



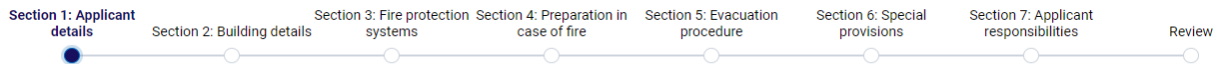
Rest Home Example Application Form

The quickest and most convenient way to apply for an Evacuation Scheme is by using the online form. Once you have submitted your application, it is easy to make changes if required to get the application approved. Once approved, you will be notified when you need to do any follow-up actions to keep your approved scheme current (i.e. to maintain it).

The following is an example of a completed online application form.

Please note that there may be some differences as some questions which may be marked as 'not required' on this example form may be required for your specific building. The online form determines which questions are required based on your answers to previous questions. For example, if you do not have a sprinkler system, the questions relating to that system will not be required; however, if you do have a sprinkler system you will be required to answer questions about it.

Section 1 – Applicant Details



Applicant details

Applicant type *

Individual

Company

1.1 Building owner

Please enter the details of the owner of the building

Company name *

Landlord Holdings Ltd

Postal address *

P.O. Box 68042

Suburb *

Wellesley Street

City *

Auckland

Postalcode *

1141

[Click here to find postcode](#)

Contact phone number *

0800 347 346

Landline number

Email address *

landlord.holdings@email.co.nz

Confirm email address *

landlord.holdings@email.co.nz

1.2 Nominated contact person

Please enter the details of the nominated contact for the building

First name *

Martin

Last name *

Henson

Postal address *

PO Box 44

Suburb *

Fitzroy

City *

New Plymouth

Postalcode *

5432

[Click here to find postcode](#)

Contact phone number *

026 332 1122

Landline number

05 844 8844

Email address *

martin.henson@email.co.nz

Confirm email address *

martin.henson@email.co.nz

Building usage

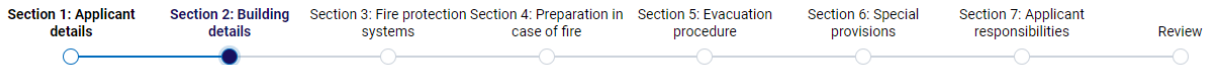
1.3 Building use

The building needs an evacuation scheme because the building or parts of the building will be used for (check all that apply): [?](#)

Building usages

<input type="checkbox"/>	The gathering together, for any purpose, of 100 or more persons
<input checked="" type="checkbox"/>	Providing employment facilities for 10 or more persons
<input checked="" type="checkbox"/>	Providing accommodation for more than 5 persons (other than in 3 or fewer household units)
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	Providing early childhood facilities (other than in a household unit)
<input checked="" type="checkbox"/>	Providing nursing, medical, or geriatric care (other than in a household unit)
<input type="checkbox"/>	Providing specialist care for people with disabilities (other than in a household unit)
<input type="checkbox"/>	Providing accommodation for people under lawful detention (other than home detention)
<input type="checkbox"/>	None of the above, this is a voluntary application

Section 2 – Building Details



Description

2.1 Building description

Building name

Address search enter minimum 3 characters

Please search building address

USE THIS ADDRESS

Unit number

Street number *

Street name *

Suburb *

City *

Postcode *

[Click here to find postcode](#)

Record of title reference * [?](#)

Legal description * [?](#)

Activities

2.2 Activities undertaken in the building include (check all that apply)

	Building use	Additional comments
1	<input type="checkbox"/> Residential	
2	<input type="checkbox"/> Manufacturing	
3	<input type="checkbox"/> Retail or Wholesale	
4	<input type="checkbox"/> Offices	
5	<input type="checkbox"/> School or other education	
6	<input type="checkbox"/> Early Childhood Facility	

7	<input type="checkbox"/> Cool-Store	
8	<input type="checkbox"/> Entertainment	
9	<input checked="" type="checkbox"/> Rest Home / Nursing Home	<input type="text"/>
10	<input type="checkbox"/> Storage	
11	<input type="checkbox"/> Hospital	
12	<input type="checkbox"/> Activities of a temporary nature such as a wedding or a circus	
13	<input type="checkbox"/> Places of Worship	
14	<input type="checkbox"/> Boarding House	
15	<input type="checkbox"/> Other, Please Specify	

Floor & occupancy

2.3 Floor

Building floor

The building is: * [?](#)

Single floor

Multi floors

2.4 Floor occupancy

Complete for each floor of the building:

Floor	Use	Normal days	Normal hours of use	Normal no. of occupants	Maximum no. of occupants	
G	Sleeping, Dining and Lounge	7 days a week <input type="text"/>	24 hours <input type="text"/>	45	100	COPY
1	Sleeping and Lounge	7 days a week <input type="text"/>	24 hours <input type="text"/>	12	25	COPY

