



Evacuation Scheme Application Reference Guide

Introduction

This guide provides instructions to help applicants accurately complete the Evacuation Scheme application form. It covers key sections including applicant details, building safety features, evacuation procedures, and applicant responsibilities, ensuring the application meets the requirements for approval by Fire and Emergency New Zealand.

Contents

[When to submit an evacuation scheme](#)
[What is an evacuation scheme](#)
[Which buildings must have an evacuation scheme](#)
[What happens if I don't have an approved evacuation scheme](#)
[When is an evacuation scheme not required](#)
[Finding out which evacuation scheme you need](#)
[Before you start](#)
[Section 1: Applicant Details](#)
[Section 2: Building or Structure Details](#)
[Section 3: Fire Protection Systems](#)
[Section 4: Preparation in case of fire](#)
[Section 5: Evacuation Procedure](#)
[Section 6: Special Provisions](#)
[Manage Documents](#)
[Section 7: Applicant Responsibilities](#)
[Review and Send/Submit Application](#)

When to submit an evacuation scheme

You must submit an evacuation scheme application within 30 working days before:

- a new building is first lawfully occupied,
- an existing building becomes a 'relevant building.'

For information on relevant buildings, see [Which buildings must have an evacuation scheme?](#)

What is an evacuation scheme?

An evacuation scheme describes how people will safely and quickly leave a building when there is a fire, or a suspected fire. This includes people who are in your building for the first time, e.g. contractors, new employees, guests, or visitors. It describes how everyone in the building will know:

- that there is a fire – will they hear alarms, sirens, messages across a speaker system or from wardens?
- what to do if they see a fire and how to alert others,

- where the safe place(s) is and how to get there,
- that everyone is safe, the building is clear, and the evacuation or emergency is over,
- who is managing the evacuation,
- how to help people who need assistance to evacuate, or how to get assistance if required.

You can't predict when a real fire emergency will happen, and there are many variables that can affect the situation. An evacuation scheme will prepare people to do the right thing during a fire emergency.

Which buildings must have an evacuation scheme?

- A building that must have an approved evacuation scheme is called a 'relevant building.' These buildings:
 - are used for gatherings, for any purpose, for 100 or more people,
 - are used to provide employment facilities for 10 or more people,
 - are used to provide accommodation for more than five people (other than in three or fewer household units),
 - are a place where hazardous substances are present in quantities exceeding the minimum amounts prescribed in [schedule 3](#) of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018,
 - used to provide early childhood facilities (other than in a household unit),
 - used for nursing, medical, or geriatric care (other than in a household unit),
 - used to provide specialist care for persons with disabilities (other than in a household unit),
 - used to provide accommodation for persons under lawful detention (other than home detention).
- See [section 75](#) of the Act for more details about relevant buildings.

What happens if I don't have an approved evacuation scheme?

Under sections [76\(4\)](#) and [79](#) of the Fire and Emergency New Zealand Act 2017 (the Act), if a building owner fails to provide or maintain an approved evacuation scheme:

- the building owner may be prosecuted,
- Fire and Emergency New Zealand (Fire and Emergency) may seek a court order to have the building closed until an evacuation scheme is submitted and approved in place.

When is an Evacuation Scheme not required?

An owner of a relevant building is not required to provide or maintain an evacuation scheme, if:

- the building is used for either, or both, of the following purposes:
 - providing employment facilities for 10 or more people,
 - providing accommodation for 6 or more people (other than in 3 or fewer households):

and

- that building has an automatic sprinkler system that complies with one of these required standards, either: NZS 4515:2003, NZS 4541:2007, NZS 4515:2009, NZS 4541:2013 or NZS 4515:2020 with the required firefighting equipment,

and

- the owner completes the **Notification that an evacuation scheme is not required** form to let Fire and Emergency know this. See : [fireandemergency.nz/businesses-and-landlords/evacuation-schemes/](https://www.fireandemergency.nz/businesses-and-landlords/evacuation-schemes/) > [Guides, forms and examples](#) > **Printable forms.**

Finding out which evacuation scheme you need

You need a different evacuation scheme or schemes depending on whether you have either:

- multiple buildings on separate sites,
- multi-unit buildings.

Scenario	Advice
Multiple buildings on a single site	<ul style="list-style-type: none"> • 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 the following must apply: <ul style="list-style-type: none"> ○ 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 the buildings the scheme covers.

