

MAINTAINING YOUR APPROVED EVACUATION SCHEME

BACKGROUND

Every approved evacuation scheme requires regular maintenance – either completing trial evacuations or the training and assessments required by an evacuation training programme. The type and frequency of maintenance will have been selected in section 4 of your evacuation scheme application. To keep your scheme current, you must notify Fire and Emergency New Zealand each time a maintenance action is completed.

If your approved scheme was applied for and completed online, you can complete all notification requirements electronically using our [Online Services](#) website. Automated reminder emails are set up when your scheme is approved to ensure your scheme is kept current and maintained. You can add additional email addresses to receive these reminders.

- An online scheme will have a reference number starting with EV, e.g. EV-2016-117711-01.
- Only the person who applied for the scheme can complete the online maintenance using their RealMe logon. An approved scheme can be transferred to another person's RealMe logon if needed to allow someone else to complete the ongoing maintenance for the scheme. Please contact the Fire Information Unit on 0800 347 346 or fireinfo@fireandemergency.nz to discuss.

If your scheme was applied for and completed manually, or if you are unable to maintain your online schemes using Online Services, you will need to complete all notification requirements using manual forms.

- A manual scheme will have a reference number starting with MUEV, e.g. MUEV-2018-123456-01. Older schemes up to August 2012 will have a different reference number system.
- All the forms needed to complete these notifications are available in the [Printable Forms](#) section of Online Services.
- Completed forms can be emailed, faxed or posted to the Fire Information Unit:

email: evacuation@fireandemergency.nz

fax: 09 309 0483

post: Fire Information Unit
Fire and Emergency New Zealand
PO Box 68042
Wellesley Street
Auckland 1141

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COMPLETING TRIAL EVACUATIONS

If you have elected to maintain your evacuation scheme with trial evacuations, you must complete the following steps within each maintenance cycle:

- Run your trial evacuation – the following section outlines the key points to cover.
- Report the outcome of your trial evacuation to Fire and Emergency New Zealand no more than 10 working days after your trial evacuation has taken place.

Note: From 1 July 2018 it is no longer a requirement to notify Fire and Emergency in writing before holding your trial evacuation.

Your trial evacuations must be completed within the maintenance cycle in your evacuation scheme (e.g. every six months). We recommend that you plan to run your trial evacuations at least 2 – 3 weeks before the end of your maintenance cycle as this allows time in case your planned trial date has to be changed for any reason.

Please note: Unplanned fire evacuations (including for false alarms or actual fires) can be treated as trial evacuations for the purposes of the [Fire and Emergency New Zealand \(Fire Safety, Evacuation Procedures, and Evacuation Schemes\) Regulations 2018](#) (the Regulations), provided you submit a report of the evacuation to Fire and Emergency in the required form within 10 working days. If you submit a report for an unplanned evacuation the due date for your next trial evacuation will be adjusted.

RUNNING YOUR TRIAL EVACUATION

Your trial evacuation must be conducted in accordance with your approved evacuation scheme. If you have a fire alarm system, ensure the person who will control the fire alarm during the trial evacuation knows how to operate the alarm. Key points to check as the trial is running include:

- all staff, occupants, and wardens (if used) are fulfilling their roles and expectations
- all building occupants are accounted for, whether they have evacuated or remained inside for any reason (e.g. any persons with disabilities)
- evacuation is achieved in a calm and orderly manner – use a stopwatch to record the time taken
- a 111 call has been made (this can be role-played if preferred).

The trial should be a surprise to staff and occupants, however you may wish to advise some key building staff or occupants prior to the event. We recommend that only key staff know in advance of a trial evacuation to simulate more realistic occupant responses.

It is recommended to phone your local Fire Communications Centre 10 – 15 minutes prior to your trial and immediately following your trial. This will help to avoid any confusion or unnecessary fire engine callouts, e.g. if neighbours hear your alarm and call 111 themselves.

If you are unsure which Communications Centre to call, please refer to the [Contact Details document](#) on our website.

COMPLETING EVACUATION TRAINING PROGRAMMES

If you have elected to maintain your evacuation scheme with an evacuation training programme, you must provide the following detail to Fire and Emergency within each maintenance cycle.

- an outline of the content of the training programme
- assessment results from the occupants who have completed the training programme during the maintenance cycle.

