

Office 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.

Staff training for managing fire evacuations is undertaken during an employee's induction and trial evacuations are held every six months.

Those staff appointed as wardens are given training on their adoption of the role and are given refreshers every six months.

Fire evacuation procedures are as follows:

If you discover a fire

- Warn 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 (dial 1 for an outside line if using an internal phone)
- Evacuate the building, if on upper floors use the stairs
- Report to the Building Warden at the alarm panel (beside main front exit) and pass on any relevant information about the fire
- Go to the grass area beside the carpark

If you are warned of a fire

- Shout "Fire, Fire, Fire"
- Activate the nearest manual call point if the alarm is not already sounding
- Assist others to evacuate as required
- Evacuate the building, if on upper floors use the stairs
- 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
- If using an internal phone, you will need to dial an outside line first (i.e. 1-111)
- 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)

Additional evacuation information

Each area has a Warden who will be responsible to physically check every room is clear and then report the area is evacuated to the Head Warden.

All occupants must follow the instruction of Wardens at all times. Instructions will be given to move directly to the assembly point/place of safety on the grass area beside the carpark.

Wardens may also instruct occupants to provide assistance to those who require it to evacuate.

Area Wardens

Upon hearing the alarm:

- Put on your Area Warden identification (Yellow cap located in the kitchen)
- Tell other occupants to evacuate the building
- Search your area to ensure that all occupants have evacuated, ensuring that all rooms are checked (including storage areas and bathrooms)
- If anyone needs assistance to evacuate, provide assistance or appoint people to help them evacuate as required
- Report to the Head Warden at the alarm panel (beside main front exit) and tell them when your area has been cleared and any details you may know about the fire
- Proceed to the grass area beside the carpark and ensure that nobody re-enters the building until the all-clear has been given by the Head Warden or Fire and Emergency New Zealand

Head Warden

Upon hearing the alarm:

- Put on your Head Warden identification (Red cap located in the kitchen)
- Go to the alarm panel and note the location of the alarm activation
- Confirm that the 111 call has been made – if in any doubt, make another 111 call
- Await reports from the Area Wardens
- If the primary assembly area becomes unsafe, direct everyone to move to the flagpole in the reserve next door.
- When Fire and Emergency arrive report to the officer in charge and tell them the status of the evacuation (i.e. which floors have reported as being cleared) and any other relevant information
- Do not allow anyone to re-enter the building until the emergency is over and Fire and Emergency have given the all clear

Providing assistance to those who require it

Staff are trained in a number of techniques to be able to provide assistance to those who need it to evacuate. They should provide this assistance if they identify someone in need or if instructed to by a Warden.

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

After hours procedure

Outside of the normal hours there may be limited Wardens/Staff present.

Anyone discovering a fire is to:

- Warn occupants by shouting "Fire Fire Fire"
- Operate the nearest fire alarm manual call point
- Call Fire and Emergency on 111 (dial 1 for an outside line if using an internal phone)
- Evacuate the building, assisting anyone else you see on the way
- Go to the grass area beside the carpark
- If the primary assembly area becomes unsafe, move to the flagpole in the reserve next door.
- Liaise with Fire and Emergency upon their arrival

Anyone hearing the fire alarm sound:

- Check the area you are in for other people
- Evacuate the building, assisting anyone else you see on the way
- Go to the grass area beside the carpark

Topics covered during training

Fire prevention/possible causes of fire in the building

The speed of fire

The effects of fire

Fire and smoke behaviour

The need for early warning of a fire

Fire alarm systems in the building

Reporting a fire through the 111 system

Means of escape from the building

Keeping means of escape clear (including outside ramps and gate)

Managing visitors during an evacuation

Identifying and managing people who may require assistance (including techniques to assist)

Checking of rooms and ensuring building is clear

Importance of closing doors to restrict fire spread

Use of fire extinguishers

Communication line, reporting to the Head Warden and Fire and Emergency NZ

Participating in Trial Evacuations

Review of Evacuation Scheme Document

Maintaining the evacuation scheme

- Conduct 6 monthly trial evacuations and report the results 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