Before you start

Documents you will need

Before you start filling in your Evacuation scheme application form, make sure you have the mandatory and supporting documents you need.

Mandatory documents

You must provide us with these documents:

- Fire action sign/notice(s) — see Question 4.1,
- A copy of your proposed evacuation scheme, produced by the building owner for the occupants.

Other supporting documents

You may also need to provide these supporting documents, if relevant:

- Fire sprinkler system certification of compliance — see Questions 3.2, 3.3 and 3.4,
- Evacuation training programme — see Questions 4.8, 4.9 and 4.10, this is mandatory when selecting training programme at Q4.3 otherwise can be added as a supporting document for Q4.7
- Site plan and floor plan showing means of escape — see Question 5.4.

Useful references

These documents or resources may help you to answer questions on the application form:

- Record of title for the building
- Code of compliance certificate
- Fire report

Useful Fire and Emergency resources

Use these resources to support your application as required.

Resources	Link
Quick reference guides	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Quick reference guides
All editable forms, including fire action signs and notices (in English and te reo Māori)	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Printable forms
Examples of application forms and supporting documents, including training programmes for a range of relevant buildings	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > Example documents
Frequently asked questions and help	See: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > FAQs/Help

Useful external links

- [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](#)

More help

If you have any questions about evacuation schemes, contact the Regulatory Compliance Group during business hours (8am to 5pm):

Email: rcg@fireandemergency.nz

Phone: 0800 REG COMP (0800 734 2667).

See the Quick reference guide >: fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > [Contact details for evacuation schemes](#).

Section 1: Applicant Details

Use this information to help you complete the questions in Section 1.

Building Structure

Select the appropriate checkbox to indicate whether the application is for;

- a new building,
- an existing building that has now become a relevant building,
- or for a structure that will be set up temporarily, e.g. a marquee (for a wedding), circus tent or a prefabricated building.

Applicant Details

Select the relevant option if you are submitting your evacuation scheme application for:

- an individual,
- on behalf of a company.

1.1 Building or structure owner contact

- Enter the building owner's contact details in each field.
- A building owner could be an individuals' name, or a company, business, or trust name.
- The building owner may be listed on the building's Record of title.
- If the building is owned by a body corporate, as defined in the Unit Titles Act 2010, the owner is the body corporate of that building, and you must include the body corporate number in the **Name** field.

1.2 Nominated contact person

Any correspondence regarding the application is sent to the nominated contact person, please ensure the contact information is correct and/or that you have access to the email inbox that the correspondence is sent to.

- The 'nominated contact person' is either the building owner or another person engaged by the building owner.
- Select the **Contact person is the building owner** checkbox and go to Question 1.3 if the nominated contact person is the same as the building owner.
- Enter the nominated contact person's contact information in each field, if the building owner and nominated contact person are not the same person.
- We may phone the nominated contact person if we have questions or need to clarify something on your application.
- We use email to send all communications relating to the application.
- Add Additional Recipients; add, modify, or delete email contacts for evacuation schemes and maintenance cases (Trial/Training Reports). Please note that this applies to system generated emails only.

Temporary structure

The details of the temporary structure should be included detailing the event name, location, and dates.

The dates selected should include time from when the structure is erected until it is dismantled. If a structure is in place at multiple locations for the same purpose e.g. circus, then each location and date range should be included by adding extra rows for each location.

1.3 Building or structure uses

A relevant building is defined by the "use" of the building. Details are outlined in Section 75 of the Fire and Emergency New Zealand Act 2017.

Use this information to help you select all the options that apply to the use of your building:

- Checkbox 1: 'The gathering together, for any purpose, of 100 or more persons' refers to what is possible for the building - not what is usual.
Example: If a community hall has regular gatherings of 50-60 people, but can accommodate 100 or more people, you would tick this box.
- Checkbox 2: 'Providing employment facilities for 10 or more persons' refers to the facilities (e.g. desks, lockers, workspaces) available for each employee, and the maximum number of employees that your building can accommodate.
Example: If there are usually six employees working in the building, but you have space and facilities for 12 employees to work, you would tick this box.
- Checkbox 3, 5, 6 and 7: 'Household unit' is defined in section 7 of the Building Act 2004.
- Checkbox 4: This relates to the amounts of hazardous substances in your building (see Questions 2.5

and/or 2.6). If the amounts are more than the minimum amounts allowed, as prescribed in schedule 3 of the Regulations.