While there is no set format for the content of your training assessment documents, you may want to consider using:

- a signed acknowledgement from all attendees that they have completed and understood the training provided, or
- copies of a 'Warden Self-Test' sheet or similar document to confirm the learning and topics covered.

OTHER RESPONSIBILITIES

Fire safety

As well as the regular maintenance of your approved evacuation scheme, you have a number of other fire safety responsibilities. These include ensuring that:

- all means of escape from the building are kept clear of obstacles at all times
- flammable materials or liquids are not stored near the means of escape
- reasonable fire safety precautions are taken with appliances used within the building.

Please refer to [part 1](#) of the Regulations for a full list of fire safety responsibilities.

Building changes

Your evacuation scheme also lists a number of building events that must be notified to Fire and Emergency. This includes, but is not limited to, any:

- period where the building's fire detection and suppression systems are going to non-operational
- building work that significantly affects the means of escape
- changes to the building occupancy that result in the means of escape no longer being adequate
- changes to the place or places of safety specified in the evacuation scheme
- change of purpose or activities within the building.

Please refer to section 7 of your evacuation scheme for full details. To notify us of any building events, please forward a completed [Notification of building changes](#) form to the Fire Information Unit.

Nominated contact person absences

If the nominated contact person for the evacuation scheme is going to be overseas for at least 21 consecutive days, you must notify Fire and Emergency of the dates and the details of an alternative contact person.

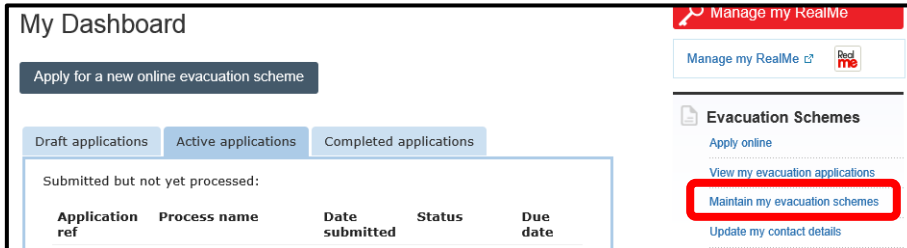
You must also notify Fire and Emergency if the nominated contact person is no longer the contact person for the building, e.g. it is the responsibility of someone else.

You can notify Fire and Emergency by emailing, posting or faxing the Fire Information Unit.

MAINTAINING YOUR SCHEMES ONLINE

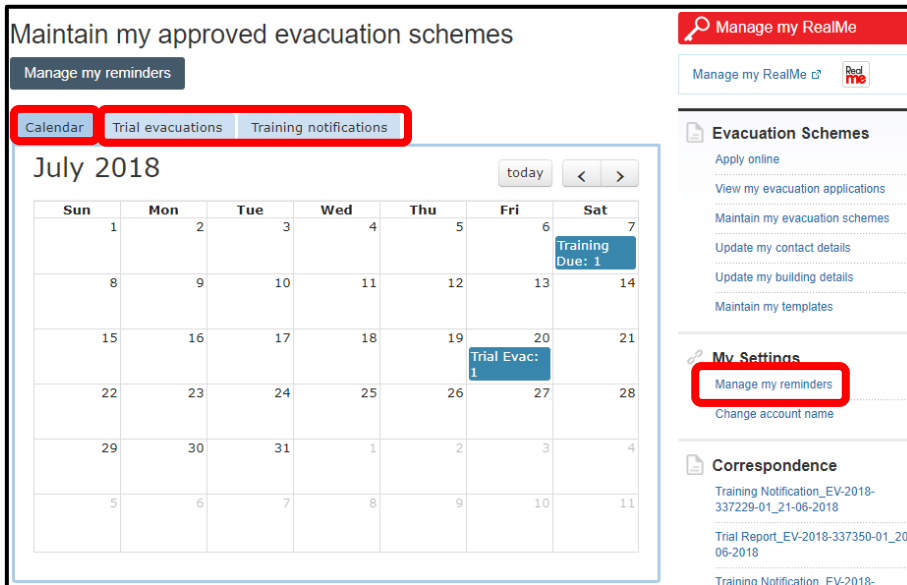
To maintain your schemes online:

- Log on to Online Services using your RealMe logon as normal
- Click the **Maintain my evacuation schemes** link on the right side of the page.
Result: The **My Dashboard** screen displays.