[Add Item](#) [Delete](#)

Maximum number of occupants in the building [?](#)

125

Substances

2.5 Are there hazardous substances present in amounts that exceed the threshold quantities? * [?](#)

Yes

No

ADD HAZARDOUS SUBSTANCES

Hazardous Substances - List the hazardous substances exceeding the threshold quantities present in the building, together with the approximate aggregate quantities for each

Property & State	Classification	Threshold Quantity	Approximate Aggregate Quantity	Unit
Flammable (Gas) Click to sort	2.1.1A (LPG only)	100kg or 60m ³	50	kg

2.6 Are there any infectious and radioactive substances present in the building? * [?](#)

Yes

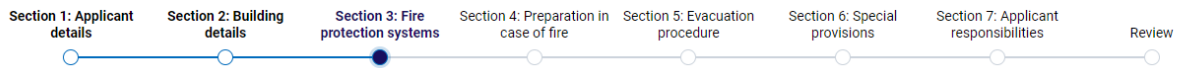
No

2.7 Is the building required to have an Emergency Response Plan under the Health and Safety at Work Act 2015? * [?](#)

Yes

No

Section 3 – Fire Protection Systems



Sprinkler information

3.1 Automatic sprinkler

Does the building have an automatic sprinkler system? *

Yes No

3.2 Sprinkler standard

The standard the sprinkler has been installed to is: * ⓘ

NZS 4541:2007 – ▾

Alarm & place of safety outside

3.5 Fire alarm system - Does the building have fire alarm system? *

Yes No

3.6 Fire alarm system trigger- How is the alarm system triggered (check all that apply)?

- Heat Detectors
- Manual Call Points
- Smoke Detectors

3.7 Fire alarm system standards-Does the system meet the requirements of NZS 4512:2010? * ⓘ

Yes No

3.8 Is your fire alarm system monitored by New Zealand Fire and Emergency? *

Yes No

PFA Number - If you don't know the number leave this blank.

3.9 Other fire protection systems-Provide details of any other fire protection systems *

3.10 Places of safety outside - Complete the details for each place of safety outside ⓘ

A place of safety outside is*	<input type="text" value="Main car park next to Pohewa Place entrance"/>
It will be available for occupants from the following area(s)*	<input type="text" value="Everyone from the Morrison Block and those exiting out the front of the Clark and Hillary"/>
A place of safety outside is*	<input type="text" value="Paved garden area beside the Hillary Block"/>
It will be available for occupants from the following area(s)*	<input type="text" value="Everyone exiting out the rear of the Clark and Hillary Blocks"/>

ⓘ Add item ⓘ Delete

Place of Safety Inside

3.11 Places of safety inside ⓘ

Are there one or more places of safety inside the building? *

Yes No

Complete the details for each place of safety inside, ensuring your answers cover different fire scenarios, such as different fire locations

A place of safety inside is	<input type="text" value="Morrison block First Floor TV/Movie Room"/>
This place of safety is capable of holding the number of occupants likely to be evacuated here because	<input type="text" value="It has seating for 25 people and open space for wheel chairs/walkers if required, the nor"/>

This place of safety will be available for occupants from the following area(s)

The person who will stay with people in the place of safety is/holds the position of

This place of safety is kept safe from fire by

Describe how you would evacuate occupants to a place of safety outside the building

A place of safety inside is

This place of safety is capable of holding the number of occupants likely to be evacuated here because

This place of safety will be available for occupants from the following area(s)

The person who will stay with people in the place of safety is/holds the position of

This place of safety is kept safe from fire by

Describe how you would evacuate occupants to a place of safety outside the building

A place of safety inside is

This place of safety is capable of holding the number of occupants likely to be evacuated here because

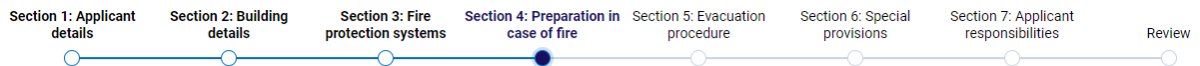
This place of safety will be available for occupants from the following area(s)

The person who will stay with people in the place of safety is/holds the position of

This place of safety is kept safe from fire by

Describe how you would evacuate occupants to a place of safety outside the building
area"/>

Section 4 – Preparation in Case of Fire



Signs/Notices

4.1 Signs/Notices

Please list where fire action notices are displayed within the building and the location(s) they are displayed at. [?](#)

Title of notice or sign	Place(s) located
<input type="text" value="Fire Action Notice for Hillary and Clark Blocks"/>	<input type="text" value="In each day room next to the door to hallways and at the end of each hallway next to the door to the outside"/>
<input type="text" value="Fire Action Notice for Morrison Block TV/Movie Room and upstairs lounge"/>	<input type="text" value="In each room next to doorways (including fire exits) and by the stairs"/>

Fire Action Notice for ground floor of Morrison Block	Next to doorways in the dining room, lounge and main entrance foyer
---	---

[+ Add item](#) [- Delete](#)

A copy of the fire action notice that you are using must be attached to this application. You can attach a copy of your Fire Action notice by clicking on the Attach file button.