- Checkbox 8: Lawful detention e.g. prisons.

Section 2: Building or Structure Details

Use this information to help you complete the questions in Section 2.

2.1 Building/ structure description

Complete these fields, as required:

Field name	What to enter
Building name	<ul style="list-style-type: none"> • 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.
Record of title reference	<ul style="list-style-type: none"> • The Record of title reference for a title to land is known as an 'identifier', and it looks like: <ul style="list-style-type: none"> ○ '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	<ul style="list-style-type: none"> • The legal description of the land is a term used in land records. The Legal Description of the land will have a "Lot" number and a deposited plan (DP) number, which generally looks similar to "Lot 1 DP12346" • Go to: <ul style="list-style-type: none"> ○ your local council website and complete a property and rates search, ○ Land Information New Zealand (LINZ) at linz.govt.nz > land > land-records > other-land-record-providers.

To obtain the Record of tile or Legal description reference number, you can check your local council website and complete a property and rates search or visit linz.govt.nz. You may also be able to find information on your Rates Invoice or Building Warrant of Fitness.

2.2 Activities undertaken in the building/ structure

- Select all options that apply to your building or structure and add additional comments as appropriate.
- If you select the **Other** checkbox, provide details of the other activity(s).

2.3 Floors

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.

Select the relevant checkbox to indicate whether your building has single floors or multi-floors.

2.4 Floor occupancy

Information applicable to your building(s) should be entered. Each floor should be indicated on a separate line. If you have multiple buildings, each floor of each building should be indicated separately.

- Use information in this table to help you complete these columns:

Column name	What to enter
Floor	List all floors including basement levels below ground, and mezzanine floors.
Use of each floor	List how each floor is used, e.g. retail shops, nightclub, car parking, apartments, hotel, offices, etc.
Normal days used	Select the options that are most applicable: <ul style="list-style-type: none"> • weekdays • weekends • 7 days a week.
Normal hours of use	Select the options that are most applicable: <ul style="list-style-type: none"> • mostly daytime, i.e. between 7am and 6pm • mostly night-time, i.e. between 6pm and 7am • 24-hours.
Normal no. of occupants	Enter the approximate/average number of people who are regularly: <ul style="list-style-type: none"> • in the building (for single story buildings) • on that floor (for multi-level buildings).
Maximum no. of occupants	<ul style="list-style-type: none"> • Enter the maximum number of people that the building was designed to have on each floor. • Find this information in these documents, either: <ul style="list-style-type: none"> ○ Building warrant of fitness ○ Fire engineering reports, or other building records.
Maximum occupancy for the whole building or structure	Enter the total of the Maximum no. of occupants column.

2.5 Hazardous substances

Details of the hazardous substances present in the building should be listed in the answer to this question.

- You may have either hazardous substances or infectious or radioactive substances only, or both types of substances in your building.
- Ensure you selected the **...a place where hazardous substances are present...** checkbox in question 1.3 if you select the **Yes** checkbox in question 2.5.

Quantities of hazardous substances

- The substances in this table are listed in schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 (the Regulations).
- See some common examples of the different types of hazardous substances as well as threshold quantities in the quick reference guide: [hazardous substances table](#). If any of the listed substances are present in the building, exceeding the “threshold quantity”, they must be listed as part of the answer.
- Use the same units of measurement as those used in the **Threshold quantity** column when completing your amounts in the **Approx. aggregate quantity** column.
- **Approx. aggregate quantity** is the approximate total amount of all hazardous substances in each relevant classification that are present in the building.
- For more information about hazardous substance classifications, see:
 - your supplier or compliance certifiers (formerly known as test certifiers)
 - the relevant Hazardous Substances and New Organisms Act 1996 (HSNO) compliant safety data sheet from the manufacturer
 - the Environmental Protection Authority website, epa.govt.nz > Database search > [Approved hazardous substances with controls](#).

2.6 Quantities of infectious or radioactive substances

Details of the infectious or radioactive substances present in the building should be listed in the answer to this question.

