

Evacuation Scheme Developers’ Guide



Legal & Best Practice Considerations

The purpose of this guide

The Evacuation Scheme Developers' Guide has been produced as a guide only and does not cover all aspects of fire safety law and building owner responsibilities. The guide should not be relied upon on its own to achieve evacuation scheme compliance.

The purpose of providing this guide is to assist building owners and evacuation scheme developers with an understanding of the requirements and considerations in the development of a building specific evacuation scheme.

Fire safety laws in New Zealand are complex and are impacted by other statutes including the Building Act 1991 and the Health and Safety in Employment Act 1992.

It is recommended that building owners and any other persons preparing an evacuation scheme seek independent professional advice on the requirements for compliance with fire safety law.

Breaches of fire safety law can result in fines being imposed by the courts. In addition, some breaches of fire safety law may result in building closure.

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Scheme Development Guide

Introduction

Guide Purpose This guide will assist evacuation scheme developers with an understanding of the legal requirements and best practice considerations in the process of developing a suitable evacuation scheme for any type of building.

Evacuation Scheme Templates We recommend that evacuation scheme developers utilise the following Fire Service (example) standard evacuation scheme templates.

1. General - Standard Evacuation Scheme Template
2. Crowd - Standard Evacuation Scheme Template
3. Accommodation - Standard Evacuation Scheme Template
4. Health Care - Standard Evacuation Scheme Template

Utilise the evacuation scheme template that aligns best with your specific building occupancy type.

What is an Evacuation Scheme? An evacuation scheme is a document that states how occupants will evacuate a building in the event of a fire and meet the requirements of section 21A of the Fire Service Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 1992.

An evacuation scheme includes:

- Procedures designed to ensure that in the event of a fire, building occupants are able to safely, quickly and efficiently evacuate a building to a safe place.
 - The actions required for building occupants to follow in the event of a fire.
 - The actions required in maintaining an evacuation scheme.
-

Evacuation Scheme Review Form We have also included the Fire Service's evacuation scheme review form. Your draft evacuation scheme will be checked against the requirements identified on this form.

The review form will help you identify and ensure scheme requirements have been appropriately documented within your scheme. The form also identifies legal and best practice requirements.

To review form - see page 31

Continued on next page

Introduction, continued

Best Practice Best practice provisions are not legal requirements for evacuation scheme approval. However, they add value by providing a better understanding of scheme requirements for the person responsible to maintain the provisions of the scheme.

The Fire Service recommends that “best practice” provisions are documented in evacuation schemes.

Evacuation Scheme Template The standard evacuation scheme templates have the following sections:

- **Front Section** - introduction and key information.
- **Overview Sections** - overview of scheme requirements, for comprehensive information (if relevant) to be documented in the appendices sections of the scheme.
- **Standard Appendices Section** - standard reference information.
- **Optional Appendices Section** – only for comprehensive training material and associated processes

This guide will explain each section and sub-section and provide you with example content material that has not been identified in the example standard evacuation scheme template.

Scheme Examples We have endeavoured to provide the most appropriate example content over the range of standard evacuation scheme templates and this guide.

We recommend that when customising your evacuation scheme that you consider the following:

1. Document or customise what you plan to do.
 2. Leave or customise what you need to know to manage the scheme requirements.
 3. If content information does not add value - customise or remove.
-

Types of Fire Alarms We have included a list and description of the different types of fire alarms and fire safety precautions. This will assist you when you develop individual evacuation procedures, as you are required to identify how an evacuation is initiated.

To review fire alarms - see page 28

Scheme Development – Overview of considerations

Front Section

Single or multiple Buildings?

You need to establish if your evacuation scheme will cover a range of individual buildings or a single building. If you require a number of buildings to evacuate at the same time, the fire alarm system will need to cover all the buildings.

One evacuation scheme document can cover a number of buildings but have separate procedures and provisions for different buildings.

Some of the buildings may only require an evacuation procedure.

Details on Cover Page

Enter the name of your building, street number, street name, suburb, city/town or rural district.

Content page

This page outlines the headings of each section, sub-sections and appendices sections. You will need to customise to suit your scheme.

Buildings Covered by Scheme

In this section you need to list or develop a site plan and identify the building(s) covered by your scheme. (Only required for multiple buildings)

Information essential to the maintenance of this Evacuation Scheme

This section is a summary of the key responsibilities to maintain an evacuation scheme. All key scheme requirements should be summarised here.

