



Evacuation report

Send the completed report to the Regulatory Compliance Group, either by email to Evacuation@fireandemergency.nz or post to Regulatory Compliance Group, Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142.

Part A		Building description	
Evacuation scheme reference #			
Building name			
Address			

Part B		Contact person details	
Contact person's name			
Phone number		Mobile number	
Email address			

Part C		Evacuation details	
Date of evacuation		Time of evacuation	am/pm
Time taken to evacuate		minutes	seconds

Part D		Assessment outcomes		
		Yes	No	N/A
1	Was this trial evacuation completed without injury to any person? Yes/No If No, detail the injuries that occurred during the trial evacuation:	<input type="checkbox"/>	<input type="checkbox"/>	
2	Was the evacuation alarm/method of alerting occupants clearly heard in all areas of the building? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
3	Were all exit ways clear? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	

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Part D, continued		Assessment outcomes		
		Yes	No	N/A
4	Were 'FIRE ACTION NOTICES' in place? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
5	Were systems in place to assist anyone who could not self-evacuate and if so, did the systems function? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
6	Did any equipment to assist with the evacuation work as intended? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Occupants accounted for or building determined to be clear in accordance with the evacuation scheme? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	
8	When was the last training session for permanent occupants held?			

Part E	Additional comments

Contact person signature	
Follow up	<input type="checkbox"/> Tick this box if you would like to speak to someone about this trial.