- The substances in this table are listed in schedule 3 of the Regulations.
- **Approximate quantity** is the approximate total amount of these substances that are in your building.
- Refer to the guide [hazardous substances table](#) for more details on the infectious or radioactive substances.

2.7 Emergency response plans

- The criteria for determining whether a building needs an emergency response plan are available in part 5, subpart 2 of the Health and Safety at Work (Hazardous Substances) Regulations 2017. These Regulations are written under the Health and Safety at Work Act 2015.
- Fire and Emergency will not review your Emergency Response Plan if it is attached to your evacuation scheme application.

Please see the relevant [Emergency Response Plan](#) pages on the Fire and Emergency New Zealand website for further information.

Section 3: Fire Protection Systems

Use this information to help you complete the questions in Section 3.

3.1 Automatic sprinklers

A fire sprinkler system is an active fire protection method, consisting of a water supply system providing adequate pressure and flowrate to a water distribution piping system, to which fire sprinklers are connected.

If the building has a sprinkler system, sprinkler heads like one of these will be installed on the ceilings.



3.2 Sprinkler standards

Information

The sprinkler standard is the set of rules for the design, performance, installation, and maintenance of automatic sprinkler systems in buildings or structures or in fire cells which form part of a building.

- Regulation 24 specifies:
 - For the purposes of section 76 of the Act, the minimum standard for an automatic sprinkler system is that the system:
 - satisfies sections 105 and 108 of the Building Act 2004 (in relation to the sprinkler system); and
 - is appropriate for the use and occupancy of the building; and
 - complies with subclause (2).
- Your automatic sprinkler system must comply with one of the following standards, at the time that it was installed:
 - NZS 4541:2007 — Automatic fire sprinkler systems
 - NZS 4541:2013 — Automatic fire sprinkler systems
 - NZS 4541:2020 — Automatic fire sprinkler systems: **Note:** If you have this sprinkler, you must also answer whether you have hand-operated firefighting equipment that complies with NZS 4503:2005
 - NZS 4515:2003 — Fire sprinkler systems for residential occupancies
 - NZS 4515:2009 — Fire sprinkler systems for life safety in sleeping occupancies (up to 2,000 m²).
- Find information for the standard of the automatic sprinkler system installed in your building:
 - in any of these documents:
 - Building compliance schedule
 - Building warrant of fitness
 - Building fire design report or,
 - from the building designer or fire alarm servicing company.

3.3 Hand-operated firefighting equipment

- If your sprinkler system meets the NZS 4541:2020 — Automatic fire sprinkler systems standard, your building must also have hand-operated firefighting equipment that complies with the NZS 4503:2005 standard, and as detailed in question 4.2.
- If your firefighting equipment doesn't meet this standard, you must provide details about other firefighting equipment your building has in question 3.4.

3.4 Further details

Provide details about the sprinkler system if your building:

- has a different sprinkler system that is compliant with another standard - attach compliance information with your application,

- has a sprinkler system that is not compliant with any standard.

As a rule, some standards have a clause which covers 'existing installations' within the standard itself. This is so that sprinkler systems certified to previous additions of that standard can be recognised. Check the latest version of the standard that the system was originally certified to, in order to see if that applies. If it does apply there may also be a reference to an appendix of upgrades that may be required in the case of alterations, additions, or a change of use, e.g. in NZS4541:2020 see section 1.18 **Existing installations**.

Contact the Fire and Emergency Risk Reduction team in the district where your building is, if you have any questions.

3.5 Fire alarm system

A fire alarm is a standalone device or a complete network of devices, installed in a building or an area, which gives audible and/or visible warning of an outbreak of fire in that building or area. Any details of security alarms that are used to alert other in a fire emergency should be detailed at Question 5.1.

3.6 Fire alarm trigger

The term “Manual Call Points” relates to the switches by which a Fire Alarm is manually activated. These will typically be in the form of a red box or panel located on the wall, often behind a glass or plastic screen. If your alarm is activated by this method, please tick “Manual Call Points”.

Select smoke or heat detectors depending on whether the alarm is activated by smoke or heat.

3.7 Fire alarm system standard

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

3.8 Fire alarm monitoring

This question relates to whether the alarm system is monitored by Fire and Emergency New Zealand. If the alarm is connected to a monitoring agency only, the answer to this question should be “No”.