It is important that the person delegated to maintain the evacuation scheme is indicated.

Introduction

The introduction section allows the building owner or business owner the opportunity to introduce the Evacuation Scheme and reinforce the requirements for the building occupants to follow.

Evacuation Times

Buildings that require stage evacuation require the scheme to document the time(s) taken to evacuate all occupants to a safe place, e.g. time taken to an internal evacuation point or an external assembly point.

Review example - see page 23

Overview Sections

1. Hours of Operation

Your scheme must provide a list of all the times the building(s) is occupied.

The times and groups must be those when the building is expected to be occupied under normal circumstances. If different times apply on different days of the week, this must be clearly stated. Examples of the times and occupancy that you need to consider:

- **Normal Business Week - hours or occupancy group**
- **Night / Weekend / Holidays – hours or occupancy group**
- **After Business Hours - individual occupants**

It is recommended that you identify the relevant evacuation procedure(s) for the specific hours or occupancy group. For example

- **Procedure One – Normal Business hours**
- **Procedure Two – After Business Hours**
- **Procedure Three - Night / Weekend - groups over 10**

Review example - see page 16

2. Wardens - Training, Appointments & Duties

This section is where you outline the following processes:

- How wardens are trained, the frequency of training and who is responsible to carry out the training. Training may be overviewed in this section of the scheme and refer to detailed training material in an appendix to the scheme. A simple warden self-test can be part of the training. It should be attached to the scheme as an appendix. Ensure all training material is consistent with the content of the scheme.
 - Who is/are the building warden(s) & their deputy and what identification they wear.
 - Who are the floor wardens & their deputies, what part of the building they are responsible for and what identification they wear.
 - It is best practice to use a job title rather than a name, e.g. building owner, building manager, etc.
 - That warden appointments are reviewed at an interval that is not less than 6-monthly intervals.
 - The wardens' duties. You need to customise the example duties. Ensure that the warden duties are consistent with the procedure(s) identified in section 3. Procedures for Evacuation.
-

Overview Sections, Continued

3. Procedure(s) for Evacuation

The scheme must contain a description of the procedure(s) (processes) that will be followed by building occupants to evacuate. This should include information on:

- The means of warning of the existence of a fire
- All times that the building is lawfully occupied
- Provisions made for young, elderly, sick and person with disabilities
- Different processes (where relevant) applying at different times

Best practice for processes include:

- Areas that may be closed within the building
- Safety wardens duties (if required)
- How occupants are accounted for e.g. Evacuation Board
- The escape routes to be followed

Note: You may need to consider a number of procedures within your scheme document.

Each procedure will require the following considerations:

- Procedure summary
- Management instructions to support and implement the procedure
- Warden appointments & identification
- Areas to check and clear (Parts of the building may be closed)
- Warden duties.

In order to simplify the management of individual evacuation procedures, we recommend that each procedure is a stand-alone document and includes all required information for wardens and the specific occupant group.

Review example - see page 16

Stand-alone Procedure Outline

The following is a recommended outline on the documentation requirements in developing an individual stand alone procedure when a number of procedures are required within the scheme document.

1. **Procedure Heading** - The procedure number, name and the hours or occupancy numbers it covers. Example: Procedure One - Normal Week Hours (8am to 5pm)
2. **Procedure Summary** (overview) – detail how the evacuation is initiated and what the evacuation procedure is designed to achieve in the event of a fire emergency.

