



WHAKARATONGA IWI

**FIRE**  
**EMERGENCY**

NEW ZEALAND

# MAINTAINING YOUR APPROVED EVACUATION SCHEME



# Background

Every approved evacuation scheme requires regular maintenance – either completing trial evacuations or 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 this maintenance has been completed.

If your approved scheme was applied for and completed online, you can complete all notification requirements electronically using our [Online Services](#) website. You can also set up automated reminder emails to ensure your scheme is kept current and maintained.

- 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 online 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](mailto: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.

- All the forms needed to complete these notifications are available in the [Printable Forms](#) section of our website.
- Completed forms can be emailed, faxed or posted to your local [Fire and Emergency New Zealand Area Office](#).

# Completing trial evacuations

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

- Notifying Fire and Emergency New Zealand in writing at least 10 days before the planned date of your trial evacuation.
- Running your trial evacuation – the following page outlines the key points to cover.
- Reporting 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.

Your actual trial evacuations must be completed within your chosen maintenance cycle (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 breathing space if your planned trial date has to be changed for any reason.

It is also recommended to notify us of your next planned trial evacuation as early as possible as this will allow you more flexibility if you need to change the planned trial date later on.

**Please note:** Unplanned fire evacuations (including false alarms) cannot be treated as trial evacuations for the purposes of the [Fire Safety and Evacuation of Building Regulations 2006](#). This is because in an unplanned evacuation, the building owner will not have been able to give the 10 day notification needed before a trial evacuation takes place.

# 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 circumstances.

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 and/or unnecessary Fire Engine callouts, e.g. if a neighbouring building hears your alarm and calls 111 themselves.

**Northern: 09 486 7948**

**Central: 04 801 0812**

**Southern: 03 341 0266**

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 will need to provide the following detail to Fire and Emergency New Zealand 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

As well as the regular maintenance of your approved evacuation scheme, the Fire Safety and Evacuation of Buildings Regulations 2006 outline 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 and/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 [Fire Safety and Evacuation of Building Regulations 2006](#) for a full list of fire safety responsibilities.

Your approved evacuation scheme also lists a number of building events that must be notified to Fire and Emergency New Zealand. This includes:

- Any building work that significantly affects the means of escape.
- Any changes to the building occupancy that results in the means of escape no longer being adequate.

Please refer to Section 7 of your approved evacuation scheme for full details. To notify us of any building events, please forward a completed [Notification of Building Changes](#) form to your [local Area Office](#).



# 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.

My Dashboard

Apply for a new online evacuation scheme

Submitted but not yet processed:

Application ref	Process name	Date submitted	Status	Due date
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Manage my RealMe

Manage my RealMe

Evacuation Schemes

- Apply online
- View my evacuation applications
- Maintain my evacuation schemes**
- Update my contact details

You will then see the screen as shown.  
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 / delete email addresses for automatic reminders) and other settings.

Maintain my approved evacuation schemes

Manage my reminders

Calendar Trial evacuations Training notifications

October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3 Training Due: 1	4	5	6	7 Training Due: 1	8
9	10	11	12	13	14	15
16	17 Trial Report: 1	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

today < >

Evacuation Schemes

- Apply online
- View my evacuation applications
- Maintain my evacuation schemes
- Update my contact details
- Update my building details
- Maintain my templates

My Settings

- Manage my reminders
- Change account name

Correspondence

- Trial Notification\_EV-2016-198316-01\_06-04-2017
- Trial Notification\_EV-2016-197225-01\_09-06-2016

# Completing online maintenance for trial evacuations

Pages 8 – 11 apply if your approved scheme will be maintained with regular trial evacuations.

The first step is to notify us of the date that your trial evacuation will be run. While the notification must be completed at least 10 days before your trial, **it is recommended to complete the notification as soon as possible** – this will allow you more flexibility if you need to change or postpone your planned trial date later on.

Once you have logged on to Online Services and accessed the 'Maintain my evacuation schemes' page:

- Click the Trial evacuations tab
- Click the Notifications due heading

This will display all of your schemes that are pending notifications.

The dates showing here are auto-populated as follows:

- The Due Date is the latest date by which the trial evacuation must be completed in line with the six-monthly requirements of the Regulations.
- The Planned Date is based on the maintenance frequency you stated in your approved scheme – for example, if you select to do trial evacuations every three months, the planned date would be three months from your last trial evacuation or scheme approval date.

To complete the notification of your planned trial evacuation, click the 'Notify' link next to the appropriate scheme.