[ATTACH A FILE](#)

Fire fighting equipment

4.2 Fire fighting equipment

Does the building have any fire fighting equipment?

Yes No

List any fire fighting equipment and where it is located. If your building has a lot of fire fighting equipment you can upload a list of the equipment and where it is in the building rather than enter it item by item.

You can upload a list of the equipment and where it is in the building by clicking

[ATTACH A FILE](#)

Fire fighting equipment	Place(s) located
Fire Extinguisher x 5	Kitchen and beside each remote display unit
Fire Blanket x 1	Kitchen beside fire extinguisher
Hose reels x 7	In each hallway and by the utility room on the ground floor in the Morrison

[+ Add item](#) [- Delete](#)

Training details

4.3 Training

The occupants will be trained to respond to a fire event by (select one of the following) :*

Trial evacuations An evacuation training programme

4.8 Training programme implementation

The evacuation training programme will be carried out in a manner set out in the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every:

Six months

4.9 Training programme management

The evacuation training programme will be managed by the person who holds the position of:*

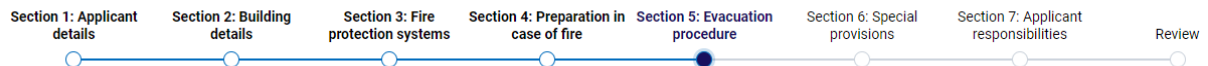
Facility Manager

4.10 Please upload your evacuation training programme

You can upload details of your evacuation training programme by clicking on the Attach file button.

[ATTACH A FILE](#)

Section 5 – Evacuation Procedure



Alerts & means of escape

5.1 Alerts - The building occupants will be alerted to a fire emergency by*

Format **B** *I* U

- Signs of fire
- Verbal warnings from other occupants
- A fire alarm sounding, triggered automatically (heat or smoke) or manually
- Sprinkler activation

5.2 Evacuation procedure - Describe the evacuation procedure for the building * ?

that will ensure occupants will be evacuated to a place or places of safety.

Normal **B** *I* U

If a local smoke alarm activates, staff will respond promptly to confirm the cause of the activation. If it is a false alarm staff are able to reset the alarm however this must be done within 2 minutes of activation otherwise it automatically sounds the full building alarm and initiates a full evacuation.

If responding to a local smoke alarm and a confirmed fire is discovered, a manual call point must be activated immediately to initiate a full evacuation.

If more than 1 smoke alarm activates, or a heat detector, manual call point or sprinkler system activates the full building alarms will sound immediately and a signal will be sent to Fire and Emergency New Zealand's monitoring service.

In the case of a full evacuation staff will assist all occupants to a place of safety inside or outside.

If evacuation is to a place of safety inside, staff will prepare to evacuate further in case they are required to do so.

All staff are trained on induction and 6 monthly in fire safety practices and how to manage an evacuation and assist people where required. They are also trained in the use of fire extinguishers and hose reels.

A system is in place for wardens to report that areas are clear to the Building Warden so that he/she can report the status of the evacuation to firefighters when they arrive.

5.3 Evacuation complete - Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)

Normal ☰ ☰ **B** *I* U

Each warden does a physical check of all rooms in their area. Once they can confirm their area is clear they advise the Building Warden accordingly who will track when the whole building is clear and determine that the evacuation is complete.

5.4 Means of escape - A diagram or map of your means of escape can be attached to the application.

You can upload a copy of your diagram or a map of your means of escape plan by clicking on the Attach file button . ATTACH A FILE

Describe in detail all the means of escape from fire to all places of safety, * ? including alternative routes if the primary route is unable to be used.

Format ☰ ☰ **B** *I* U

The attached plan shows routes to:

- Main exits
- Emergency exits (locks released when fire alarm triggered)
- Places of safety inside and places of safety outside

Routes are also described on Fire Action Notices

5.5 Evacuating Places of safety inside - Describe when and how occupants in a place of safety inside will be notified of: *

a) the need, if necessary, to evacuate to another place of safety (inside or outside the building)

b) how to leave the place of safety

Normal ☰ ☰ **B** *I* U

When they need to leave they will be informed by the warden/staff member with them or by attending firefighters.