Continued on next page

Overview Sections, Continued

**Stand-alone
Procedure
Outline,
continued**

3. **Management Requirements** – All the associated management processes need to be documented here. This is to ensure that the procedure will be implemented and actioned according to the requirements of the evacuation scheme
4. **Training of Wardens** – You need to summarise the training you provide the wardens in each procedure. Example: This may be a training session when appointed or refresher training say once a year. If the wardens are of a temporary nature (Hall hire wardens) they may receive written and verbal instructions before the function by the key holder (person in-charge), which is normally the Building Warden.
5. **Training Material** – You need to indicate what training material your wardens’ will receive. Some wardens may receive a copy of your evacuation scheme or receive a copy of the relevant evacuation procedure. If you develop a training pack for wardens you can reference this in the procedure. Example: Staff Training Pack, refer to Appendix 7 Training Packs becomes an appendix in the Standard or Optional Appendices Section of the scheme document.
6. **Wardens’ Appointment** –There are two basic positions, Building Warden and Floor Wardens. If you have a small group you may consider a single warden procedure where the building warden carries out all wardens duties or no wardens and individuals self evacuate.
7. **Areas of Responsibility** – These are the areas that individual wardens are responsible to check and clear.
8. **Wardens’ Identification** –You need to indicate the wardens’ identification e.g. Yellow vest – red cap, etc
9. **Wardens’ Instruction & Duties** – You need to detail all wardens instructions and duties. It is important that you keep them simple so they can be easily understood. Number or bullet point each instruction or action. If you wish to have separate copies of warden instructions and duties you can appendix them in the Optional Appendices Section of the scheme document. You may consider an introduction section before the number or bullet point duties. These warden instructions then become a simple set of instructions for warden handouts
10. **Safety Wardens Duties** – If you have a place of assembly and it can accommodate 450 or more people you are required to comply with the requirements of NZS 9232:1991. This requires you to have safety warden(s) and you will need to detail their duties in the relevant procedure or appendix.

Continued on next page

Overview Sections, Continued

Stand-alone Procedure Outline, continued

10. Also you will need to develop training material and a training system that covers the relevant provision of NZS 9232 (Places of Assembly). You may consider hiring Safety Wardens for specific functions. An appropriate qualified trainer (approved by the Fire Service in terms of the evacuation scheme approval process) must carry out the training of your Safety Wardens

Note: Each evacuation procedure becomes a stand-alone set of instructions and duties that explain - when, who, what and how evacuation is carried out for a specific occupancy group or time when the building is occupied.

4. Trial Evacuations

This section is where you outline the following processes:

1. Trial evacuation frequency
 - For buildings other than education institutions, this must be not more than 6 months after any previous emergency or trial evacuation; or
 - For educational institutions, this must be every term except any term in which an emergency evacuation has taken place - less frequency may be specifically approved in certain circumstances.
2. Who is responsible for conducting the trial evacuations.
3. Whether the trial evacuation excludes the involvement of some building occupants, e.g. rest homes, hospitals and large places of assembly.
4. How NZFS will be advised of trial evacuations

Best practice for trial evacuations will include the following documents as appendices to the scheme:

- How to Conduct a Trial Evacuation
 - Trial Notification Form
 - Trial Evacuation Assessment Form
-

5. Assembly Point

The scheme must state where the designated (outside) assembly point(s) are.

Ensure that the locations of the assembly point(s) are away from where Fire Service activities will occur and are safe for the building occupants.

Continued on next page

Overview Sections, Continued

Internal Evacuation Points

If you have a Health Care Building you will need to consider staged evacuation requirements.

You need to indicate the location of internal evacuation points throughout the building. For Example: The next firecell unaffected by smoke or fire.

Note: The building design is required to meet the requirements of the Fire Safety and Evacuation of Buildings Regulations 1992, regulation 16.

6. Display of Fire Action Notices

The scheme must state where fire action notices will be placed and include an example of the notice as an appendix.

The fire action notice must have information about:

- Locations of escape *routes* to *final exits*.
- Routes of travel to *final exits*.
- Location of firefighting equipment.
- Description of fire alarm signals and method of operation
- Assembly point(s)
- Emergency telephone number to call the Fire Brigade

Fire action notices may be in another language in addition to English.

Note: These notices can be printed on plastic or laminated paper. We recommend fire action notices have a blue background with white lettering.

7. Means of Escape to be Monitored

This section must state that:

- Means of escape are kept clear of all obstacles at all times.
- Escape route doors (or exit doors) are not locked, barred, or blocked so as to prevent occupants from leaving the building at any time.
- Smoke control and fire stop doors are kept closed and not wedged open. Use of “hold open devices” that comply with the Building Code is permitted.
- Stairways and passageways that are designed for means of escape from fire are not used as places for storage or places where refuse is allowed to accumulate.
- Flammable liquids or materials are not stored near or within any part of the building used as a means of escape from fire.