Calendar **Trial evacuations** Training notifications

– Notifications due

The Event Dates below show the regular dates for your trial evacuations. You need to confirm a date for your next trial evacuation and use the links provided to notify us at least 10 days before this. (Your trial must be before the Due Date.) Once you've notified us, the scheme will move to the Upcoming trials tab.

EV-2016-198316-01	<a href="#">Notify</a>
Building name : Standard Medical Centre	
Full address : 12 Pretend Place, Chartwell, Hamilton	
Due date : 06/04/2017	
Planned date : 06/04/2017	



# Completing online maintenance for trial evacuations

## Completing the notification

After clicking the Notify link, a notification form will be displayed. This form is pre-populated with the relevant details and these can be changed as needed.

- You can change the date and time of your planned trial evacuation here, however you will only be able to enter a date that is:
  - at least 10 days from the date of your notification being completed, **and**
  - before the final due date (as shown on the previous screen).
- Click 'Submit Notification' to complete this process.

Notification of proposed trial evacuation

Building description (complete the following):

The building's name is

The building's street address is \*

Trial evacuation details (complete the following):

I,  being the building owner, or the building owner's authorised agent, notify the National Commander, New Zealand Fire Service, a trial evacuation will be carried out in the above building

at  and the name and contact details of the person responsible for holding the trial evacuation is:

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 \*

## Changing the date or time

To change the date, you can type directly into the date field or select a date from the pop-up calendar.

If you type in a date that doesn't meet the requirements given above, an **Invalid Date/Time** error message will display as shown.

To change the time, use the scroll bars at the bottom of the pop-up calendar.

02/12/2016 at 09:07 Invalid Date/Time.

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Time 09:07

Hour

Minute

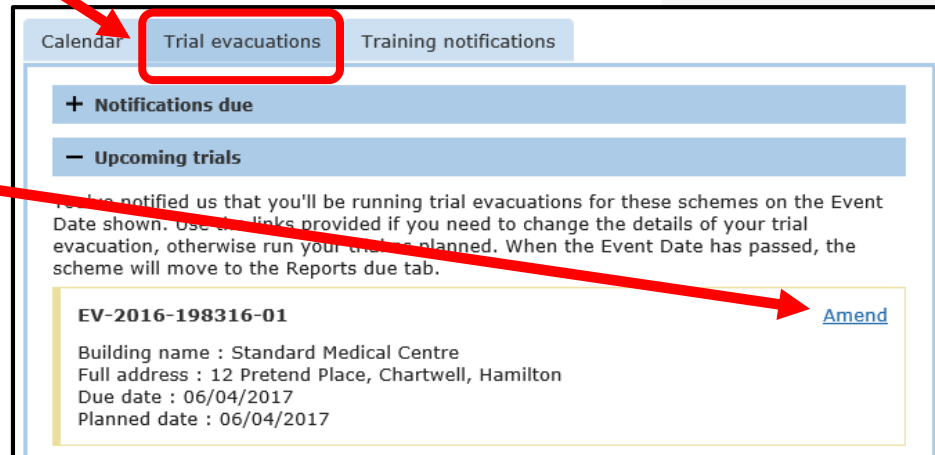
Done

# Completing online maintenance for trial evacuations

## Amending or postponing a planned trial evacuation

You can easily change the planned date of an upcoming trial evacuation if needed.

- Using the Trial Evacuations tab, locate the relevant trial under the 'Upcoming Trials' heading.
- Click 'Amend' and adjust as needed. The trial evacuation must be scheduled at least 10 days from the date of this amendment being completed and still before the final due date.
- If the planned date is within 10 days, the link will say 'Postpone' instead. You can postpone a trial evacuation for up to 10 days beyond the final due date.



Calendar Trial evacuations Training notifications

+ Notifications due

- Upcoming trials

You've notified us that you'll be running trial evacuations for these schemes on the Event Date shown. Use the links provided if you need to change the details of your trial evacuation, otherwise run your trial as planned. When the Event Date has passed, the scheme will move to the Reports due tab.

EV-2016-198316-01

Building name : Standard Medical Centre  
Full address : 12 Pretend Place, Chartwell, Hamilton  
Due date : 06/04/2017  
Planned date : 06/04/2017

[Amend](#)

**Please ensure any changes are made before the planned date as you cannot amend the planned date after it has passed.**

# Completing online maintenance for trial evacuations

## Submitting your trial evacuation report

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

- Using 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, however it is preferred to run your trial on the originally planned date each time.
- Complete the rest of this section with the relevant details, including the time taken to evacuate.
- Click 'Submit Notification' to complete this process.