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

Ground floor example

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
BESIDE THE EXIT DOOR**

WHEN WARNED OF A FIRE IN THIS BUILDING

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

**EXITS ARE LOCATED AT THE END OF THE
CORRIDOR AND TO THE LEFT OF THIS NOTICE**

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

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
ADVISE A WARDEN WHO WILL ASSIST YOU***

Upper Floor example:

FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

**WARN OTHER BUILDING OCCUPANTS
SHOUT "FIRE FIRE FIRE"**

**ACTIVATE THE FIRE ALARM AND DIAL 1-111
FROM A SAFE PHONE – ASK FOR FIRE**

**FIREFIGHTING EQUIPMENT IS LOCATED
IN THE STAIRWELL**

WHEN WARNED OF A FIRE IN THIS BUILDING

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

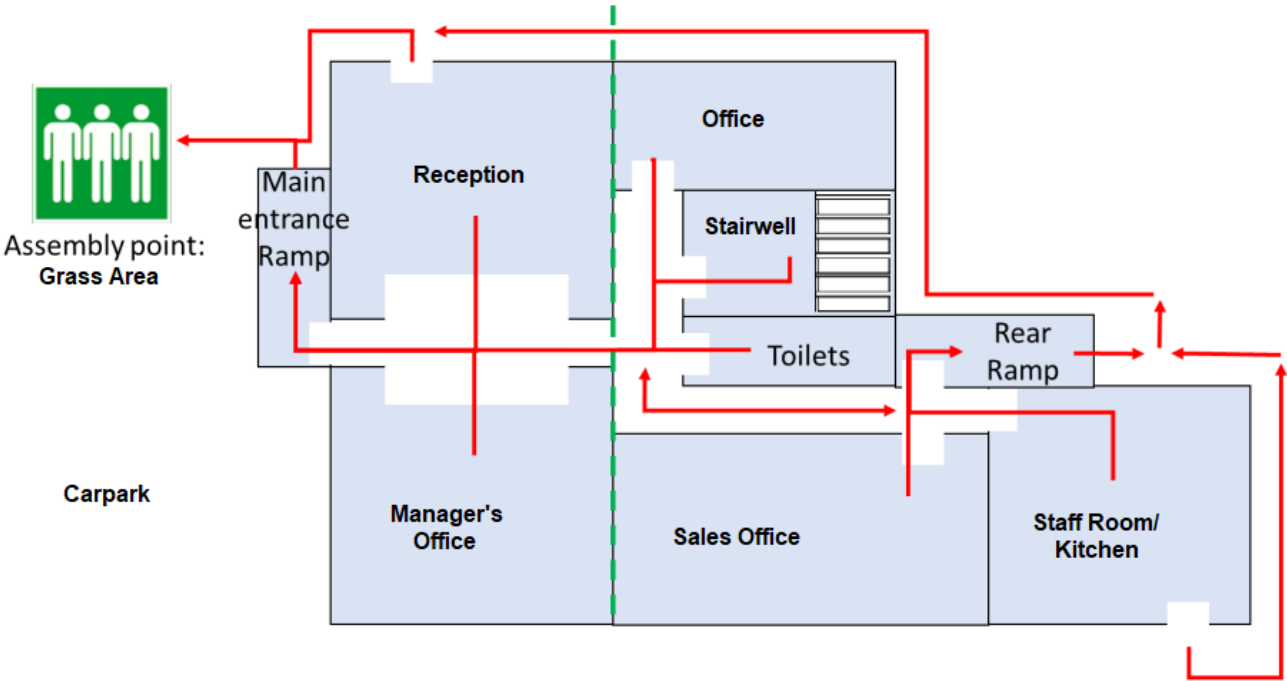
**EXITS ARE LOCATED DOWN THE STAIRS TO THE
RIGHT OF THIS NOTICE AND ALONG THE
CORRIDOR TOWARDS THE GREEN EXIT SIGN**

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

***IF YOU REQUIRE ASSISTANCE TO EVACUATE,
ADVISE A WARDEN WHO WILL ASSIST YOU***

Site Map

Ground Floor



Upper Floor

