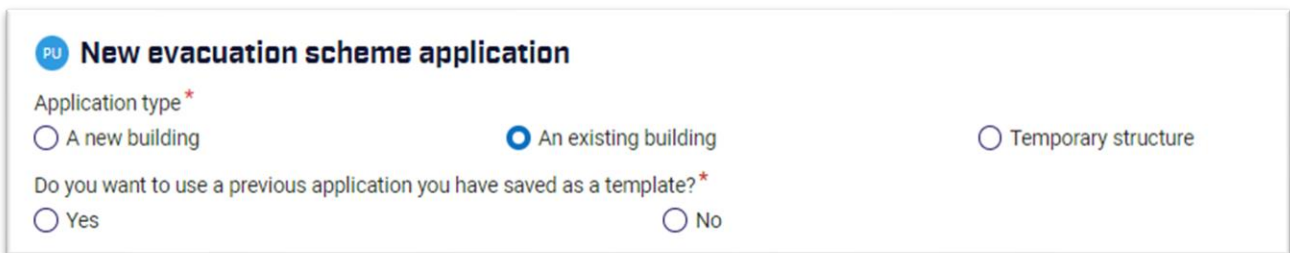
1. You can create a new evacuation scheme in two ways, either click:

   - **Apply for a Scheme** on the homepage

   - **Create** > **Evacuation scheme application** link from the menu on the left side of the homepage.

   Result: The **New application scheme application** form opens.

2. Click the radio button beside the relevant application type.

3. If the options to use a template are displayed, select the relevant radio button.

4. Click **Create**.

Result: The **New evacuation scheme application** form displays.
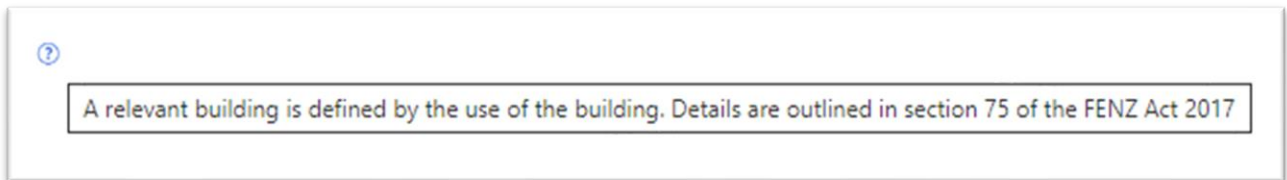
5. Complete the application form.

Information

- There are seven sections to complete (see below). All questions must be answered in each section, unless indicated otherwise. The information provided in your application helps Fire and Emergency to prepare for any fire emergencies in your building.

- Click on the section names, at the top of the page to navigate to the different sections. You can also click **Next Section** at the bottom of each page.

- Click **Save** at any time to save your application as a draft. You can access it again from your **Evacuation Schemes Aronui Evacuation** homepage.

- Hover over ⑦ icons beside any question to display help information (see example below).

A relevant building is defined by the use of the building. Details are outlined in section 75 of the FENZ Act 2017

- There are also User manuals with information to help you. See these on the right side of the screen.
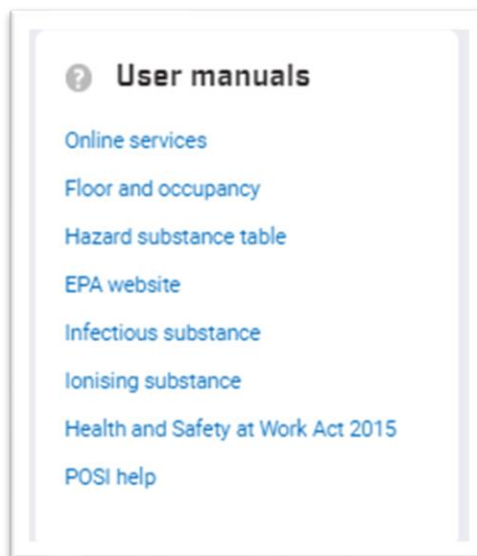
- Click **Next section** at the bottom right side of each page, to move to the next section of your application.