From here you can:

- use the calendar to see any upcoming actions required for your schemes
- click the **Trial evacuations** or **Training notifications** tab to view a list of your schemes with next required actions and due dates
- manage your reminders, e.g. add or delete email addresses for automatic reminders, and other settings.



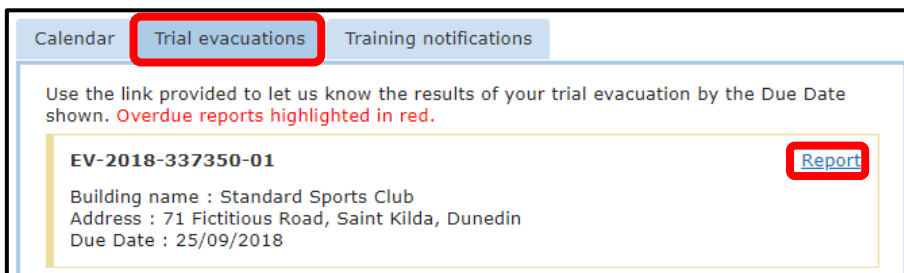
COMPLETING ONLINE MAINTENANCE FOR TRIAL EVACUATIONS

Once you have run your trial evacuation on the planned date, you must submit a trial evacuation report to Fire and Emergency within 10 working days.

If you have had an unplanned evacuation, you may optionally submit an evacuation report within 10 working days of the evacuation. This will count towards maintaining your scheme and will adjust your next report due date for the next maintenance cycle.

To submit a trial evacuation report:

- Click the Trial evacuations tab.



- Locate the relevant trial under the **Reports Due** heading.
- Click the **Report** link next to the relevant scheme.

The report will be pre-populated with most of the details required. In the **Trial evacuation details** section:

- You can change the date here if the trial was completed on a different date or if you are reporting on an unplanned evacuation.
- Complete the rest of this section with the relevant details, including the time taken to evacuate.
- Click the **Upload now** button and upload any supporting checklist documents.
- Click **Submit Notification**

Result: The evacuation report is submitted and is then reviewed by the Fire Information Unit.

Submission of evacuation trial report

↗ Building description (complete the following):

The building's name is

The building's street address is *

↗ Contact person details (complete the following):

The contact person's name is *

The contact person's postal address is *

The contact person's phone number is *

The contact person's mobile is

The contact person's fax is

The contact person's email address is *

↗ Trial evacuation details (complete the following):

I, being the building owner, or the nominated contact person for the building, notify Fire and Emergency New Zealand that a trial evacuation was carried out in the above building on at . It took (mm:ss) minutes to evacuate the building.

Did any injuries occur during this trial evacuation? Yes No

Was the evacuation alarm/method of alerting occupants clearly heard in all areas of the building? Yes No

Were all exit ways clear? Yes No

Were 'FIRE ACTION NOTICES' in place? Yes No

Were systems in place to assist anyone who could not self evacuate and, if so, did the systems function? Yes No

Did any equipment to assist with the evacuation work? Yes No Not applicable

Occupants accounted for or building determined to be clear in accordance with the evacuation scheme? Yes No

When was the last training session for permanent occupants held?

Comments on the trial evacuation:

↗ The following information is attached:

You can upload copies of checklists to support trial evacuation reports

Upload now

I would like to talk to someone about this trial

Submit Notification

Cancel

COMPLETING ONLINE MAINTENANCE FOR TRAINING PROGRAMMES

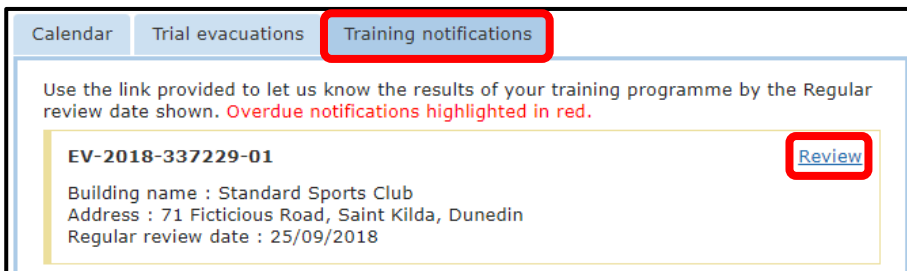
You must complete an online notification to give us the required information about the training programme undertaken, including

- the number of people who have completed the programme in the period since the last notification
- whether the training was initial or refresher training
- results of their assessments.

