

Application for Evacuation Scheme Approval

Evacuation Scheme Application

Welcome to our application reference guide. We hope this will be helpful when completing your Evacuation Scheme application. The tips throughout this blank application (in red text) have been prepared to help explain the detail needed to complete your application. We recommend having this document open for easy reference while you are completing your application.

Completing the Application

1.1* Building owner's full name is

Please state the building owner's name in full – e.g. person, company, trust name.

1.2* The applicant for this approval is

- the building owner
 a person authorised by the building owner to make this application

1.3* Authorised applicant's full name

If the applicant is a direct employee of the building owner, you may select 'the building owner' in your answer here.
If the applicant is not the building owner (or a direct employee of the building owner) then you must include an [authorisation form](#) from the building owner with your application.

1.4* Applicant's Details

Postal Address *

Suburb *

City *

Post code (Optional)

Phone Number (Optional)

Cell Number (Optional)

Fax Number (Optional)

Email Address *

Adding a phone number will allow us to quickly contact you if we need to clarify any minor details with your application.

The email address entered here will receive all correspondence relating to the application.

1.5* This application is for

- a new building
 an existing building

1.6* This is an application for approval of a voluntary scheme under section 21H of the Fire Service Act 1975

- yes
 no

An application can only be voluntary if:

- The building is not used for any of the purposes listed in Q1.7 below, or
 - The building has an automatic sprinkler system that complies with [Regulation 16](#) and is only used for **either** 'providing employment facilities for 10 or more persons' or 'providing accommodation for more than 5 persons' in Q1.7.
- In all other cases, the application will not be voluntary.

1.7* 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)

Please ensure you select **all** the options that apply to your building.

If none of these options apply then your application will be voluntary (refer Q1.6 above).

- 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 2 of the Fire Safety and Evacuation of Buildings Regulations 2006, whatever the purpose for which the building is used for (see questions 2.13 and 2.14 for lists of these substances and quantities)
- providing early childhood facilities (other than in a household unit)
- providing nursing, medical, or geriatric care (other than in a household unit)
- providing specialized care for persons with disabilities (other than in a household unit)
- providing accommodation for persons under lawful detention (other than home detention)

When selecting your building uses please consider the following points:

- "The gathering together, for any purpose, of 100 or more persons" refers to what is possible for the building and not what is usually expected. For example, if a community hall has regular gatherings of 50 – 60 people but could accommodate a gathering of 100 or more people, this point would apply.
- "Providing employment facilities for 10 or more persons" refers to the facilities available for employees (e.g. desks, lockers, work spaces) and the maximum number of working employees that your building could hold. For example, if there are usually six employees working in the building but you have space and facilities for twelve employees to work, this point would apply.

Section 2 – The Building

2.1* Building Description

Building's name

Please include a building name here – this may be the official name of the building or a commonly used name shown on the building signage.

Street number

Unit number (Optional)

Street name *

Suburb *

City *

Post code (Optional)

Certificate of Title reference is *

The Certificate of Title generally looks like '345678' on newer titles or 'WN345/678' on older titles. The Legal Description usually has a Lot number and a Deposited Plan number, e.g. 'Lot 1 DP 12345'. To obtain these references you can check your local Council website to complete a property and rates search, or the Land Information New Zealand (LINZ) website.

Legal description *

2.2 Building use (tick all options that apply) (Optional)

While many of the questions in this section are optional, we recommend that **all** questions are answered to help Fire and Emergency New Zealand in planning their response to an emergency in your building.

- 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 total number of occupants for the building (during its main use or uses) is (Optional)

2.4 The building is (Optional)

- single storey
- multi-storey

A multi-storey building includes buildings with basement levels below ground and / or mezzanine floors.

2.5 The total occupancy on each floor is (Optional)

Floor

Occupants

2.6 The maximum occupancy for the whole building at any time is (Optional)

2.7 The building is occupied (Optional)

- all the time
- mostly during usual hours of operation

2.8 The usual hours of operation are (Optional)

Day

Hours of Operation

2.9 The usual hours of operation apply (Optional)

- all year
- some of the time

An evacuation scheme must cover all times the building is legally occupied. This could include shiftwork, overtime, cleaning staff, or hireage of the building outside normal hours.