The section must also:

1. State how often the means of escape will be monitored and by whom.
 2. Contain appropriate processes to fix any faults affecting the means of escape.
-

Continued on next page

Overview Sections, Continued

8. Evacuation of Persons Requiring Assistance

This section must describe:

- How people with disabilities will be assisted to evacuate the building. The National Commander requires disabled people to be moved to a safe place (with the person designated to assist them) inside the building initially and then evacuated in a manner that suits the particular building and does not rely on NZFS assistance.

Note: The National Commander accepts evacuation schemes where reasonable and practical proposals have been put forward to provide for the interim protection of people who cannot escape.

- A system to record the location of people with disabilities, the assistance required and who will provide this assistance. This information must be recorded on an assistance register and the scheme must state who is responsible for maintaining the register and where it is kept.
- A copy of the format of the assistance register should be in the appendices to the scheme.
- You need to document the need to review the evacuation assistance outcome after each trial evacuation. This needs to establish that the evacuation actions for individuals were safe and appropriate. Normally this is documented on the trial evacuation report.

Note: If wardens appoint a suitable person to assist visitors who require assistance to evacuate, ensure this is documented in their duties.

9. Procedure for the Avoidance of Panic

Where relevant, the scheme must describe:

- Details for the avoidance of panic, e.g. the use of emergency lighting, wardens are trained to keep people calm, selective staff are trained to meet the requirements of NZS 9232:1991, and hold a certificate of proficiency to perform the duties of a Safety Warden etc.
- Some buildings that are places of assembly require safety wardens that have a Certificate of Proficiency. This is a requirement of NZS 9232 Precautions Against Fire and Panic in Cinemas, Theatres and Places of Assembly. If your building meets the requirements of NZS 9232, relevant sections of the standard need to be described in this section.
- In this section you may overview the requirements and reference to the documentation in the appendices to the scheme.

See examples - page 25

Continued on next page

Overview Sections, Continued

10.

Special Provisions or Conditions

Where relevant, the scheme must describe:

Where buildings are places of care or detention, the wardens and some staff require additional specialised training. Managers or building owners are required to ensure these staff receive appropriate training in relevant fire safety provision of Part 1 of the regulations and evacuation requirements specific to their building.

Specialist training systems should state:

- Who will deliver the training.
- Frequency of the training for all staff and key staff, e.g. on employment, when appointed and once a year, etc.
- How the training is delivered (lecture, reading material, etc).
- Training material provided.
- Assessment process for individual staff.
- System for recording training achievements.

Training systems need to be appropriately documented, consistent with the scheme detail and will ensure staff will carry out appropriate evacuation actions when required.

- Training to Unit Standard 16797 or 16799 is recommended best practice
- Provisions that will apply if the sprinkler or means of warning system is shut down or becomes inoperative, e.g. PFA call and the Fire Service have turned the fire alarm sounders off, etc.
- Fire Alarm Sounders – you may consider the building warden having the ability to silence the fire alarm sounders. This could be considered for buildings like hospitals, etc.

Note: The Fire Service may require other provisions before the scheme can be approved, e.g. hall hire requirements, maximum permitted occupancy numbers and escape route doors - locking management procedure.

Other Emergency Information

We recommend that non-fire emergency related information is not documented in the scheme. If you do wish to include this type of information clearly separated it from the fire related content.
The Fire Service has no authority to approve this type of material.

Standard & Optional Appendices Sections

Outline - Standard Appendices

This section contains standard referenced documents referenced in the overview sections of your evacuation scheme, such as:

- A Self Test For Wardens or Training Material for Wardens
 - Evacuation Board
 - The process to conduct a trial evacuation
 - Trial Notification Form
 - Trial Evacuation Report Form
 - Fire Action Notice (sample)
 - Building Assistance Register
-

Training Material

Basic warden training material or warden handouts can be documented here.

Note: Most wardens do not require a copy of the evacuation scheme document.

Evacuation Board

The Building Warden requires an accurate means to confirm that all building occupants are accounted for or areas/people that have not been accounted for. It is important to record the status of an emergency evacuation accurately so the Fire Service on their arrival has an accurate status of the current evacuation.

The Fire Service needs to be able to prioritise their actions based on this information.

Trial Evacuation Material

It is recommend that you document the process of carrying out a trial evacuation and the associated forms. This will assist the person designated to manage the trial evacuation requirements in the scheme.

The example scheme templates have a suitable process and set of notification and reporting forms documented.

