



WHAKARATONGA IWI

FIRE
EMERGENCY

NEW ZEALAND

SUBMITTING A NEW EVACUATION SCHEME APPLICATION



Evacuation schemes – the basics

The framework for evacuation schemes is all covered in the [Fire Safety and Evacuation of Buildings Regulations 2006](#). There are other Acts and Regulations that determine fire safety features for buildings such as occupancy limits, escape doors, fire alarms and so on – but these Regulations are all about **human behaviour** in a fire emergency.

An evacuation scheme describes the measures that are in place to enable a safe and timely evacuation of your building if there is a fire or a suspected fire. Preparing people to respond constructively in a fire situation by developing and practicing an evacuation scheme will help ensure that the right decisions are made if and when the time comes.

In simple terms – if there was a fire in your building, how would **everyone** (including people who may be in your building for the very first time, e.g. contractors, brand new employees, guests / visitors, etc) know...

- What to do – should I activate an alarm? Is there even an alarm system in the building?
- Where to go – where is a place of safety? What is the most direct route?

Also, how will it be ensured that everyone is safe?

- Who takes charge of an evacuation?
- What procedures are in place to ensure the building is cleared?
- What about people who need assistance to evacuate?

An actual fire emergency can't be predicted and there are many variables that can affect the situation. An evacuation scheme is designed to consider and prepare for a range of situations, even if you consider them to be unlikely for your particular building.

Submitting your application

We recommend completing your application by using the online form at our [Online Services website](#). Completing your application online has a number of benefits:

- ✓ The online form will guide you through the process and prompt you to upload the required supporting documents, helping to ensure your application contains all the necessary details.
- ✓ If your application is not approved, an online application makes it easier to complete the requested changes and resubmit your application for approval.
- ✓ You can complete the regular maintenance needed for your scheme online (e.g. notifying Fire and Emergency New Zealand of your planned trial evacuations).
- ✓ Automated emails can be set up to remind you of upcoming tasks due to keep your scheme current and maintained.
- ✓ All schemes and correspondence relating to your applications will be stored in Online Services.
- ✓ Your applications will be received faster, allowing for quicker processing times.
- ✓ Your application status will be displayed, allowing you to track the progress of your application.
- ✓ You can create and store application templates – a great time saver if you're submitting multiple applications for similar buildings.

Manual applications can also be submitted by website upload, email, post or fax. Please do not deliver applications to your local Fire Stations or Area Offices.

Before you start your application

Every application will require supporting documents. It may be easier to have these prepared before starting to complete the application form.

- If you are not the building owner or a direct employee of the building owner, an authorisation form signed by the building owner needs to be supplied. A blank authorisation form is available from our [Printable Forms](#) page.
- Copies of signs and notices in your building must be supplied, including Fire Action Notices – an example is shown to the right. A blank Fire Action Notice template is available from our [Printable Forms](#) page.
- Every scheme must provide details of the training given to staff and/or occupants relating to your fire emergency procedures. The easiest way to answer this question is to include a copy of the material used to train your building occupants on the procedures to follow in a fire emergency. If your evacuation scheme includes Wardens, your training detail must also include the Warden procedures. Examples of training documents for a range of different building types are available from our [Example Documents](#) page.
- Although not mandatory, it is often easiest (and very helpful for us) to have a site plan and floor plan included with your application. This could be as simple as marking your building on a screenshot from an aerial mapping system (e.g. Google Maps) and providing a hand drawn sketch of the building floor plan, marked with the routes of travel, fire exits and location of the place(s) of safety that will be used in an evacuation.