2.10 The building is used outside the usual hours of operation during the following times (Optional)

Day

Hours of Operation

Additional information (Optional)

2.11 The building, or any part of the building, is closed, or not able to be occupied at the following times (Optional)

Day

Hours Closed

Additional information (Optional)

Hazardous Substances

2.12* One or more of the hazardous substances in question 2.13 and/or question 2.14 is present in the building in an amount or amounts that exceed the threshold quantities prescribed in Schedule 2 of the Fire Safety and Evacuation of Buildings Regulations 2006

- yes
 no

Full details of the classifications and thresholds for hazardous substances is available in the [Hazardous substances Quick Reference Guide](#).

2.13* 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
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More information about hazardous substance classification (when required) is available from your supplier, the manufacturer, a test certifier or the Environmental Protection Authority website.

2.14* 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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2.15 Is the building required to have an emergency plan under the Hazardous Substances new Organisms Act 1996? (Optional)

- yes
 no

Section 3 – Fire Safety Features

3.1* Does the building have an automatic sprinkler system?

- yes
 no

If your building has a sprinkler system, sprinkler heads similar to this will be installed on the ceilings.



3.2* Is the sprinkler system installed in accordance with one of the standards specified in regulation 16 of the Fire Safety and Evacuation of Buildings Regulations 2006?

- yes
 no

Information regarding the installation standard of your sprinkler system (if applicable) may be available in the building compliance schedule, building warrant of fitness or building fire design report. You could also contact the building designer or fire alarm servicing company.

3.3* The standard that the sprinkler system has been installed to is

- NZS 4541:2007 – Automatic fire sprinkler systems
 NZS 4515:2003 – Fire sprinkler systems for residential occupancies
 NZS 4517:2002 – Fire sprinkler systems for houses

3.4* The building's sprinkler system is installed in accordance with

- other standard (specify)
 no standard

Places Of Safety

Places of Safety Outside

3.5* Complete the details

A place of safety outside is

A place of safety outside is a place clear of the 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.

It is not recommended that people cross a road to get to a place of safety, however if this is the case for your building, your evacuation scheme must 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.

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

This part of the question 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.

A place of safety outside is

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

You may wish to nominate 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.

Places of Safety Inside

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

A place of safety inside is

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

This place of safety is capable of holding the number of occupants likely to be evacuated here because

The person who will stay with people in the place of safety is/holds the position of

This place of safety is kept safe from fire by

Describe how occupants in this place of safety will be protected from hazardous substances (if any hazardous substances are present here)

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 consider using places of safety inside if your building has an automatic sprinkler system installed in accordance with one of the standards specified in [regulation 16](#) of the Fire Safety and Evacuation of Buildings Regulations 2006. A place of safety inside must also have appropriate internal fire safety features including at least one firecell (as defined in the Building Code under the Building Act 2004).**
- Even if your building meets these requirements, using a place of safety inside is not mandatory - you can still choose to have an all-out evacuation to one or more places of safety outside.
- If you do wish 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.

Provision for people with a disability

3.7* People with a disability that are unable to evacuate the building using the means of escape from fire will gather at the following place(s) inside the building

All schemes must nominate one or more places **on each level of their building** (including mezzanine floors) where anyone unable to evacuate can wait for assistance, even if there are no permanent occupants with a disability. These places do not have to meet any special criteria but must be clear of egress routes for other evacuating occupants. Examples could include:
 Basement - bottom of stairwell, clear of egress
 Ground floor - close to final exits, clear of egress (alternatively you may state that all ground floor exits are fully accessible)
 Upper floors - top of stairwells, clear of egress

It is important to note that 'people with a disability' is a general term to cover **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. While these scenarios may be unlikely for your building, they must be considered for this question.

3.8* Does the building have equipment for assisting people with a disability to evacuate?