3.9 Other protection systems

Provide details of any other fire protection systems available in the building, such as foam, gaseous or water mist systems, etc. Fire extinguishers are classed as “Firefighting equipment” and should be included in your answer to Question 4.2.

3.10 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, also referred to as an “assembly point”. This should be a safe distance from the building, keeping driveways clear.

- Examples include a footpath, nearby open space, or outside an adjacent building.
- You may have 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 state how evacuating occupants will be notified when the secondary place of safety is to be used, e.g. with verbal direction from wardens.
- We don’t recommend that people cross a road to get to a place of safety. If this is unavoidable 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.

3.11 Places of safety inside

Decide whether your building may have inside places of safety

- Use this table to determine whether your building meets the criteria to have inside place(s) of safety during a fire emergency.

If your building has...	Then...
an automatic sprinkler system that complies with one of these standards: <ul style="list-style-type: none"> • NZS 4541:2007 — Automatic fire sprinkler systems • NZS 4541:2013 — Automatic fire sprinkler systems • NZS 4515:2003 — Fire sprinkler systems for residential occupancies • NZS 4515:2009 — Fire sprinkler systems for life safety in sleeping occupancies (up to 2,000 m²) 	your building may have inside places of safety. Note: See question 3.11 of your application.
<ul style="list-style-type: none"> • an automatic sprinkler system that meets the NZS 4541:2020 — Automatic fire sprinkler systems standard • hand-operated firefighting equipment that meets the NZS 4503:2005 standard, or other FENZ approved firefighting equipment 	your building may have inside places of safety. Note: See question 3.11 of your application.
<ul style="list-style-type: none"> • sprinkler system(s) that are compliant with another standard 	people must go outside during an evacuation.

- 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 use places of safety inside if your building has an automatic sprinkler system installed that meets 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 have an evacuation to one or more places of safety outside.
- If you have a place(s) 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.
- If more than one place of safety inside is nominated, each new location should be added separately by clicking “Add item”.

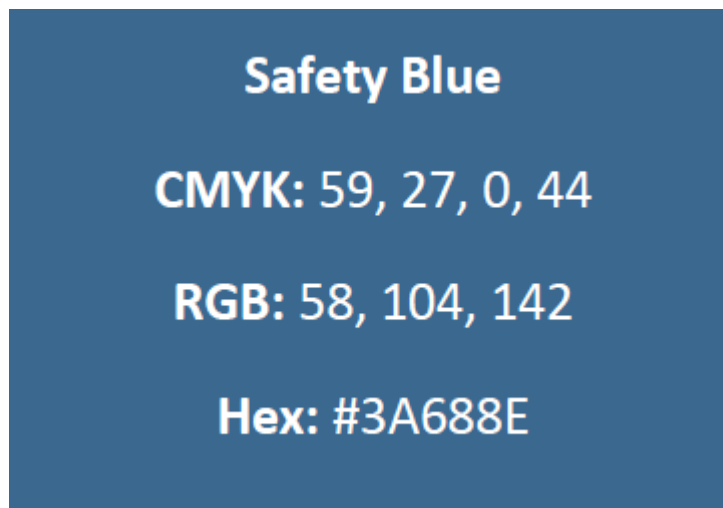
Section 4: Preparation in case of fire

4.1 Signs and notices

A sign or notice must contain clear instructions for all occupants (including visitors) on how to raise an alarm of fire and what to do once an alarm is raised.

Requirements

- Regulations 7(4) and 7(5) outlines the requirements for the design of your signs and notices. They must have:
 - a safety blue background (see below for colour definition),
 - a white border,
 - white lettering,
 - at least 5mm high lettering,
 - any spaces for hand-written information must be white and at least 10mm high.



- Your signs/ notices must include the following information:
 - the routes of travel to the place(s) of safety,
 - the fire alarm signals or other ways used to alert people there is a fire, or any alarms available for people to activate,
 - any available firefighting equipment for people to use,
 - provision for any people who require particular assistance,
 - how to alert Fire and Emergency to a fire emergency. **Important:** If a number is required for an outside line, this must be on your signs and notices, e.g. Dial 1 - 111. Alternatively, the notices can reference that an outside line may be required for buildings that have multiple phone systems.