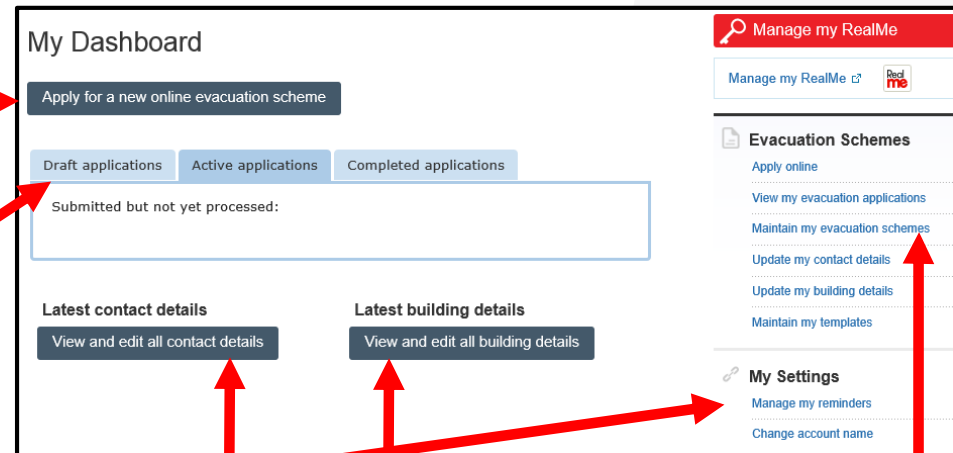
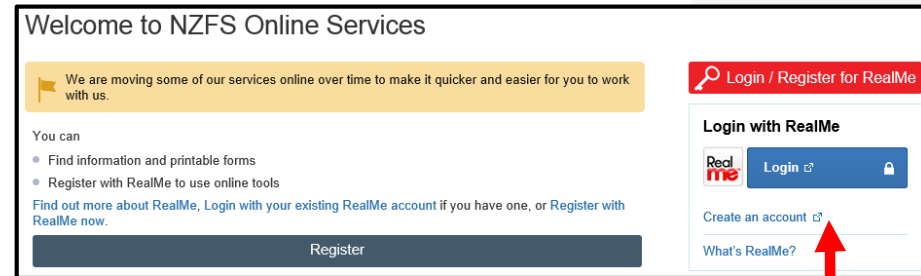
Submitting an online application

To apply for an evacuation scheme online, you need to have a [RealMe login](#) which allows you to use the same credentials to access various government online services.

Links to logon or to create an account are on the right of the [Online Services](#) home page.

Once you have logged on using RealMe you will see the 'My Dashboard' page. From here you can:

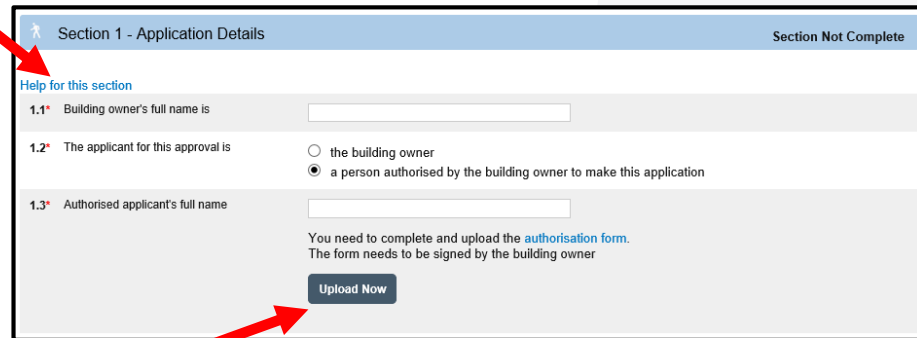
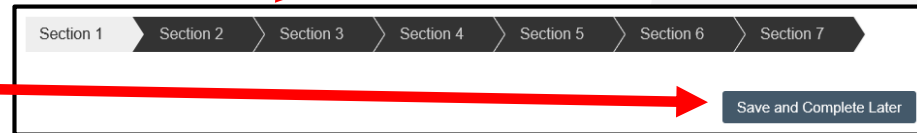
- Apply for a new online evacuation scheme
- View all of your draft applications (not yet submitted), active applications (submitted and pending our decision) and completed applications (Approved or Not Approved by Fire and Emergency New Zealand).
- Manage your reminders, settings and other details.
- Maintain your approved schemes, i.e. submit trial evacuation reports.



Completing the online application form

There are 7 sections in total to complete.