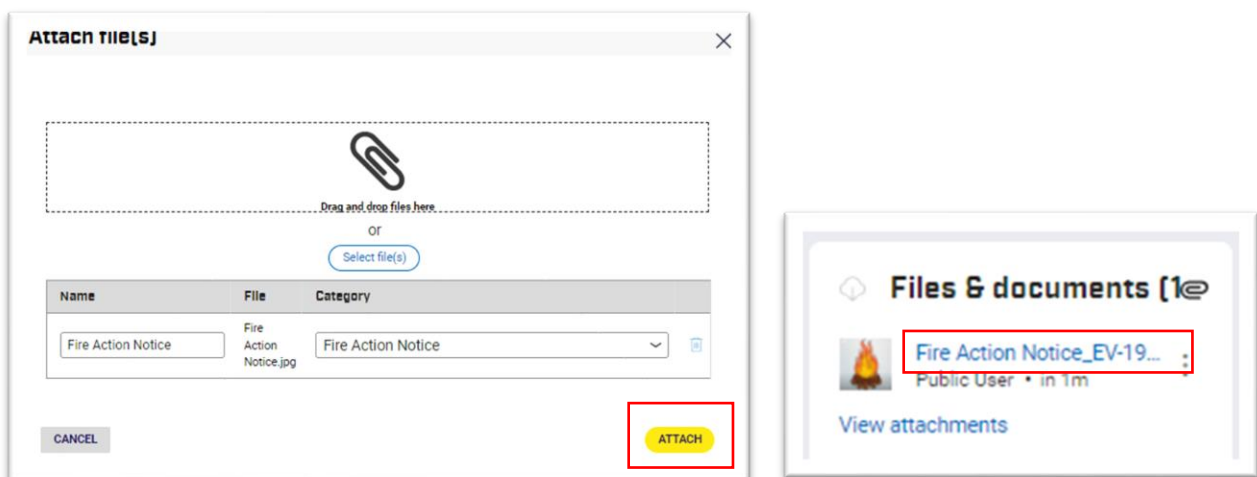## Step(s) to attach supporting documents

1. Click the paper clip icon in the **Files & documents** section on the right side of the screen to upload your supporting documents. **Result**: The **Attach files** box displays.
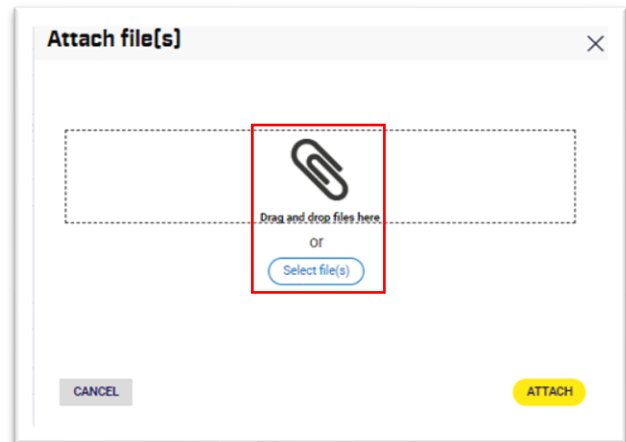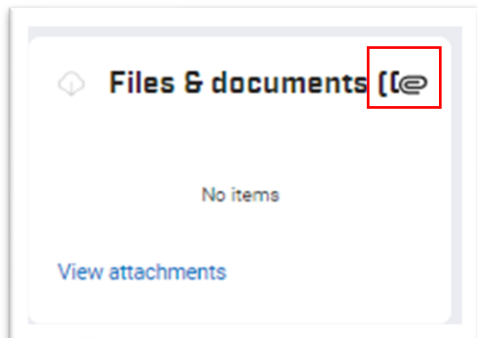
2. On the **Attach file(s)** box, either:

   • drag your supporting document files onto the **drag and drop files here** area

   • click **Select file(s)** to browse your computer to find the files to upload.