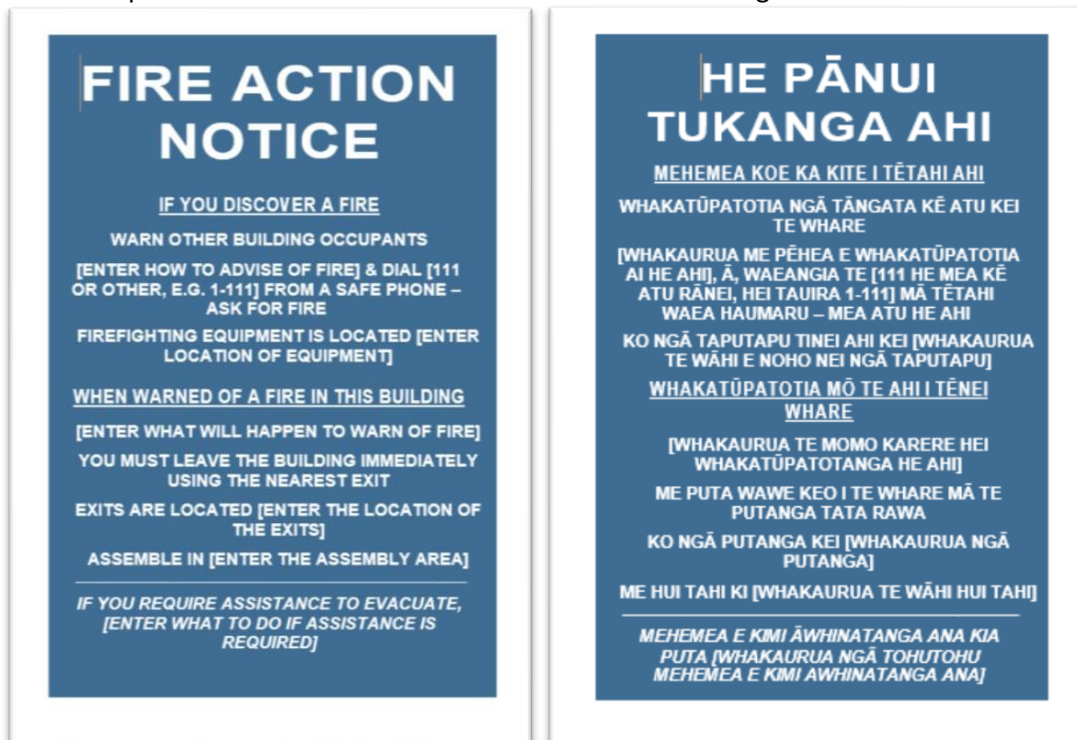
Consistent information

- Your signs and notices must be consistent with the information provided in your application, e.g.:

- including the method of alert (see question 5.1),
- exit routes (see question 5.4),
- places of safety (see questions 3.10 and 3.11).
- **Important:** Please include each version of the Fire Action Notice if the information between each notice varies.

Templates

- Templates are available from the Fire and Emergency website. See fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > [Guides, forms and examples](#) > **Fire Action Notices**.
- There are four **Fire action notice** templates:
 - to type the evacuation details, in either English or te reo Māori, in a Word template and print, to print out and hand write the information in either English or te reo Māori.



Displaying your notices

- If your building has several places of safety, it will be useful to only display the sign/ notice with the relevant information about the place of safety and way to get there for that area.
- Provide details abouts where the signs/notices are displayed, e.g. next to manual call points, on exit routes, etc. **Note:** It is not acceptable to answer, 'throughout the building'.

4.2 Firefighting equipment

- Fire extinguishers, hand-held hose reels, or other similar firefighting equipment installed in your building, must be maintained to meet the NZS 4503:2005 – Hand-operated firefighting equipment standard. Enter the equipment type and confirm that it meets the required standard in the **Firefighting equipment** column.
- Complete the **Location** column as required. State whether any equipment is throughout the building.
- If there is no firefighting equipment in the building, write 'No response'.
- A separate document containing the required information can be attached in the Manage Document section of the application.

4.3 Training

The selection at this question will determine the ongoing maintenance type for the evacuation scheme after approval. This would either be in form of regular trial evacuations or a formal training programme at the selected interval. Early childhood facilities and educational institutions must have Trial Evacuations. A Training Programme is most often selected for buildings that can e.g., be hired with different groups of people occupying the premises at different times.