Assistance & notification

5.6 People requiring assistance - Does the building have, or is it likely to have, ? occupants who require particular assistance to evacuate or to be notified of the need to evacuate (e.g. persons with disabilities, hearing impaired, elderly, small children, etc.)?

Yes

List any firefighting equipment not already mentioned in section 4.2 that is used to evacuate persons requiring assistance as well as the role(s) of staff members trained to use it.

Do you have equipment in the building specific to evacuating occupants who require assistance to evacuate? If so, please specify the equipment and the role of the staff members trained to use it.

Equipment	Staff trained to use it (state position, or all)
Wheelchairs (all blocks and levels)	All staff
Evac Chair (first floor Morrison Block)	All staff

+ Add item - Delete

5.7 Evacuation of people requiring assistance - Explain how evacuations will be managed to ensure those requiring particular assistance are evacuated * to a place or places of safety. Even if you don't have regular occupants that may require particular assistance, explain how you would manage visitors, or someone who may have an injury, that require assistance to evacuate.

Normal ☰ ☰ **B** *I* U

Due to the nature of the premises, staff are used to assisting people on a daily basis. All staff are trained on induction and 6 monthly at which time they cover providing assistance to those who require it to evacuate.

An evacuation chair is available inside the place of safety inside on the first floor of the Morrison Block and staff are trained in its use.

Staff are also trained to provide people with reassurance as required and also in various methods to carry or move people (such as a blanket drag) with urgency where people are at risk of exposure to smoke or fire.

5.8 Fire and emergency notification - Fire and Emergency New Zealand will be alerted to the fire by

Method

Automatic notification when the building fire alarm is triggered, and a 111 call will always be made.

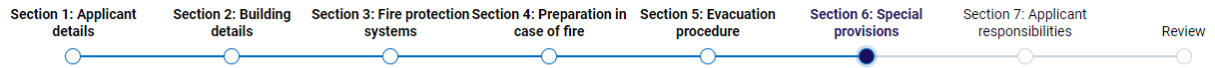
[Add item](#) [Delete](#)

5.9 Fire and Emergency arrival - Please provide details of who will inform Fire and Emergency about the details of occupants and location of places of safety inside *

Format **B** **I** **U** **A-** **A-**

The Building Warden will advise of people who are in places of safety and where those places are as well as any other information relating to the incident (such as nature and location of fire) and the overall status of the evacuation.

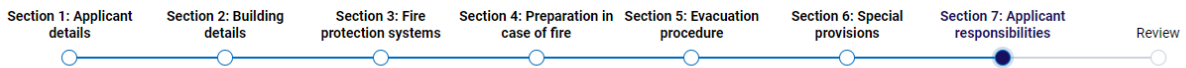
Section 6 – Special Provisions



Are there any special provisions

If you have not uploaded a copy of your Evacuation Scheme document upload it here [ATTACH A FILE](#)

Section 7 – Applicant Responsibilities



Applicant responsibilities

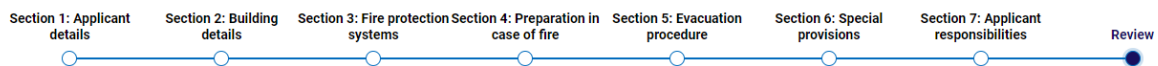
The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if:

- The building's fire detection and suppression system is non-operational for a period of time.
Note: For certified systems, you must complete the Fire Protection System Shutdown form prescribed to you by your fire protection system agent.
- The means of escape from fire for the building is to be altered under section 107 of the Building Act 2004.
- Building work is to be carried out on the building under section 112 or 133AT of the Building Act 2004, affecting the building's means of escape from fire.
- The building's life is to be extended under section 116 of the Building Act 2004.
- The occupancy of the building is changing to the extent that the building's means of escape from fire will be materially affected.
- There are to be changes to the place or places of safety specified in the evacuation scheme.
- There is to be a change of purpose or activities within the building.
- The building is no longer required to have an evacuation scheme, e.g. the building is to be demolished or will no longer used for a purpose described in section 75(1) of the Act.
- The nominated contact person for the building (whether that is the owner or another person) will be absent from New Zealand for longer than 21 consecutive days. You must advise who the alternative contact person will be.

Declaration

- By ticking this box I acknowledge that I have completed this application and that the information I have provided is true and correct to the best of my knowledge, and that the building owner seeks approval of the evacuation scheme for the building.

Review & Submit



- > Section 1: Applicant details
- > Section 2: Building details
- > Section 3: Fire protection systems
- > Section 4: Preparation in case of fire
- > Section 5: Evacuation procedure
- > Section 6: Special provisions
- > Section 7: Applicant responsibilities

PREVIEW APPLICATION

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