To complete the notification of your evacuation training programme:

Click the **Training notifications** tab.

Note: Training programme notifications can only be submitted within two months of the due date. Before this time, the scheme will not be displayed here.



Calendar Trial evacuations **Training notifications**

Use the link provided to let us know the results of your training programme by the Regular review date shown. **Overdue notifications highlighted in red.**

EV-2018-337229-01 [Review](#)

Building name : Standard Sports Club
Address : 71 Fictitious Road, Saint Kilda, Dunedin
Regular review date : 25/09/2018

- Locate the relevant evacuation scheme with a due training programme notification
- Click the **Review** link next to the relevant scheme.

The report will be pre-populated with most of the details required.

In the **Evacuation training programme details** section:

- Complete the relevant details (including the number of occupants trained).
- Click the **Upload now** button and upload your supporting summary and assessment documents.

Note: Only PDF, JPG or JPEG files can be attached.

- Click **Submit notification**.

Result: The notification is submitted.

Evacuation training programme details (complete the following):

I, being the building owner, or the building owner's authorised agent, notify the National Commander, New Zealand Fire Service, that the evacuation training programme for the above building will be completed by permanent occupants during the 6 Months period from 11/05/2016 to 11/11/2016 and no later than 06 October 2016

The training programme was prepared/amended

The following information is attached:

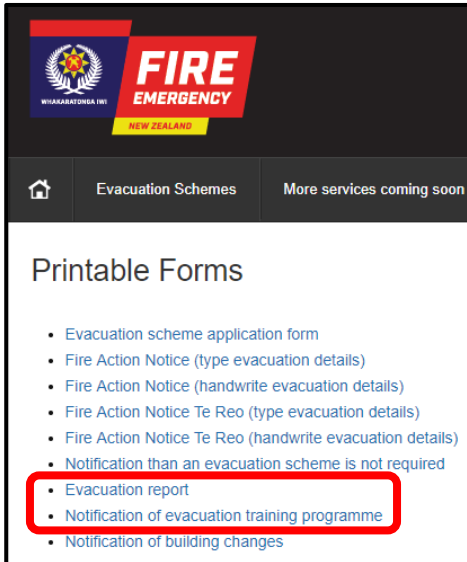
- summary of the content of the evacuation training programme
- assessment results for the permanent occupants who completed the programme for the six month period

Upload(s):

I would like some help with my training programme

COMPLETING MANUAL SCHEME MAINTENANCE

If you are unable to complete your scheme maintenance online, all of the forms needed to complete your scheme maintenance are available in the [Printable Forms](#) section of Online Services.



If your scheme is being maintained with trial evacuations, complete and send the [Evacuation report](#) form no more than 10 working days after your trial has been completed.

If your scheme is being maintained with an evacuation training programme:

- complete and send the [Notification of evacuation training programme](#) form within your nominated maintenance cycle
- include an outline of the content of the training programme and assessment results from the occupants who have completed the training programme during the maintenance cycle.

All completed forms can be emailed, faxed or posted to the Fire Information Unit.

FREQUENTLY ASKED QUESTIONS

Q: Can someone else complete the online maintenance notifications on my behalf?

A: No, online maintenance can only be completed when using your RealMe logon details. The scheme can be transferred to another person's RealMe logon if needed – please contact the Fire Information Unit on 0800 347 346 or fireinfo@fireandemergency.nz to discuss. Alternatively, if you are going to be away for a short time, someone else could complete manual notifications during this period.

Q: Why can't I complete maintenance for an online scheme using Online Services?

A: This usually means that your evacuation scheme hasn't been linked to the building record in our systems. Please contact the Fire Information Unit to discuss.

Q: I've sent manual notifications for an online scheme but I keep getting reminders telling me the maintenance is overdue. What happened?

A: This usually means the maintenance was not entered against our records for your building. Please contact the Fire Information Unit to discuss.

Q: If I forget to complete the trial notification, or I hold the trial on a different date, can I still complete the trial evacuation report?

A: Yes. In these circumstances, when completing the trial evacuation report, please change the date to correctly reflect the actual date that the trial was completed.