- You can jump to different sections by clicking the appropriate button at the top of the page.
- Click 'Save and Complete Later' at any time to save your application as a draft. You can access it again from your Online Services dashboard.
- Every section has a Help link to display more details on what is required for each question.
- Mandatory questions are marked with a red star. Fire and Emergency New Zealand recommends that **all** questions are answered as this will help us to prepare for an emergency in your building.
- You can attach supporting documents to your application where you see an 'Upload Now' button. Click the button and follow the prompts.
- At the bottom of each page, click 'Save and Continue' to move to the next section or 'Preview Application' to display your answers to all sections.



Uploading supporting documents

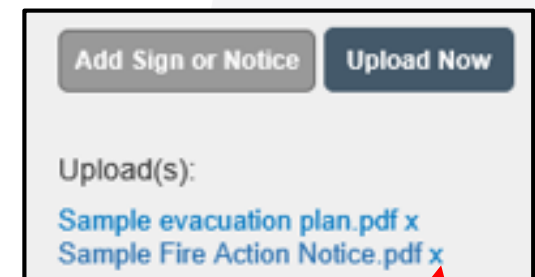
Supporting documents can be uploaded for the following questions. Only PDF, JPG or JPEG files are accepted.

- Q1.3 (Authorised applicant) – a completed [authorisation form](#) must be attached if it is not the building owner (or a direct employee of the building owner) completing the application.
- Q4.1 (Signs or notices) – this includes Fire Action Notices and any other notices on display in your building that 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 here but are not required to be attached as supporting documents.

- Q4.7 or Q4.8 (Training material) – any material provided to building occupants regarding fire emergency procedures can be uploaded here. This could include documents specific to the type of building and its uses, e.g. a hireage agreement form for community halls that includes the fire emergency procedures, a guest compendium for accommodation providers, etc. Only documents relating to fire emergencies need to be supplied.
- Q5.4 (Means of escape) – any supporting documents relating to the building location and layout, e.g. site plans and floor plans.

Once you've uploaded a document the file name will appear on your application. You can click the document name to open the attachment. If you have uploaded the wrong document, you can click the **x** next to the relevant file to delete it and then click the upload button to attach the correct file.



Can't see the **x**? Here it is

Completing your online application

Once all sections have been completed, navigate to Section 7 (Applicant Responsibilities).

- Tick the acknowledgement box near the bottom of the page.
- Click the Submit Application button to continue. **You will not be able to make any further changes to the application after this point.**

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.

Save and Complete Later Submit Application Preview Application

Once the application has been submitted, it will show under the 'Active applications' tab with a status of Pending Preliminary Checks.

You will also receive an automated email to confirm your application has been received.

Draft applications Active applications Completed applications

Submitted but not yet processed:

Application ref	Process name	Date submitted	Status	Due date
EV-2016-198429-01	Evac Scheme - Standard Childcare Centre	29 Sep 2016 15:03	Pending Preliminary Checks	28 Oct 2016 17:00

Submitting a manual application

If you would prefer to submit a manual application form:

