



## EVACUATION SCHEME APPLICATION

### ABOUT THIS GUIDE

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Use this guide to assist you when completing the *Evacuation scheme application form*.

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### BEFORE YOU START COMPLETING YOUR APPLICATION

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#### Documents to attach to your application

You will need to attach the following documents to your application, so it would be useful to have them ready before you start your application:

- Copy of your proposed evacuation scheme (supplied to the occupants) (mandatory)
- Fire action sign/notice (mandatory, see question 4.1)
- Evacuation training programme (if relevant, see question 4.8)
- Site plan and floor plan showing means of escape (if relevant, see question 5.4).

#### Other useful documents

In addition to the documents you need to attach to your application, the following documents may be useful to have when preparing your application:

- record of title for the building
- code compliance certificate

- fire report
- [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](#).

**Note:** Links to the Acts and Regulations in this list are also available on Online Services.

### **Need help?**

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).

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## **SECTION 1 APPLICATION DETAILS**

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### **Q 1.1 Building owner**

The contact details for the building owner must be completed.

State the building owner's name in full, e.g. person, company, trust name.

The building owner may be listed on the record of title.

If the building is owned by a body corporate (under the Unit Titles Act 2010) the owner is the body corporate of that building, and the body corporate number must be included.

### **Q1.2 Nominated contact person**

The contact details for the nominated contact person must be completed.

The nominated contact person is either the building owner or another person engaged by the building owner.

Adding a phone number will allow Fire and Emergency 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.

### **Q1.3 Application type**

Select whether the application is for a new building, or an existing building that has now become a relevant building.

### **Q1.4 Building use**

Select all the options that apply to your building.

Consider the following when making your selections:

- ‘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.
- Household unit is as defined in section 7 of the Building Act 2004.
- If any amounts of hazardous substances exceed the threshold quantities in Q2.6 and/or Q2.7, then an application is required by the Act and this option must be selected.

An application can only be voluntary if the building:

- isn’t used for any of the purposes listed, or
- has an automatic sprinkler system that complies with regulation 24 and is **only used for either** ‘providing employment facilities for 10 or more persons’ **or** ‘providing accommodation for more than 5 persons (other than in 3 or fewer household units)’.

In all other cases, the application won’t be voluntary.

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## SECTION 2 THE BUILDING

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### Q 2.1 Building description

#### Multi-unit buildings

A multi-unit building may be able to have more than one scheme for each part of the building, but only if all of the following apply:

- the independent parts of the building must be appropriately fire separated from each other
- each independent part of the building must have its own means of escape
- the means of escape cannot go through another independent part or rely on fire safety systems that are common across separate parts of the building.

#### 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 of the following must apply:

- all buildings must be on a common land title
- the application must clearly detail every building that it covers

- any procedures specific to any particular buildings must be detailed
- the scheme maintenance must be carried out across all of the buildings the scheme covers.

**Building's name**

The building's name (if any) is the name the building is usually identified by. This may be the official name of the building or the commonly used name.

The building's name is available on the:

- rates notice
- building warrant of fitness (BWOFF).

**Record of title reference**

The record of title reference for a title to land is known as an 'identifier', and it looks like:

- '345678' on more recent titles, which are also known as 'Computer Freehold Registers' or 'Computer Unit Title Registers'.
- 'WN345/678' on older titles, and may also be known as the 'certificate of title number' or 'CT number'.

If the building is on Crown land (and isn't excluded from the relevant building definition under 75(1) of the Act) then a New Zealand Gazette page number and date must be provided.

**Legal description**

The legal description of the land is a term used in land records.

To obtain these references you can check your local council website to complete a property and rates search, or [linz.govt.nz](http://linz.govt.nz).

Land Information New Zealand (LINZ) give a list of land record providers at: [linz.govt.nz](http://linz.govt.nz) > land > land-records > [other-land-record-providers](#).

**Q 2.2 Activities undertaken in the building**

Select all the options that apply to your building; or specify any other activity.

**Q 2.3 Levels**

Select whether your building is single or multi-storey.

**Q 2.4 Floor occupancy**

Floors include basement levels below ground and mezzanine floors.

The use of each floor should be listed, e.g. retail shops, nightclub, car parking, apartments, hotel, offices, etc.

Options for 'Normal days used' are:

- week days
- weekends
- 7 days a week.

Options for 'Normal hours of use' are:

- day time (between 7am and 6pm)
- night time (between 6pm and 7am)
- 24 hours.