- Trial evacuations involve all the building occupants participating in an evacuation that simulates a fire emergency, i.e. sounding the alarm, evacuating the building, accounting for all occupants, etc. Permanent occupants must be trained to manage an evacuation. 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 the 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).

4.4 Trial evacuation timings

Trial evacuations must be carried out in accordance with the Fire and Emergency New Zealand Fire Safety, Evacuation Procedures and Evacuation Schemes Regulations 2018 and must take place at least every six months. Where a shorter period is nominated as part of the application, that will become the frequency at which you must legally carry out trial evacuations.

- Provide frequency details if you select the **Other** checkbox.
- You are legally obligated to hold trial evacuations as indicated on your Evacuation scheme application form.

4.5 Trial evacuation management

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

Enter the role of the person who will manage trial evacuations.

4.6 Staff training responsibilities

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

Enter the role of the person who will train people for trial evacuations.

4.7 Staff training

The answer should cover content of training including the evacuation procedure, assessing the current workplace and its hazards as well as how to manage these. Please refer to our exemplars for examples of typical training content: [fireandemergency.nz/businesses-and-landlords/evacuation-schemes/](https://www.fireandemergency.nz/businesses-and-landlords/evacuation-schemes/) > [Guides, forms and examples](#) > [Application and supporting document examples](#).

- This is the information given to building occupants, i.e. staff, residents, etc. This also includes any training content from an external provider.
- A copy of the training material can be attached to the application in the Manage Documents section.

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, duties and identified wardens (if any). **Note:** See question 5.2 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.

4.8 Training programme implementation

A 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 the application, that will become the frequency at which you must legally carry out the training programme.

- Provide frequency details if you select the **Other** checkbox.
- You are legally obligated to hold training as indicated on your Evacuation scheme application form.

4.9 Training programme management

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

Enter the role of the person who will manage your evacuation training programme.

4.10 Training programme documents

The content of a training programme should include the evacuation procedure, assessing the current workplace and its hazards as well as how to manage these, training on evacuating persons who require assistance, roles and responsibilities of wardens etc. A copy of the training material must be attached to the application in the Manage Documents section. The training programme should be accompanied by a type of assessment, e.g. questionnaire. Please refer to our exemplars of typical training content: [fireandemergency.nz/businesses-and-landlords/evacuation-schemes/](https://www.fireandemergency.nz/businesses-and-landlords/evacuation-schemes/) > [Guides, forms and examples](#) > **Application and supporting document examples.**

Section 5: Evacuation Procedure

Consider your answers to questions in this section in terms of a real fire emergency — not a trial evacuation or a false alarm including the following;

- 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).

5.1 Alerts

Describe how occupants in your building could be alerted to a fire emergency, i.e.:

- evidence of a fire,
- verbal warning from others,
- an alarm sounding throughout the building after being:
 - manually activated,

- triggered by smoke alarms,
- triggered by heat detectors.
- battery-operated smoke alarm,
- sprinkler activation,
- public address system/ loudspeaker,
- air horn/ whistle — include where this equipment is located,
- wardens, if any.

Any particularities to your security alarm or fire alarm or other methods or alerts should also be detailed.

5.2 Evacuation procedure

The evacuation procedure should include how the building occupants will be informed of the following once they are alerted to a fire:

- measures they should take from time of discovery of fire or smoke until the “all clear” is given by attending firefighters,
- how persons requiring assistance will be evacuated to a place of safety, this includes details about the special equipment available and how permanent occupants are trained to use it,
- the need to get to a place of safety,
- where the place(s) of safety are,
- the fastest route to the place(s) of safety.

Possible answers for how building occupants will be informed and aware of the procedures can include:

- signs and notices (see Question 4.1),
- verbal direction from wardens or other staff,
- staff training/ induction,
- practicing trial evacuations,
- public address system.

Use of wardens

Wardens are not a requirement of the Act or Regulations; however, they are commonly used to effectively evacuate people in these types of buildings:

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

If your building has wardens, describe their duties and how they are identified in a fire emergency.