3. Click the dropdown and select the relevant category when you attach each supporting document.
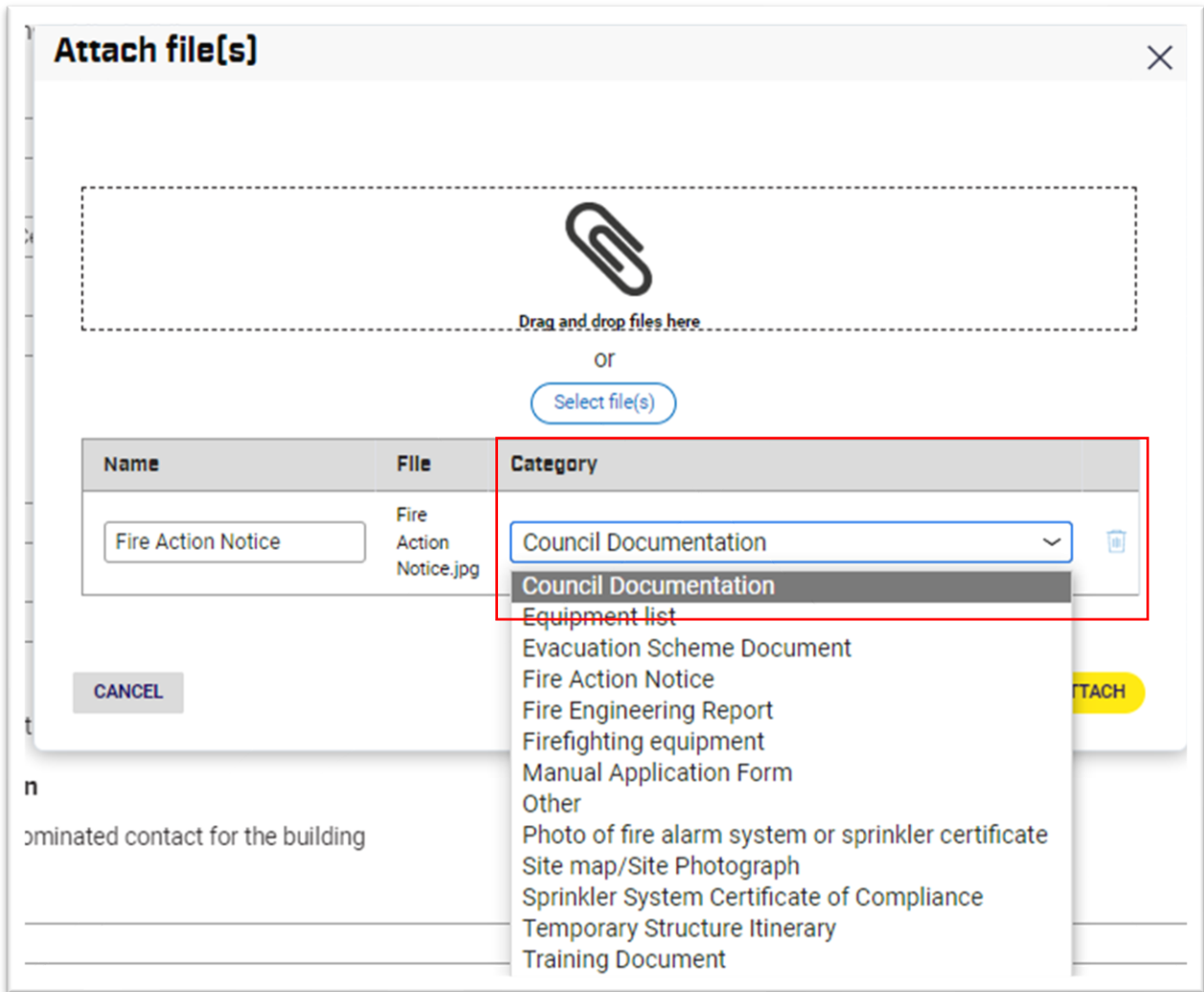
4. Click **Attach**. **Result**: The supporting document file(s) displays in the **Files & document** section on the right.

Information

- All supporting documents must be uploaded as either pdf, jpg or jpeg files.