Numbers of occupants:

- Normal number of occupants is the approximate number of people who are regularly in the building.
- Maximum number of occupants is the highest number of people that each floor of the building was designed to have in it. This is available from BWOFF documents, fire engineering reports or other building records.

### **Q2.5–Q2.6 Hazardous substances**

If the answer to Q2.5 is yes, ensure 'a place where hazardous substances are present...' is selected in Q1.4.

The substances listed here are those in schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 (the Regulations).

See the Hazardous substances quick reference guide for common examples of the different types of hazardous substances.

When completing the table, ensure the units of measurement match those listed under 'Threshold quantity'.

'Approx. aggregate quantity' means the approximate total amount of all hazardous substances in each relevant classification which are present in the building.

If any of the listed substances have amounts in the building that are more than the 'Threshold quantity', the application is a required application under the Act.

More information about hazardous substance classification is available from:

- your supplier
- Hazardous Substances and New Organisms Act 1996 (HSNO) compliant safety data sheet from the manufacturer
- compliance certifiers (formerly known as test certifiers)
- Environmental Protection Authority website, [www.epa.govt.nz](http://www.epa.govt.nz) > Database search > [Approved hazardous substances with controls](#).

### Q2.7 Infectious or radioactive substances

The substances listed here are those in schedule 3 of the Regulations.

'Approximate quantity' means the approximate total amount of the substances which are present in the building.

If any of the listed substances are present in any amount in the building, the application is a required application under the Act.

### Q2.8 Emergency plan

The criteria for determining whether a building needs an emergency response plan are available in the Health and Safety at Work (Hazardous Substances) Regulations 2017:

- regulation 5.6, and
- regulation 5.7.

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## SECTION 3 FIRE SAFETY FEATURES

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### Fire protection systems

#### Q3.1 Automatic sprinklers

If the building has a sprinkler system, sprinkler heads similar to either of these will be installed on the ceilings:



#### Q3.2–Q3.4 Sprinkler standard

Regulation 24 specifies:

1. For the purposes of section 76 of the Act, the minimum standard for an automatic sprinkler system is that the system:
  - a) satisfies sections 105 and 108 of the Building Act 2004 (in relation to the sprinkler system); and
  - b) is appropriate for the use and occupancy of the building; and
  - c) complies with subclause (2).
2. A sprinkler system must comply, at the time that it was installed, with one of the following standards:
  - a) NZS 4541:2007 — Automatic fire sprinkler systems
  - b) NZS 4541:2013 — Automatic fire sprinkler systems
  - c) NZS 4515:2003 — Fire sprinkler systems for residential occupancies

- d) NZS 4515:2009 — Fire sprinkler systems for life safety in sleeping occupancies (up to 2000 square metres)

Only buildings that meet these criteria are allowed to have places of safety inside (refer to question 3.11 below).

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.

If another standard was met which exceeds the above standards, this can be noted in Q3.4. You will also need to attach evidence that will satisfy Fire and Emergency that this standard exceeds the minimum standards listed in the Regulations.

### **Q3.5 Fire alarm system**

Select whether your building has a fire alarm system or not.

### **Q3.6 Fire alarm system trigger**

Select all the options that apply to your building.

### **Q3.7 Fire alarm system standard**

Select whether your fire alarm system meets the NZS 4512:2010 – Fire detection and alarm systems in buildings standard requirements or not.

### **Q3.8 Fire alarm system monitoring**

Select whether the fire alarm system is monitored or not.

### **Q3.9 Other fire protection systems**

Detail any other fire protection systems your building may have, such as foam, gaseous or water mist systems, etc.

## **Places of safety**

### **Q3.10 Places of safety outside**

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.

You may want 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.

It isn't 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 should 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.

'It will be available for occupants from the following area(s)' 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.

### **Q3.11 Places of safety inside**

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 24 of the regulations. A place of safety inside must also have appropriate internal fire safety features including appropriate fire separations and a way for people to escape to a place of safety outside if required.

Even if your building meets these requirements, using a place of safety inside isn't mandatory – you can still choose to have an all-out evacuation to one or more places of safety outside.

If you have a place or places of safety inside, you must confirm that they will hold the required number of people, which parts of the building each place will serve, how the place of safety inside is kept safe from fire, who will be in charge of the people in the place of safety inside and how people will be evacuated to a place of safety outside if required.

If you do want 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.