Calendar Trial evacuations Training notifications

+ Notifications due

+ Upcoming trials

- Reports Due

Click the link provided to let us know the results of your trial evacuation by the Due Date shown.

**EV-2016-198316-01**

Building name : Standard Medical Centre  
Address : 12 Pretend Place, Chartwell, Hamilton  
Trial Held : 03/10/2016  
Report Due : 17/10/2016

[Report](#)

Trial evacuation details (complete the following):

I, Landlord Holdings Ltd being the building owner, or the building owner's authorised agent, notify the National Commander, New Zealand Fire Service, a trial evacuation was carried out in the above building on 03/10/2016 at 09:20. It took (mm:ss) minutes to evacuate the building.

Did any injuries occur during this trial evacuation?

Comments on the trial evacuation:

I would like to talk to someone about this trial

Once you have completed the report, the scheme will once again show under 'Notifications Due' for your next maintenance cycle. You are welcome to notify us of your next planned trial date as early as you like, however please note that you will need to wait at least 15 minutes after completing your report before completing any other maintenance for the same scheme.

# Completing online maintenance for training programmes

This page applies if your approved scheme will be maintained with a regular evacuation training programme.

Once you have logged on to Online Services and accessed the 'Maintain my evacuation schemes' page, click the Training Notifications tab to display all of your schemes that are pending training programme notifications.

Calendar Trial evacuation **Training notifications**

EV-2016-198343-01 [Review](#)

Building name : Standard Sports Club  
Address : 71 Fictitious Road, Saint Kilda, Dunedin  
Regular review date : 11/11/2016  
Review due date : 11/11/2016

**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.

To complete the notification of your evacuation training programme, click the 'Review' link next to the appropriate scheme. The report will be pre-populated with most of the details required.

At the bottom of the page, complete the 'Evacuation training programme details' section with the relevant details (including the number of occupants trained).

- Upload your supporting summary and assessment documents by clicking the 'Upload Now' button.

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

- Click 'Submit Notification' to complete this process.

Evacuation training programme details (complete the following):

I, Landlord Holdings Ltd 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 10 permanent occupants during the 6 Months period from 11/05/2016 to 11/11/2016 no later than 06 October 2016

The training programme was prepared/amended 22 September 2016

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 now

Upload(s):

I would like some help with my training programme

Submit Notification Cancel

# 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.

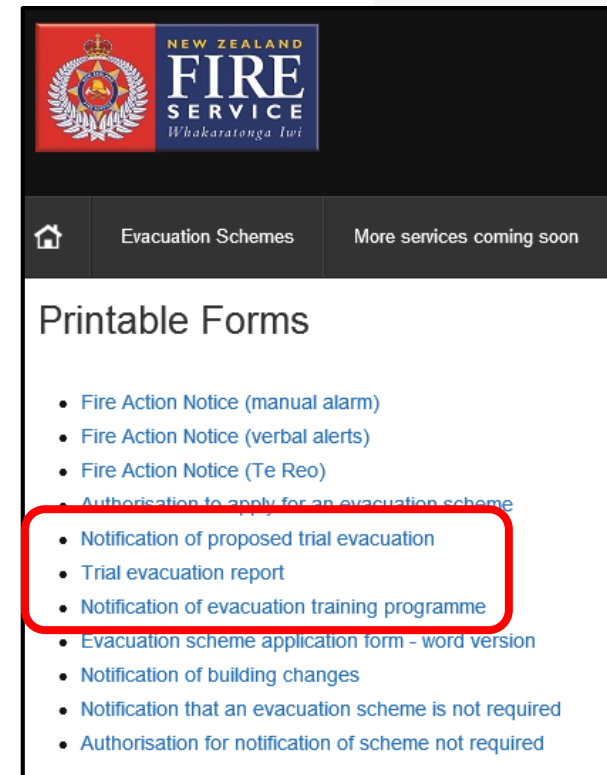
If your scheme is being maintained with trial evacuations:

- Complete and send the [Notification of proposed trial evacuation](#) form at least 10 days before your planned trial date.
- Complete and send the [Trial 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 your [local Area Office](#).



## 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](mailto: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 your local Area Office 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 your local Area Office to discuss.

**Q:** If I forget to complete the trial notification, and/or I hold the trial on a different date to what has been notified, can I still complete the trial evacuation report?

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