- You can upload supporting documents at any time using the in the **Files & document** section. There is also an **Attach A File** button when you're working in the application, e.g:
  - 4.1 Signs or notices: To attach your fire action notices and any other notices that display in your building to provide fire evacuation information to building occupants. **Note**: Other types of signs, e.g. exit signs, assembly point signs, etc. can be noted in your answer, but do not need to be attached as supporting documents.
  - 4.2 Firefighting equipment: To upload supporting document(s) with details of all firefighting equipment and location(s).
  - 4.7 Staff training: To upload supporting documents for your staff fire emergency training programme. This can include:
    - material provided to building occupants about fire emergency procedures
    - documents specific to the type of building and its uses, e.g. a hire agreement form for community halls that includes the fire emergency procedures, a guest compendium for accommodation providers, etc.
  - 4.10 Evacuation training programme: To upload any documents that support your fire emergency evacuation training programme. This can include:
    - any material provided to building occupants about fire emergency procedures. any material provided to building occupants about fire emergency procedures
    - documents specific to the type of building and its uses, e.g. a hire agreement form for community halls that includes the fire emergency procedures, a guest compendium for accommodation providers, etc.
  - 5.4 Means of escape: To upload diagrams or maps showing all means of escape and routes to those and places of safety. This could include any supporting documents about the building location and layout, e.g. site plans and floor plans.
  - Section 6 Special provisions: Upload a copy of your Evacuation scheme document.

Step(s) to attach supporting documents within a question

1. Click **Attach A File** to attach supporting documents within a specific question. **Result**: The **Attach file(s)** box displays.
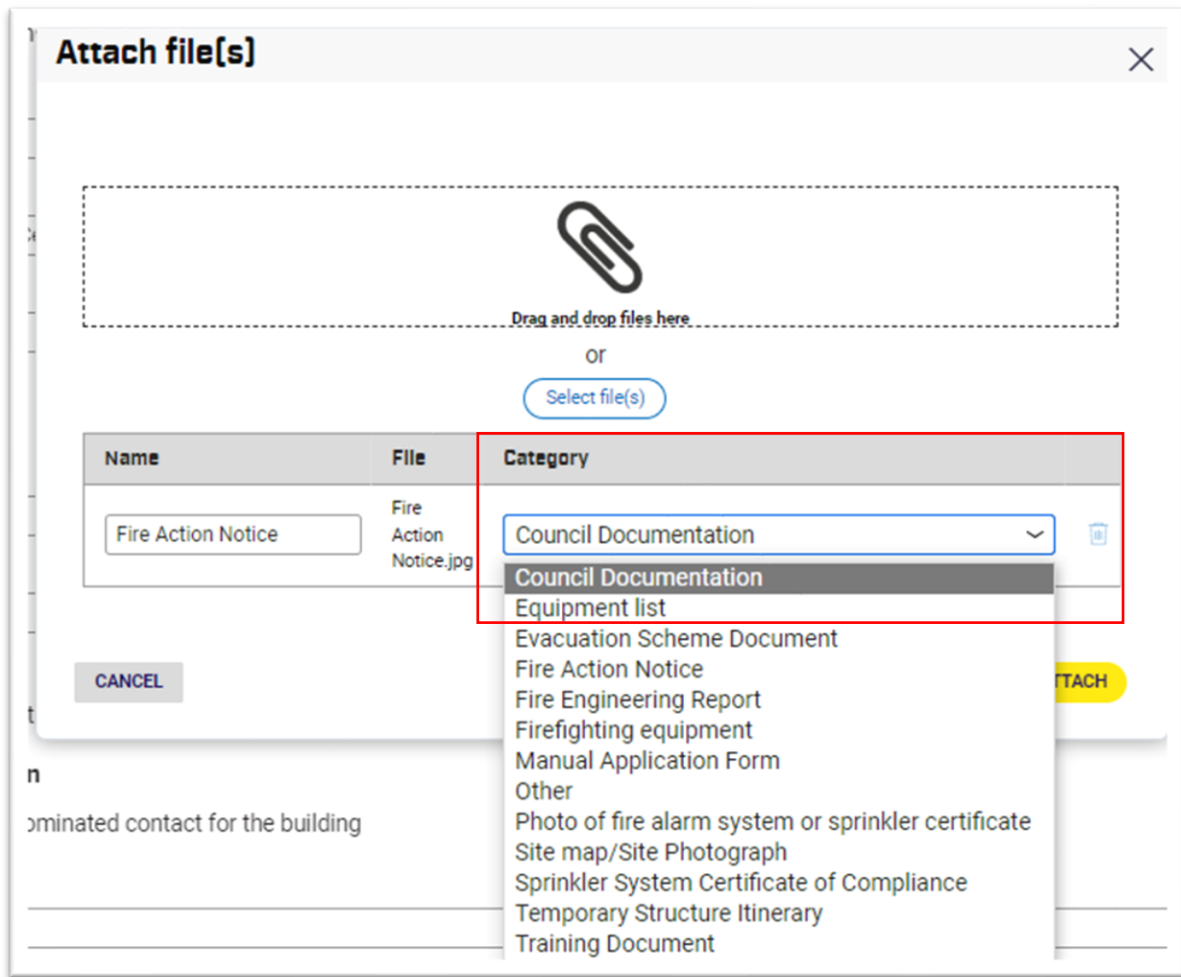