## **SECTION 4 PREPARATION FOR A FIRE EMERGENCY**

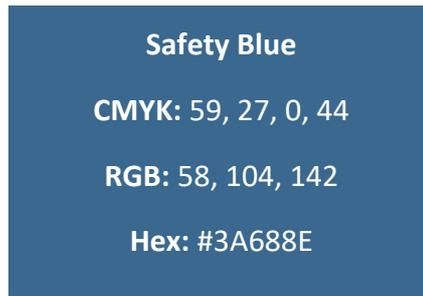
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### **Signs and equipment**

#### **Q4.1 Signs/notices**

Regulations 7(4) and 7(5) describe the requirements of the signs and notices and include the following requirements:

1. Must have a safety blue background (see below for colour definition) and a white border
2. Lettering must be white
3. Printed lettering must be at least 5mm high
4. Spaces designed to contain hand-written information must be white and at least 10mm high.



The notices must contain the following information:

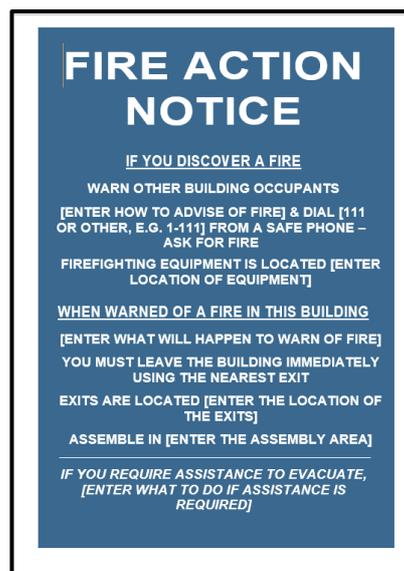
- the routes of travel to the place or places of safety for the building
- the fire alarm signals or other methods that are used for alerting occupants, or that are available for use by the occupants
- any firefighting equipment that is available for use by the occupants
- the provision for any person who requires particular assistance
- how to alert Fire and Emergency to a fire emergency. If the internal phones in the building need to have a number dialled to make an outside call, this should be specified on your notices, e.g. "Dial 1 - 111". Alternatively, the notices can reference that an outside line may be required within buildings that have multiple phone systems.

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 (Q3.10/Q3.11).

An example is shown below and templates are available from [onlineservices.fire.org.nz](http://onlineservices.fire.org.nz) > [Printable Forms](#).

There are two versions of the template, one for completing the evacuation details online and one for completing the details manually.

Please make sure you update the template with your own evacuation details (including changing to "Dial 1 – 111" where required).



Where the building has a number of places of safety it may be useful to have different signs/notices to be displayed in different parts of the building indicating the relevant places of safety that may be used for occupants from that part of the building.

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

You must include copies of the signs or notices displayed in your building with your application.

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' isn't an acceptable answer.

#### **Q4.2 Firefighting equipment**

When listing the location of any firefighting equipment, if these are installed throughout the building to meet NZS 4503:2005 that should be stated.

Any hand-held hose reel or other similar device installed in a building must be maintained to NZS 4503:2005 – Hand operated firefighting equipment.

If there is no firefighting equipment in the building, select the 'None' checkbox.

#### **Preparation for a fire emergency**

##### **Q4.3 Training**

Your building participants must be trained for a fire emergency by either:

- trial evacuations, or
- an evacuation training programme for permanent occupants.

Early childhood facilities (other than in a household unit) and educational institutions **must** have trial evacuations. For all other buildings, you can choose either trial evacuations or an evacuation training programme.

Trial evacuations usually involve all of the building occupants participating in a fire drill where a fire emergency is simulated, i.e. sounding the alarm, evacuating the building, accounting for all occupants, etc. Training of permanent occupants to manage an evacuation should also be conducted. This can be run separately or as part of a debrief following a trial evacuation.

Evacuation training programmes must demonstrate how the permanent occupants (staff, residents, etc) are trained to manage an evacuation of all the occupants from the building in an emergency. This is often the most suitable option for buildings whose occupants are likely to be transient (e.g. motels, theatres) or need assistance to evacuate (e.g. hospitals, retirement homes).

##### **Q4.4 Trial evacuation timings**

Trial evacuations must be carried out at least every **six months** although a shorter period can be nominated. Where a shorter period is nominated as part of your application that becomes the frequency at which you must legally carry out trial evacuations.

#### Q4.5 Trial evacuation management

The person who will manage trial evacuations should be referred to by their position where possible so that a scheme does not become out of date if a named individual leaves.

#### Q4.6 Staff training responsibility

The person who will manage the staff training for managing fire evacuations should be referred to by their position.