- yes
 no

Equipment

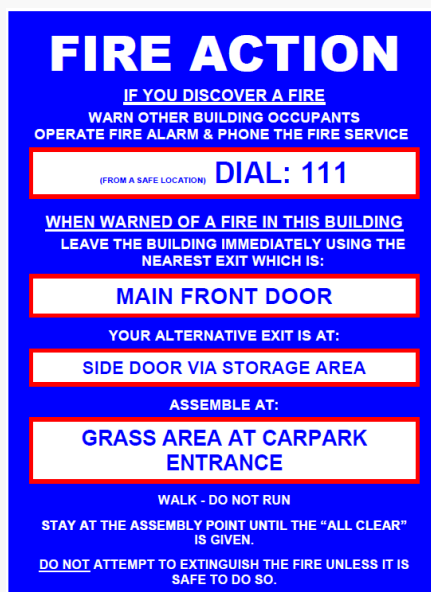
Staff trained to use it are (state position, or 'all')

This question covers equipment such as evacuation chairs, hoists, wheelchairs, stretchers, mobile cots, etc. Please do not include fixed equipment such as access ramps.

Section 4 – Preparation in case of fire

Signs and Equipment

4.1* Provide copies of signs or notices, and complete the details below, including where the signs or notices are located



Title of the sign or notice

Location(s)

A sign or notice for the purposes of an evacuation scheme must contain clear instructions for how to raise an alarm of fire and what to do if an alarm of fire is raised. An example is shown to the left and [templates are available from our Online Services website](#). You must include copies of the signs or notices displayed in your building with your application.

These instructions must apply for all building occupants, including visitors who may not be familiar with your building and / or your fire emergency procedures.

Your notices must be consistent with the detail given throughout your application, including the method of alert (as answered in Q5.1), exit routes (Q5.4) and places of safety (Q3.5/Q3.6).

- If there is no fire alarm in your building, please clearly state on your notices that verbal alerts are to be used - e.g. "Warn other building occupants by shouting Fire, Fire, Fire!".
- If the person discovering a fire is expected to warn others by using a whistle or air horn, you must include the location of this equipment on your notices - e.g. "Warn other building occupants by operating the air horn next to the main exit door".
- If the internal phones in the building need to have a number dialled to make an outside call, this must be specified on your notices - e.g. "Dial 1 - 111".

Your answer here must record where these signs and notices will be displayed - e.g. next to manual call points, on exit routes, etc. Referring to 'throughout the building' is not an acceptable answer.

4.2* List any firefighting equipment and where it is located

- none

Firefighting equipment

Location(s)

When listing the location of any firefighting equipment, stating 'throughout the building' is acceptable.

Preparation for a Fire Emergency

4.3* The occupants will be trained by

trial evacuations
 an evacuation training programme

4.4* Trial evacuations will be carried out in the manner set out in clauses 2 to 4 of Schedule 3 of the Fire Safety and Evacuation of Buildings Regulations 2006, every

months
 weeks

4.5* Trial evacuations will be managed by the person who holds the position of

4.6* Staff training for managing fire evacuations is the responsibility of the person who holds the position of

4.7* Describe in detail what the staff training for managing fire evacuations consists of

When referring to the person(s) responsible for the management of trial evacuations and / or delivery of training, please enter a job position or title in your answer and not a person's name.

The training content for managing fire evacuations must provide the actual information given to building occupants (staff, residents, etc). This includes any training content from an external provider.

The easiest way to answer this question is to attach a copy of the material provided or used to train your building occupants of the procedures to follow in a fire emergency.

There are a number of [example documents available from our Online Services website](#) to show the level of detail needed to answer this question. You are welcome to use these documents as the basis for your own training material, however please ensure you update the content as needed to accurately reflect your own building.

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
- The roles, responsibilities, full duties and identification of Wardens (if any)
- How all building occupants will be accounted for
- 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)
- Directing persons with disabilities to the appropriate gathering places
- 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* The evacuation training programme will be implemented in the manner set out in clauses 5 to 7 of Schedule 3 of the Fire Safety and Evacuation of Buildings Regulations 2006 and carried out every

months
 weeks

4.9* The evacuation training programme will be managed by the person who holds the position of

These questions will need to be answered if you select the option of an evacuation training programme in Q4.3. Your training documents can be uploaded as supporting documents in Q4.8, ensuring that all of the points listed above are covered.

