

Apartment Building

Example Evacuation Scheme Document

123 Standard Street, Standard Suburb, Standard Town

This document is prepared in accordance with The Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018.

The building owner/manager will make sure that all occupiers are familiarised with the evacuation process upon initial occupancy and with 6 monthly training in the form of a letter drop. All common areas will have the Evacuation Procedures and Fire Action Notices posted on the walls, and all apartments will have them on the back of their front door. All exit routes are to be sign posted with directional arrows and kept clear of obstructions.

Building Information

The building is a 4 storey apartment block.

Every occupier of the Standard Apartments must abide by the procedures detailed within this Evacuation Scheme and participate in a six monthly Evacuation Training Programme.

All occupants must ensure stairwells and exit ways are kept clear at all times.

Apartment occupiers are each responsible for the clearance of their own apartments during an evacuation, including any visitors. Assistance should be provided as required to neighbours and other occupants on the same floor.

Each apartment is fitted with individual smoke alarms that are not connected to the building alarm system. If your smoke alarm is activated, you must immediately identify the source of the activation. If the cause is easily controlled (e.g. burnt toast) you must reset your smoke alarm and take steps to dissipate the smoke – use extractor fan or outside window, DO NOT vent smoke into the hallway outside your apartment as this may cause the building fire alarm to activate.

If the cause is not easily controlled, or you are unable to identify the source, you must activate a fire alarm call point (located in the hallways) and proceed to follow the evacuation procedures.

PLACE OF SAFETY OUTSIDE

In the event of an evacuation, all occupants are to proceed to the
GRASS AREA BESIDE THE CARPARK

Fire Evacuation Procedures

If you discover a fire or are warned of a fire

- Warn other occupants in the immediate area by shouting “Fire, Fire, Fire”
- Operate the nearest fire alarm manual call point (these are red boxes with break-glass panels)
- Call Fire and Emergency on 111, using a mobile phone if possible
- Evacuate the building and ensure all occupants of your apartment are evacuated.
- Use the nearest safe escape route. If on upper floors use the stairs, **DO NOT** use lifts
- Knock on doors as you leave to alert other occupants.
- Assist any persons requiring assistance to evacuate the building where possible
- Report apartment evacuation status to the Building Warden located beside the alarm panel at the main entrance (the first evacuating adult resident to the assembly area will assume the role).
- Go to the grass area beside the carpark

When making a 111 call

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm, Dial 111
- Ask for Fire
- You will need to provide the following information:
 - Building name **[Insert Building name]**
 - Building address – **[Insert street number, street name, suburb and city]**
 - Nearest intersection **[Insert nearest Intersection]**
 - The nature of the emergency (e.g. alarms ringing)

Building Warden

The Building Warden will be the first evacuating adult resident to the assembly area.
All occupants must follow the instruction of the Warden at all times.

Building Warden Duties

- Uplift the Evacuation Checklist and jerkin, located beside the front entrance
- Make sure a 111 call has been placed (this can be delegated to another building occupant).
 - State building name, number, street, nearby intersection and nature of emergency
- Wait at the assembly area to receive status reports of the evacuation from other residences and update checklist.
- When Fire and Emergency arrive report to the officer in charge and tell them the status of the evacuation (i.e. which Apartments have reported as being cleared) and any other relevant information
- Do not allow anyone to re-enter the building until Fire and Emergency have given the “all clear”

Persons Requiring Assistance to Evacuate

When moving into the building or during your occupancy, if you require assistance to evacuate please inform the building owner. They will update the evacuation checklist to reflect this.

Every tenant has a responsibility to provide the required level of assistance to anyone visiting their part of the building. Fire Action Notices encourage anyone who may need assistance to inform you so that you can plan in case an evacuation is required while they are in the building.

If assisting other occupants on your floor this should occur before you leave the building – do not go back inside once you have evacuated.

Assist anyone who clearly needs assistance while you are evacuating. Assistance may be required in a number of ways, such as:

- Warning the hearing impaired of the need to evacuate
- Reassuring those who appear stressed by the situation
- Guiding people who may have a sight impairment
- Using a carry down method to assist people with limited mobility

If on upper floors DO NOT use the lifts during an evacuation, evacuation must take place via the stairwells.

As a last resort, if you are unable to inform other occupants during an evacuation, call Fire and Emergency New Zealand - 111 - and let them know your location and that you are unable to leave the building.

Maintaining the evacuation scheme

- Conduct a 6 monthly Evacuation Training Programme and report the completion to FENZ within 10 working days
- Ensure that all exit ways and stairwells are kept clear at all times
- Take precautions to avoid fires starting

Standard Apartments Fire Evacuation Acknowledgement

I,, the resident of apartment number, have read and understood the Fire Evacuation Procedures for this building and my responsibilities during a fire evacuation.

Signature: Date:

Example of Fire Action Notices (Printed in A4 to achieve required text size of 5mm)
These are displayed beside all manual call points.

