



Maintaining Approved Evacuation Schemes

Introduction

Use this guide to maintain your approved evacuation scheme and provide Fire and Emergency New Zealand with the required report(s).

Approved evacuation schemes need regular maintenance, either by completing:

- trial evacuations
- the training and assessments required for an evacuation training programme.

You provided information about the type of maintenance activity for your scheme, and the frequency (either 6-monthly or more often), in section 4 of your application.

You must also let Fire and Emergency know if certain events occur, see Other Evacuation Scheme Maintenance Responsibilities.

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Reports

You must provide a report about your trial or training activity as per the approved scheme within 10 working days of the date it happened.

Complete your report and send it by email or post to the Regulatory Compliance Group (RCG) at Fire and Emergency New Zealand. Please also hand us a copy at our office or email bwof@southcityelectrical.co.nz

RCG Contact details

Contact the Regulatory Compliance Group (RCG) during standard business hours:

- **Phone:** 0800 REG COMP (0800 734 2667).
- **Email:** rcg@fireandemergency.nz

Requirements for Trial Evacuations

- Complete your trial evacuations as indicated in section 4 of your approved evacuation scheme application, i.e., either 6-monthly or more often. See the section: [Completing trial evacuations](#).
- The trial should be a surprise to staff and occupants and resemble a real emergency as closely as possible.
- Provide a report to RCG within 10 working days of the date of your trial evacuation.
Note: From 1 July 2018 it is no longer a requirement to notify Fire and Emergency in writing before holding your trial evacuation.
- You must notify your local Fire Communications Centre before and after your trial evacuations, so we know it is not a real fire emergency.
See the section: [Before your trial evacuation](#).
- We recommend you hold your trial evacuation at least 2 –3 weeks before the due date. This allows time for any unexpected changes to the planned evacuation date.
- Unplanned fire evacuations, i.e., false alarms or actual fire emergencies, can be treated as trial evacuations for the purposes of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 (the Regulations). You must provide a report of the evacuation to Fire and Emergency for it to be counted as an evacuation towards your maintenance.
See the sections:
 - [Complete and submit your reports online](#).
 - [Complete and send your reports by email or post](#).
- The due date of your next trial evacuation will be adjusted if you have an unplanned evacuation before the scheduled due date.

Conducting Trial Evacuations

Your trial evacuation must happen as detailed in your approved evacuation scheme.

Before your trial evacuation

- Familiarise yourself with the report form to identify the key elements to look out for.
- If your building has a fire alarm system, ensure the person who will activate the alarm knows how to do this.
- You may choose to advise some key staff or occupants prior to the trial. To make the evacuation more realistic, we recommend this number of people is kept to a minimum.
- Contact the Fire Communications Centre (FCC) 10 - 15 minutes prior, and immediately after your trial.
Note: Warning the FCC prevents the unnecessary dispatch of a fire engine e.g., if neighbours hear your alarm and call 111.
- Phone **0800 336 922 (0800 FENZCALL)** to contact the FCC.

Points to check during the evacuation

- Check the following:
 - all staff, occupants, and wardens (if used) perform their roles as expected,
 - everyone is accounted for, noting that:
 - everyone evacuated to the relevant place(s) of safety,
 - people identified as needing particular assistance were supported to safety.
 - evacuation is calm and orderly manner,
 - someone made a 111 call.
- Time your trial evacuation.

Other Evacuation Scheme Maintenance Responsibilities

Other fire safety responsibilities

- Ensure that:
 - all means of escape from the building are clear of obstacles,
 - flammable materials or liquids are not stored near the means of escape, ○ fire safety precautions are taken with appliances used within the building.
- Refer to part 1 of the Regulations for a full list of fire safety responsibilities.

Building changes

- You must notify Fire and Emergency as required in section 7 of your evacuation scheme application. This includes, but is not limited to, any of these situations:
 - any times when the building's fire detection and suppression systems are non-operational,
 - building work that significantly affects the means of escape, ○ alterations to the means of escape from fire are required,
 - the building's life is extended,
 - changes to the building occupancy that result in the means of escape no longer being adequate,
 - changes to the place(s) of safety specified in the evacuation scheme,
 - change of purpose or activities within the building,
 - the building is no longer required to have an evacuation scheme.
- Download the **Notification of building changes** form from: fireandemergency.nz/businesses-and-landlords/evacuation-schemes/ > [Guides, forms and examples](#) > **Printable forms** > [Notification of building changes](#).
- Complete and send this notification about building changes form by email or post to the RCG:
 - **Email:** rcg@fireandemergency.nz
 - **Postal Address:** Regulatory Compliance Group, Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142.

Complete and send Reports by email or post

Step(s)

1. Complete your scheme maintenance report on a paper form if you are unable to complete your report online.
2. Download the relevant evacuation report form from <https://southcityelectrical.co.nz/fire>
3. Send your report to bwof@southcityelectrical.co.nz or hand a copy into our office.
4. Send your report by email or mail to the Regulatory Compliance Group at either:
 - **Email:** evacuation@fireandemergency.nz
 - **Postal Address:** Regulatory Compliance Group, Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142.

Note: If you submit your report via mail/email you may be contacted if more information is required, otherwise you would not usually hear back or receive a separate confirmation email with a PDF version of your report from Fire and Emergency NZ.