

CONTACT DETAILS FOR EVACUATION SCHEMES

INTRODUCTION

Use this guide for the relevant Fire and Emergency New Zealand contact details when you:

- need more information about evacuation schemes and/or your application
- submitting applications or providing more information for an incomplete application
- providing documents to maintain your evacuation scheme.

CONTENTS

- [Regulatory Compliance Group role and contacts](#)
- [Fire Communication Centre role and contacts](#)

REGULATORY COMPLIANCE GROUP ROLE AND CONTACTS

The Regulatory Compliance Group (RCG) processes evacuation scheme applications and ensures they are maintained.

- All evacuation scheme forms should be sent to the RCG. **Important:** Do not deliver or post evacuation scheme applications to local fire stations or Fire and Emergency New Zealand district offices.
- Use these contact details below:

If you...	Then...
<ul style="list-style-type: none"> • have any questions about an evacuation scheme and/or application • need to send these forms: <ul style="list-style-type: none"> ○ New evacuation scheme application ○ Authority to act on behalf ○ Notification of building changes • need to notify us of a change to the nominated contact person 	<p>contact Regulatory Compliance Group during business hours 8am–5pm:</p> <ul style="list-style-type: none"> • email: rcg@fireandemergency.nz • address: Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142 • phone: 0800 REG COMP (0800 734 2667).

If you...	Then...
<ul style="list-style-type: none"> are maintaining an evacuation scheme, and need to send the trial evacuation and/or training programme report forms 	send to the Regulatory Compliance Group: <ul style="list-style-type: none"> email: evacuation@fireandemergency.nz address: Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142

FIRE COMMUNICATIONS CENTRES ROLE AND CONTACTS

Fire Communications Centres (FCC) are in Auckland, Wellington, and Christchurch. These centres:

- respond to every call for assistance
- dispatch the appropriate fire brigade(s) to an emergency.

You must notify your local Fire Communications Centre before and after your trial evacuations, so we know it is not a real fire emergency.

Use these details to contact the relevant communication centre for your area.

FCC	Area	Contact number
Northern	North of the line between Mount Taranaki and the East Cape	09 486 7948
Central	South of the line between Mount Taranaki and the East Cape	04 801 0812
Southern	the South Island	03 341 0266