Fire Action Notice

The example evacuation scheme templates have been provided with suitable notices that will meet most requirements.

Note: Before printing all you fire action notices you may get the Fire Service to approval the notice. This will save time and cost if the notices don't meet the requirements and require change.

Continued on next page

Standard & Optional Appendices Sections

Assistance Register

Rest Homes or alike, public accommodation buildings may use the resident, patients or guest register to identify residents, patients or guest that require evacuation assistance.

Optional Appendices

This section is basically a continuation of the standard appendices. Most schemes will not require further appendix considerations other than what has been described above.

This section can be utilised for the following additional information:

- Warden training material and delivery system - specialist buildings.
- Safety wardens training material – handouts, etc.

Note: This section is an optional section and is only required if you have developed the above material. It is important that your scheme fully documents all the procedures and requirements to support your scheme's evacuation procedures.

Wardens Handbook

It is recommended that you develop staff (and other users) training material handouts. A large part of maintaining an evacuation scheme is ensuring that wardens are adequately trained and able to effectively carry out their duties. This requires appropriate training and training material.

You need to develop information from your scheme to assist wardens in clearly understanding their required duties. You will need to consider all the different evacuation procedures and key requirements. The warden's handbook can be customised for different wardens and user groups.

Firefighting information:

In this section you can also include basic information on firefighting equipment and instructions for staff or user groups of the building(s).

You will need to consider your policy on staff use of fire extinguishers and dealing with small fires. You need to be aware of the Health and Safety in Employment Act 1992, which indicates that employees would need to be trained in the use of extinguishers and firefighting if required to carry out these functions.

Examples

1. HOURS OF OPERATION

This evacuation scheme has procedures that cover the following times (or occupancy groups):

1. Procedure 1: Monday to Friday - 8.30am to 5.30pm (warden system in-place)
 2. Procedure 2: After Normal Business Hours (no warden system)
 3. Procedure 3: Night /Weekend /Holidays Groups over 10 (warden system in-place)
 4. Procedure 1: Weekdays - with full (15) staff
 5. Procedure 2: Weekends / Nights/ Holidays - with reduced (3) staff
 6. Procedure 1: Maximum Permitted Occupancy Numbers (1500) - with (10) Staff
 7. Procedure 2: Occupancy of 500 - with (5) staff
 8. Procedure 3: (5) Multiplex Cinema Operating - Rest of complex closed
-

3. PROCEDURES FOR EVACUATION

[This is a statement - when you have a number of stand-alone procedures]

The following procedures are designed to address most foreseeable building operating requirements in the event of a fire emergency.

In order to simplify the documentation and allow practical application of the procedures, a separate pullout process has been adopted. This enables a complete set of instructions to be extracted from the overall Scheme and utilised for training or reference.

Some information is repeated in each procedure to avoid any delays in searching for information throughout the entire Scheme.

3. PROCEDURES FOR EVACUATION

[Basic Procedure - warden system in-place]

A fire will be detected by the [Sprinkler / Smoke Detection / heat / Manual Fire Alarm] system installed in the building or by an occupant of the building. Where a building occupant detects a fire, the occupant will activate a manual fire alarm switch to sound the fire alarm throughout the building. Activation of the [Sprinkler / Smoke Detection / Heat / Manual Fire Alarm] also automatically calls the Fire Service and also activates the fire alarm sounders throughout building.

On the activation of the buildings fire alarm system the buildings warden system is initiated. The [Building Warden] makes a 111 call to confirm existence of a fire and meets NZFS on their arrival at [location here]. Floor Wardens check their respective areas are fully evacuated and then report their areas evacuation status to the Building Warden who records their area status on the Evacuation Board. On hearing the fire alarm, all occupants evacuate the building using one of the two central staircases and then assemble at [location here].

Continued on next page

Examples, continued

3. PROCEDURES FOR EVACUATION

This procedure canvasses the emergency evacuation of the buildings outside normal working hours [Monday to Friday]. That is, prior to 8.30am and after 5.30pm, when there may be [staff or a small group less than 11] occupying the building.

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Procedure 2 - After Normal Working Hours [no warden system in-place]

The evacuation of the building occupants is initiated by the following events.