2. On the **Attach file(s)** box, either:
   - drag your supporting document files onto the drag and drop files here area
   - click **Select files** to browse your computer to find the files to upload.

3. Click the dropdown to select the relevant category for each of your supporting documents.

4. Click **Attach**. **Result**: The supporting document file(s) displays in the **Files & document** section on the right.
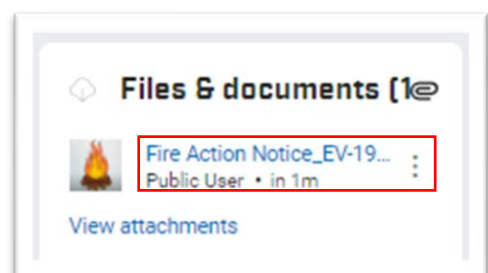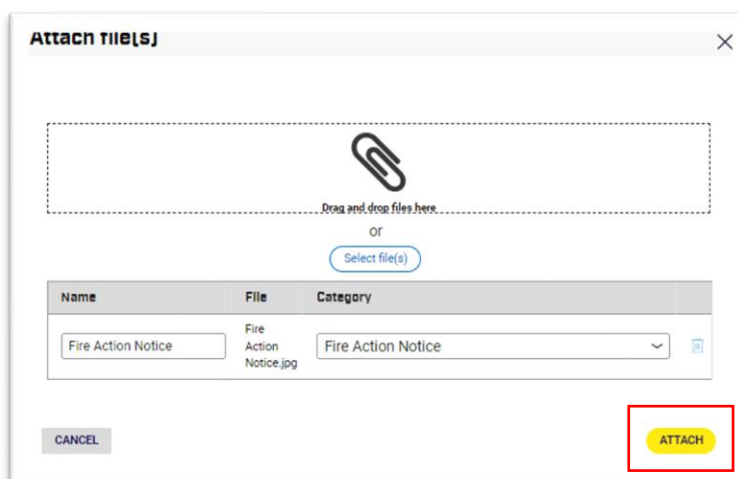
Step(s) to complete and submit applications

Once your application form is complete and all mandatory documents are uploaded, perform these actions:

1. Read Section 7 Applicant responsibilities.

2. Select the **Declaration** checkbox to make the required acknowledgements about your application. **Note**: You can also save the application as a draft, if required.

3. Click **Next section. Result:** The **Review & submit** screen displays.

4. Complete the required action(s):

If you want to…	then…
check your application	- click **Preview application**: **Result**: The - check and change any information as required - go to step 5.
submit your application to Fire and Emergency	go to step 5.

5. Click **Submit** when you are sure your application is ready for Fire and Emergency to approve.

- **Result**: The **Confirmation To Submit** box displays.