#### Q4.7 Staff training

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 that show the level of detail needed to answer this question. See [onlineservices.fire.org.nz](https://onlineservices.fire.org.nz) > [Example Documents](#). 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
- roles, responsibilities, full duties and identification of wardens (if any). See Q5.2 note regarding wardens
- how all building occupants will be accounted for or the building determined to be clear
- 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)
- how the evacuation of persons requiring particular assistance will be managed
- 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.

#### Q4.8 Training programme implementation

The evacuation training programme must be carried out at least every **six months** although a shorter period can be nominated. Where a shorter period is nominated as part of your application that becomes the frequency at which you must legally deliver your training programme.

#### Q4.9 Training programme management

The person who will manage the evacuation training programme should be referred to by their position where possible so that a scheme does not become out of date if a named individual leaves.

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## SECTION 5 EVACUATION PROCEDURE

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### Overview

In this section of the application, the answers must cover:

- all occupancy uses and times
- from when a fire is detected, until the time when everyone is at a place of safety outside (even though in an actual fire, some people may remain in the place of safety inside).

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.

### Q5.1 Alerts

Possible answers for how occupants are alerted to a fire emergency include:

- signs of fire
- verbal warning from others
- an alarm sounding throughout the building after being manually activated
- an alarm sounding throughout the building after being triggered by smoke alarms
- an alarm sounding throughout the building after being triggered by heat detectors
- battery operated smoke alarm
- sprinkler activation
- public address system/loudspeaker
- air horn/whistle (including the location of this equipment)
- wardens (if any).

### Q5.2 Evacuation procedure

Describe how the building occupants will be informed of the following once they are alerted to a fire:

- measures they should take
- need to get to a place of safety
- place(s) of safety
- fastest route to the place(s) of safety
- place(s) where people who require assistance may gather to wait for assistance.

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

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

It is important to specifically state how the evacuation of people who require assistance will be managed. This may include detailing special equipment available, training provided to permanent occupants, etc.

### **Wardens**

The Act and Regulations don't require wardens, but they can be used as part of effective evacuation processes in many buildings, including:

- multi-occupancy buildings
- buildings with large numbers of occupants
- theatres and cinemas
- hospitals
- airports.

If wardens are used, descriptions of them should include their duties and how they are identified.

### **Q5.3 Evacuation complete**

This answer needs to describe how you will determine an evacuation is complete, e.g. all occupants accounted for or building cleared by wardens or other means.

### **Q5.4 Means of escape**

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 Q3.10 and Q3.11 (if applicable). This must include the use of any internal or external stairs.

If there are one or more places of safety inside, this answer must cover the means of escape to places of safety inside.

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.

### **Q5.5 Evacuating places of safety inside**

If there are one or more places of safety inside, this answer must cover how occupants will be advised of the need to evacuate to another place of safety and the means of escape **from** places of safety inside to places of safety outside, if a full evacuation is needed.

### **Q5.6 People requiring assistance**

This includes 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 should be considered for this question.

### **Q5.7 Evacuation of people requiring assistance**

Details should be provided around how the evacuation of persons requiring assistance to a place of safety will be managed. This may have references to equipment such as evacuation chairs, hoists, wheelchairs, stretchers or mobile cots for small children.

Another option may be that regular occupants of the building are trained to help people who require assistance during an evacuation, this should be stated in the answer to this question.

If there is a mechanism for people who may require assistance to register this fact, that should also be referred to in your response to this question.

### **Q5.8 Fire and Emergency notification**

Possible answers for the way Fire and Emergency may be alerted that there is a fire include:

- 111 call
- \*automatic Fire and Emergency New Zealand notification following a manual alarm sounding
- \*automatic Fire and Emergency New Zealand notification following an alarm being triggered by smoke alarms
- \*automatic Fire and Emergency New Zealand notification following an alarm being triggered by heat detectors
- \*automatic Fire and Emergency New Zealand notification following sprinkler activation.

\*An automatic notification to Fire and Emergency only applies 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.

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.

### **Q5.9 Fire and Emergency arrival**

State a specific position, such as a team leader or a warden, who Fire and Emergency should liaise with when they arrive during an evacuation. Please don't give an individual person's name as it can't be guaranteed that this person will be on site during a fire emergency.

## **SECTION 6 SPECIAL PROVISIONS**

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### **Q6.1 Special provisions**

Any special provisions or 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
- any additional information or comments that may help us assess your application.

## **SECTION 7 APPLICANT RESPONSIBILITIES**

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This is a statement that the building owner will notify Fire and Emergency if any of the listed building events occur. Once you have reviewed the events, you must tick the declaration checkbox. You must also sign handwritten applications.