If a building occupant discovers a fire they are instructed, as per the After Hours Emergency Evacuation Notice, to operate the nearest (safe) manual fire alarm call point that will activate the buildings fire alarm system.

When the fire alarm is sounding, all occupants are instructed to evacuate the building to the [Carpark]. They will then telephone the emergency services by dialling 111 from a safe / area building or mobile telephone, and meet the Fire Service on their arrival to advise them of the emergency.

AFTER HOURS EMERGENCY EVACUATION NOTICE

IF YOU DISCOVER A FIRE:

1. Raise the alarm immediately by operating the nearest (safe) Fire Alarm Call Point.
2. Close all doors near the fire area (if safe to do so).
3. Quickly check that the area is clear of other people (if safe to do so).
4. Leave the building by following the nearest escape route indicated by **EXIT signs & arrows**, that is unaffected by fire.
5. Ensure the Fire Service is notified per 111 call (outside line may be required) using a telephone in a safe area.
6. Assemble at [CarPark] to meet the Fire Service.
7. Report to the Fire Service on their arrival and advise them of any relevant information (fire location etc).
8. Do not re-enter the building until the Fire Service has issued the all clear to return.

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If You Hear The Fire Alarm Follow Steps 3-8

Fire-Fighting Precautions

Do not approach the fire or attempt to extinguish a fire, unless it is safe to do so and you have had appropriate fire extinguisher training.

If a small fire is discovered, it may only require immediate use of a hose reel or fire extinguisher. If there is any doubt as to your safety or the safety of other building occupants, contain the fire by closing appropriate doors. Activate a manual fire alarm call point and evacuate the building following the above instructions.

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Examples, continued

3. PROCEDURES FOR EVACUATION

Procedure One - Normal Office Hours [Stage evacuation for Care Unit only – large Care Complex]

This procedure when executed will totally evacuate all building occupants from the Southwest Main Firecell and the Community Nursing Unit (Northwest Main Firecell) to the external assembly point in the carpark. And will also initiate staged evacuation procedures for nursing staff, patients and visitors within the Northwest Main Firecell (IPU).

This procedure is initiated on the activation of:

1. Smoke detection system within the IPU (local alarm only).
2. Heat & Smoke detection system within the Southwest Main Firecell.
3. Manual fire alarm system - throughout complex
4. Sprinkler system - Northwest Main Firecell only.

NB: The fire alarm systems 2, 3 & 4 above will automatically initiate a callout for the Fire Service.

Procedure Actions

1. Activation of the smoke detection system within the IPU (local alarm only).

Building Warden, staff, visitors and patients of the IPU when alerted by the [Smoke Alarm Tone] will carry out the following actions:

Patients/Visitors

- Patients/Visitors within the IPU will remain where they are and follow the instructions of the wardens.

Staff/Wardens

- Check their immediate work area for signs of smoke or a fire problem – If discovered staff will commence staged evacuation procedures.
- No sign of smoke - staff will proceed to the fire alarm panel situated at the Nurse Base and identify the area that has detected smoke.
- The Building Warden will coordinate the investigation of the area identified and on the discovery of a fire problem will commence staged evacuation procedures.
- If a smoke detector has activated because of a non-fire problem - staff will check surrounding area to ensure a fire problem does not exist and report the outcome to the Building Warden.
- The Building Warden when satisfied that the smoke alarm activation does not require evacuation actions executed will silence and reset the smoke detection system and return staff to normal duties.

Continued on next page

Examples, continued

3. PROCEDURES FOR EVACUATION

NB: The IPU smoke alarm system only covers the IPU and does not sound an alert tone in the Southwest Main Firecell or the Community Nursing Unit (Northwest Main Firecell). Building occupants in these areas will be unaware of this level of smoke alert until activation of the fire alarm systems 2, 3 & 4 above.

2. Activation of: Heat & Smoke detection in the Southwest Main Firecell & Community Nursing Unit or manual fire alarm system in the complex.

Building Warden, staff, visitors and patients of the IPU when alerted by the [Fire Alarm Tone] will carry out the following actions:

Patients/Visitors

- Patients/Visitors within the IPU will remain where they are and follow the instructions of the wardens.