Confirmation To Submit   ✕

Are you sure you want to submit the application?

NO   YES
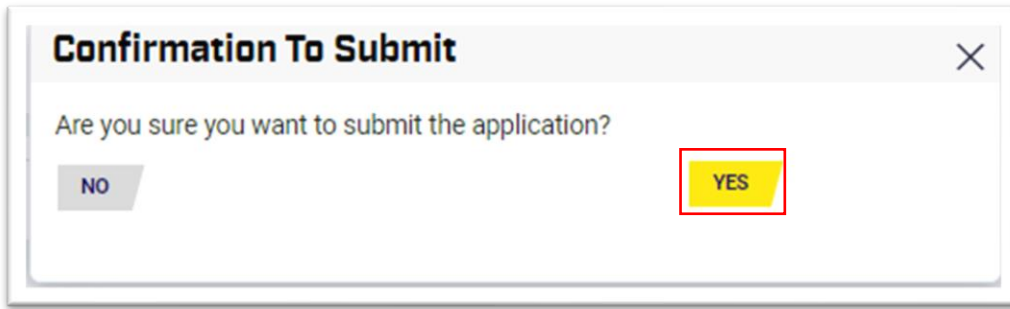
- **Note**: If there are any errors, a message displays across the top of the screen with details. For example this error message below advises that:
  - the Evacuation Scheme document is not attached
  - question 4.9 is incomplete
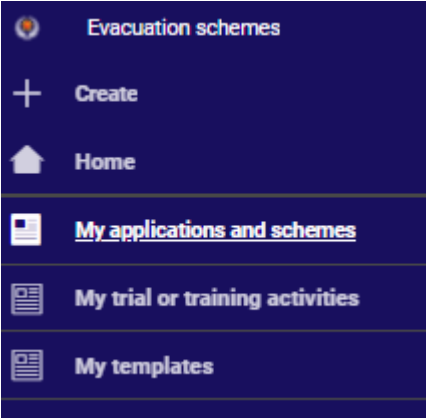 - question 3.6 incomplete.

⚠ Please attach the Evacuation Scheme document , Training document before submitting the application.
StaffTrainingManagedBy: Please enter Training Programme Management.Please refer the section 4.9
Alarm TriggerType: Please select at least one Alarm list. Please refer the section 3.6
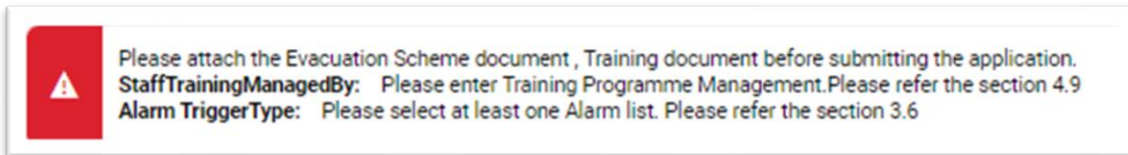
6. Complete the required actions:

If the application has…	then…
errors	• correct the error(s) • return to step 4.
no errors	go to step 7.

7. Click the **Submit Application** button to continue. **Result(s)**: A confirmation displays.

✓ Your application has been submitted to Fire and Emergency for processing.
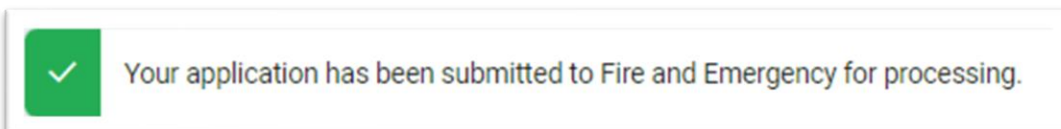
Information

- Your application can be viewed in two ways, either from:

1. **My applications and schemes** in the left menu on the homepage	
2. **My applications and schemes** in the **Quick links** section on your homepage	**Quick links** My applications and schemes

- From the **My applications** list:
  - you can click the hyperlink to open a your application
  - the status of your application displays
  - you can save this application as a template.

- You can't make any changes to your application once it is submitted.