Section 5 – Evacuation Procedure

When answering this section please consider your answers in terms of an actual fire emergency – i.e. not a trial evacuation or a false alarm.

5.1* The building occupants will be alerted to a fire emergency by

Your answer here must include all possible options for your building, not just the most likely option.

Answers may include signs of fire, verbal warnings from others, a fire alarm, smoke alarm, sprinkler activation, PA / loudspeaker, air horn / whistle (including the location of this equipment), etc.

Where a fire alarm is used, your answer must include all methods in which the alarm could be activated - e.g. automatic heat/smoke detection, sprinkler activation, manual call point activation.

5.2* Describe how the building occupants will be informed of the

- measures they should take
- need to get to a place of safety

once they are alerted to a fire

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

- notices and signs (refer Q4.1)
- staff training / induction
- public address system
- verbal direction from Wardens
- practicing trial evacuations

5.3* Describe how the building occupants will be informed of the

- place(s) of safety
- the fastest route to the place(s) of safety
- place(s) where people with disabilities may gather to wait for assistance

once they are alerted to a fire

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

- notices and signs (refer Q4.1)
- staff training / induction
- public address system
- verbal direction from Wardens
- practicing trial evacuations

It is important to specifically state how building occupants will be informed of the place(s) where people with disabilities may gather to wait for assistance. This will usually be done with verbal direction from Wardens.

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

This answer needs to describe in detail all the escape routes and alternative routes **from all floors of your building** to the places of safety listed in Q3.5 and Q3.6 (if applicable). This must include the use of any internal or external stairs.

It is often easiest to answer this question by attaching a floor plan - a hand drawn sketch is fine. The floor plan can be marked with the routes of travel, fire exits and place(s) of safety.

5.5* Describe when and how occupants in a place of safety inside will be notified of

- the need, if necessary, to evacuate to another place (where inside or outside the building)
- how to leave the place of safety

This question only applies if your building has places of safety inside – refer Q3.6.

5.6* The Fire Service will be alerted to the fire by

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

An automatic notification to Fire and Emergency New Zealand can only apply if the fire alarm in your building has this function. The company which installed or maintains the alarm will be able to provide this information.

5.7* Firefighters, on arrival, will be told the location of

- place(s) where people with disabilities may wait for assistance
 - any people with disabilities who have been unable to evacuate
 - any people in place(s) of safety inside
- by (name of position or person)

Your answer here should state a specific position, such as a team leader or a warden. Please do not give an individual person's name as it cannot be guaranteed that this person will be on site during a fire emergency.

Section 6 – Special Provisions

6.1 Describe any special provisions or conditions, such as contingency plans (Optional)

Any other matters not covered in the rest of your application may be included here, including:

- confirmation of building features in complex sites
- provisions for when an automatic sprinkler system or warning system is shut down or becomes inoperative

Section 7 – Applicant Responsibilities

7.1 The building owner will notify the National Commander, New Zealand Fire Service, in writing, if one or more of the following events occur

- Building work is carried out on the building under section 112 of the Building Act 2004 resulting in its means of escape from fire being significantly affected
- The means of escape from fire for the building are required to be altered as a specified system under section 107 of the Building Act 2004
- If the building is a building with a specified intended life within the meaning of section 7 of the Building Act 2004, its life is extended under section 116 of that Act
- The occupancy of the building is changed to the extent that its means of escape from fire are no longer adequate
- The building is no longer required to have an evacuation scheme (for example the building is demolished or no longer used for a purpose described in section 21A(1)(a) to (h) of the Fire Service Act 1975.

7.2 Contact name (Optional)

Please enter a contact name for the application here.

Submit Application

To save your application and submit at a later stage select [Save Working]. 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.

Thank you for using our reference guide - we hope this has been useful.

If you have any questions about Evacuation Schemes please contact the Fire Information Unit during standard business hours on 0800 FIRE INFO (0800 347 346).