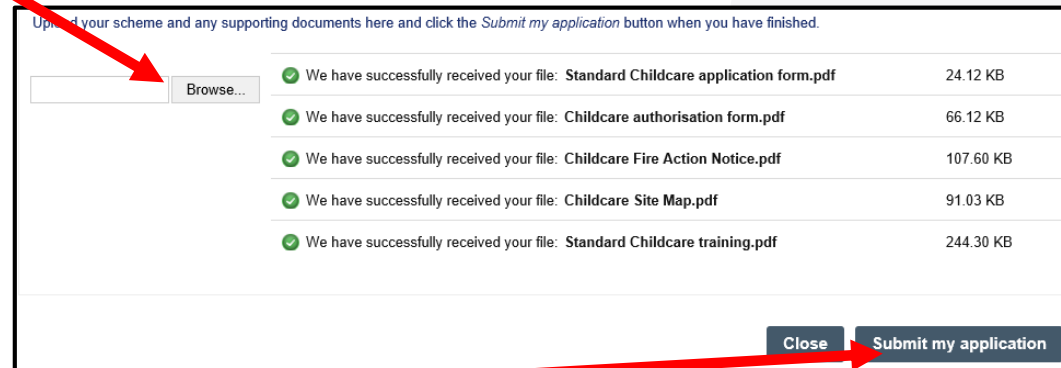
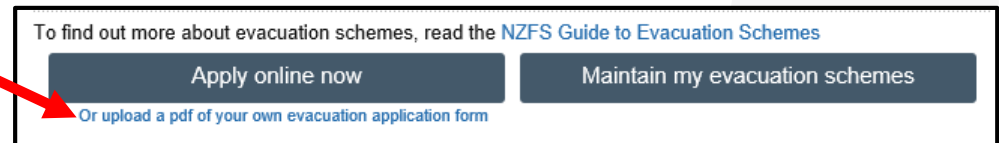
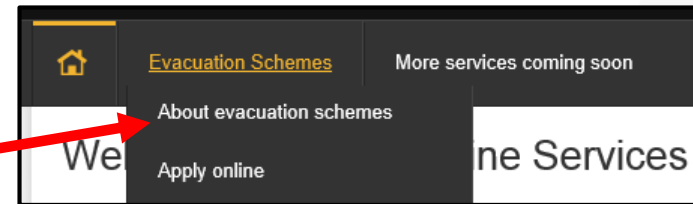
- Download and complete the 'Evacuation scheme application form – word version' document from the [Printable Forms](#) page on Online Services.
- Prepare all required supporting documents (e.g. Fire Action Notices).
- Send the completed application and all required supporting documents to the Fire Information Unit by any one of the following:
 - Upload to our website (see next page)
 - Email to fireinfo@fireandemergency.nz
 - Post to Fire Information Unit, Fire and Emergency New Zealand, PO Box 68042, Wellesley Street, Auckland 1141
 - Fax to 09 309 0483

You do not need a RealMe logon to complete a manual application.

Uploading manual applications

To upload your completed manual application form and supporting documents to our website:

- Navigate to the Online Services [‘About evacuation schemes’](#) page.
- Click the [‘upload a pdf’](#) link as shown.
- Use the Browse button to upload the relevant documents for your application.
- Only PDF, JPG or JPEG files can be accepted.
- Please ensure each document is uploaded separately – do not combine separate documents into one file.
- Click [‘Submit my application’](#) to complete the process.



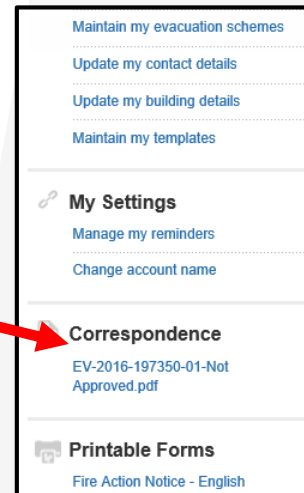
What happens next?

We have 20 working days from receiving your application to decide whether the application is approved.

- We may contact you if any minor details need to be clarified first – please ensure you have supplied your correct contact details (phone numbers and / or email address) in your application.

You will be notified once our decision has been made. This will be done by email (if an email address has been supplied) or post.

- For online applications – the email will contain a link to our Online Services website. You will need to log on (using your RealMe details) and a record of the scheme correspondence will be available under the Correspondence heading as shown.
- For manual applications – the email (or letter) will have a copy of the notification letter included.



If your application has not been approved, the notification letter will give you full details of the clarifications and / or amendments needed and instructions for how to complete your resubmission. You can refer to our guide for Resubmitting a Not Approved Application (available at <https://onlineservices.fire.org.nz/Home/QuickReferenceGuides>) for further details.

Frequently asked questions

Q: Can my application be processed faster?

A: Yes, however this can never be guaranteed as there are a number of factors that could affect the processing and decision times for each application.

To request faster processing of your application, please submit your application first and then email the Fire Information Unit (fireinfo@fireandemergency.nz) explaining the reasons for your request. If you have submitted your application online, please provide your application reference number (starting with EV-) as well.

Q: My submission has been completed but I've spotted an error – can I make the change now?

A: No, changes cannot be made to completed submissions. The Fire Information Unit may be able to assist, please contact them on 0800 347 346 to discuss.

Q: Will anyone from Fire and Emergency New Zealand visit the building as part of the evacuation scheme approval process?

A: This is usually only necessary if your building will be using 'places of safety inside', however we may visit some buildings to ensure we have a clear understanding of the procedures that have been submitted to us for approval.