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

**WARN OTHER BUILDING OCCUPANTS
SHOUT “FIRE FIRE FIRE”**

**ACTIVATE THE FIRE ALARM AND DIAL 111
FROM A SAFE PHONE – ASK FOR FIRE
FIREFIGHTING EQUIPMENT IS LOCATED
BELOW MANUAL CALL POINTS**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

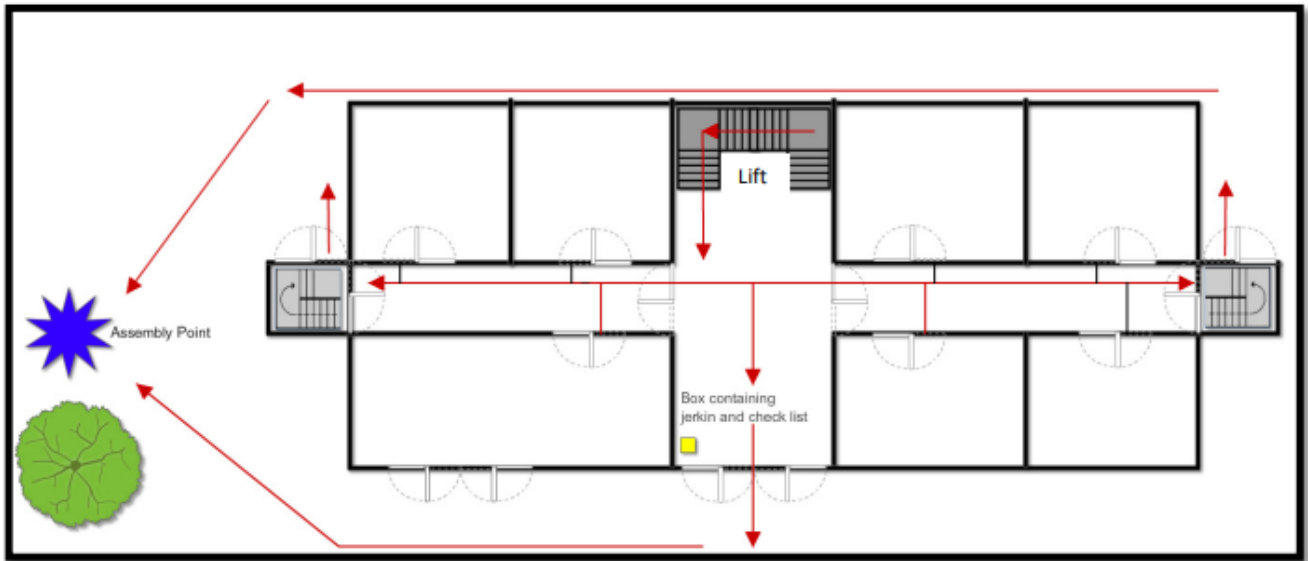
**EXITS ARE LOCATED AT THE STAIRWELLS AT
EITHER END OF THE BUILDING**

**ASSEMBLE ON THE
GRASS AREA BESIDE THE CARPARK**

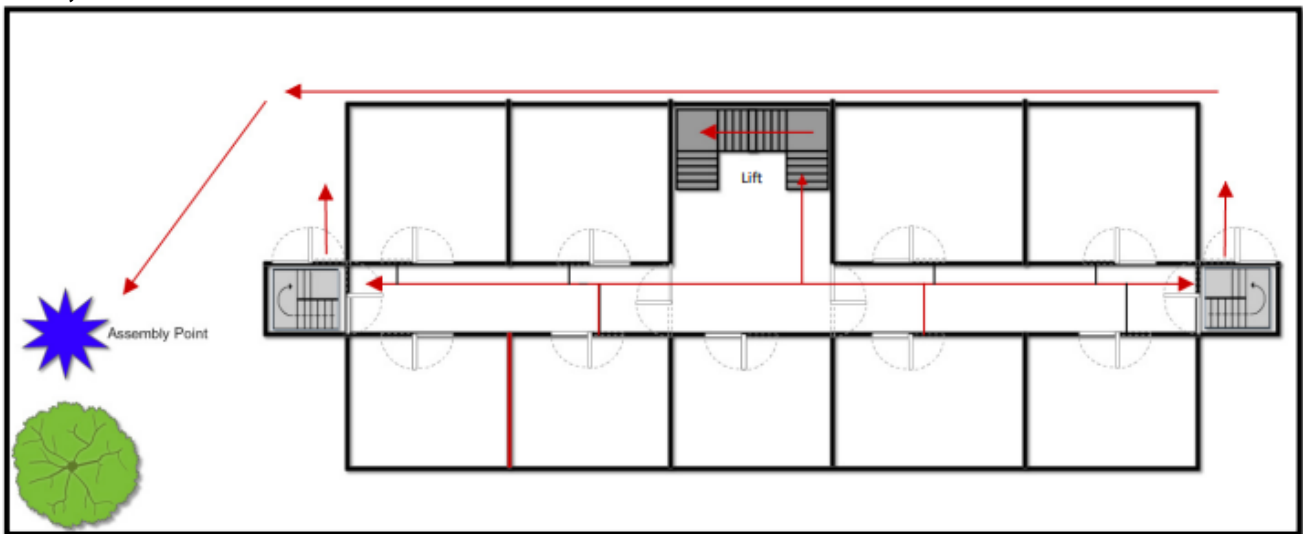
***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
MAKE YOURSELF KNOWN TO A NEIGHBOUR
OR OTHER OCCUPANT***

Site Map


Ground Floor



First, Second and Third Floors



EVACUATION CHECKLIST

Level / Apartment		Occupied			Clear
			In Building	Out	
Ground	Café				
	Apt 1				
	Apt 2				
	Apt 3				
	Apt 4				
	Apt 5				
	Apt 6				
First	Apt 7				
	Apt 8				
	Apt 9				
	Apt 10				
	Apt 11				
	Apt 12				
	Apt 13				
	Apt 14				
	Apt 15				
Second	Apt 16				
	Apt 17				
	Apt 18				
	Apt 19				
	Apt 20				
	Apt 21				
	Apt 22				
	Apt 23				
	Apt 24				
Third	Apt 25				
	Apt 26				
	Apt 27				
	Apt 28				
	Apt 29				
	Apt 30				
	Apt 31				
	Apt 32				