Please refer to our examples of evacuation procedures: [fireandemergency.nz/businesses-and-landlords/evacuation-schemes/](https://www.fireandemergency.nz/businesses-and-landlords/evacuation-schemes/) > [Guides, forms and examples](#) > **Application and supporting document examples.**

5.3 Evacuation complete

Describe how you will determine that no occupants are left inside the building (unless an approved Place of Safety Inside is utilised) and it can be determined that an evacuation is complete, e.g. building cleared by wardens. This information would then be passed on to the attending firefighters.

5.4 Means of escape

- Describe in detail all the escape routes and alternative routes from all floors of your building to the places of safety listed in Question 3.10 Places of safety outside and Question 3.11 Places of safety inside (if applicable). This must include the use of any internal or external stairs.
- It is often easiest to answer this question by attaching a floor and/or site plan – a hand-drawn sketch is acceptable. This must be marked with the routes of travel, fire exits and place(s) of safety and can be attached in the Managed Documents section.

5.5 Evacuating places of safety inside

If there are one or more places of safety inside, this answer must include:

- how occupants will be advised of the need to evacuate to another place of safety
- the means of escape from places of safety inside to places of safety outside if a full evacuation is needed.

5.6 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.
- These scenarios may be unlikely for your building, but they should be considered for this question.
- If the application is for a childcare, you may need to consider the children's needs for your answer.
- Any equipment present (if any) and persons trained to use it should be listed.

5.7 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.
- Even if the building does not have, or is not likely to have, regular occupants who require assistance, you must allow for visitors who may enter your building, or occupants who suffer an injury during an evacuation and therefore require assistance.
- The procedures for the building may be that regular occupants are trained to identify and assist people who require particular assistance during an evacuation, if that is the case this should be stated in the answer to this question.
- Your procedures to manage people who require particular assistance may have references to equipment such as evacuation chairs, hoists, wheelchairs, stretchers, or mobile cots for small children.
- If there is a mechanism for people who may require assistance to register the fact, they may need help to evacuate, that should also be referred to in your response to this question.

5.8 Fire and Emergency New Zealand notification

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

- 111 call, this should always be made even if the alarm is connected to Fire and Emergency or a fire alarm

service provider. As well as acting as a back up in the event of a system failure, this is an opportunity to pass on any known information about the emergency, even if it is just that the alarms are sounding.

- 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*.

***Note:** An automatic notification to Fire and Emergency only applies if the fire alarm in your building has this function. The company that installed or maintains the alarm can provide you with this information.

5.9 Fire and Emergency New Zealand arrival

- Provide details of who will liaise with Fire and Emergency staff when they arrive. This could include, e.g. team leader, or a fire warden etc.
- Avoid using individuals' names because they may not necessarily be onsite during a fire emergency.
- This question is only relevant if you have answered Question 3.11.

Section 6: Special Provisions

Add details of any special provisions or any other relevant information that is not already included in your application.

Examples include:

- 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.

Manage Documents

Fire and Emergency will review the documents to ensure they are appropriate.

A red asterisk * identifies a required document and they must be included with the application form.

- **Evacuation Scheme Document ***
 - A copy of the evacuation scheme document from which the answers in your application were derived, (not a copy of the application).
 - This document should include:
 - The address of your building.
 - Your procedures for Fire Safety preparation, including the maintaining of clear exit routes, the storage of any hazardous substances, staff training and the display of Fire Action Notices.
 - Your evacuation procedure, including exit routes, places(s) of safety outside, management of persons requiring assistance etc.
 - Your method of maintaining your scheme (i.e. Trial evacuations or an Evacuation training programme) and the frequency (no longer than 6 monthly) including the role(s) responsible for doing so.
- **Fire Action Notice ***
 - A copy of the Fire Action Notice(s) that you are using (refer to Question 4.1).

- **Training Document *** (required if you selected “Training Programme” in Question 4.3).
 - A copy of the Staff Training Document.
- Optional documents:
 - Fire Engineering Report.
 - Fire Fighting Equipment.
 - Fire Alarm System or Sprinkler Certificate.
 - Site Map or Site Photograph.
 - Temporary Structure Itinerary.
 - Other relevant documents.

Section 7: Applicant Responsibilities

Applicant and Building Owner responsibilities must be acknowledged, and the declaration must be ticked.

Review and Submit Application

- Review your completed application and make changes if required.
- Submit your application.

For help submitting the application online, see fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > [Guides, forms and examples](#) > Quick Reference Guides > **Completing and submitting an online evacuation scheme.**