Staff/Wardens

- The volunteer receptionist (IPU) will notify the Fire Service per a 111 call that the fire alarm system is sounding or the location of the fire problem if safe to do so. The receptionist will confirm the 111 call with the Building Warden. **If the reception is not staffed the Building Warden will ensure the 111 call is made.**
- Check their immediate work area for a sprinkler head operating, signs of smoke or a fire problem – If discovered staff will commence staged evacuation procedures.
- No sign of smoke or fire - staff will proceed to the fire alarm panel situated at the Nurse Base and identify the area within the building complex that may have a fire problem.
- The Building Warden or staff will establish that the Southwest Main Firecell or Community Nursing Unit has a smoke/heat or manual fire alarm activation.
- The Building Warden will ensure that all IPU staff standby at the Nurse Base and prepared to carryout staged or total evacuation of the IPU.
- The Building Warden will establish the immediate fire risk to staff, visitors and patients in the IPU – if a fire problem in the Southwest Main Firecell or Community Nursing Unit presents a life risk the Building Warden will initiate a staged or total evacuation of the IPU. When **[Total Evacuation]** is required the Building Warden will directed staff and visitors to evacuate the patients to the outside assembly point (carpark).
- The Building Warden may require that family and visitors in the IPU to evacuate to the assembly point in the carpark. This action will only be considered when the Building Warden believes that the coordination of a possible evacuation will be improved by this action.
- The Building Warden may utilise family and visitors to assist staff to reassure patients or if required help evacuate patients to a sub firecell within the IPU or to the carpark assembly point.

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Examples, continued

3. PROCEDURES FOR EVACUATION

- Building Warden will continually monitor the fire risk potential to the IPU by physically observing (or receive reports from wardens) the Southwest Main Firecell & Community Nursing Unit. If the fire risk escalates the Building Warden will execute a total evacuation of the IPU.
- The Building Warden will ensure a 111 call is made to the Fire Service.

Floor Wardens, staff and visitors in the Southwest Main Firecell & Community Nursing Unit when alerted by the [Fire Alarm Tone] will carry out the following actions:

- Floor Wardens will assist and clear building occupants from their appointed areas if safe to do so.
- Building occupants will be directed to the carpark assembly point.
- When Floor Wardens have cleared their areas they will report their evacuation status and the fire problem if known to the Building Warden located at the Nurse Base in the IPU. Depending on the safest route will use an internal route or the external route via the after hours entry.
- Floor wardens will then proceed to the carpark assembly point to supervise the assembly point and meet and report to the Fire Service on their arrival.

NB. On the arrival of the Fire Service the Building Warden will follow the Senior Fire Officer's instruction.

3. Activation of the Sprinkler or Manual Fire Alarm System within the Northwest Main Firecell.

Building Warden, staff, visitors and patients of the IPU when alerted by the [Fire Alarm Tone] will carry out the following actions:

Patients/Visitors

- Patients/Visitors within the IPU will remain where they are and follow the instructions of the wardens.

Staff/Wardens

- The volunteer receptionist (IPU) will notify the Fire Service per a 111 call that the fire alarm system is sounding or the location of the fire problem if safe to do so. The receptionist will confirm the 111 call with the Building Warden. **If the reception is not staffed the Building Warden will ensure the 111 call is made**
- Check their immediate work area for a sprinkler head operating, signs of smoke or a fire problem - If discovered staff will commence staged evacuation procedures.
- No sign of a fire problem - staff will proceed to the fire alarm panel situated at the Nurse Base and identify the area and type of activation within the Northwest Main Firecell.

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Examples, continued

3. PROCEDURES FOR EVACUATION

- If the fire alarm panel indicates sprinkler head activation the Building Warden will direct staff to locate the sprinkler activation area. This will require a complete search of the total Northwest Main Firecell, which includes the basement, or
- The Building Warden and staff will respond to the area identified on the fire alarm panel and establish the fire problem and required evacuation actions.
- The Building Warden or staff members will commence evacuating patients closest to the area of danger first, systematically moving away from the area with the fire problem.
- Mobile patients will be encouraged to evacuate on their own and directed to the nearest safe firecell. While patients that require evacuation assistance will be moved utilising mobile beds if appropriate.
- The Building Warden will ensure that all building occupants in the effected firecell are assisted or guided to the nearest safe firecell.
- The Building Warden may require that family and visitors in the IPU to evacuate to the assembly point in the carpark. This action will only be considered when the Building Warden believes that the coordination of a possible evacuation will be improved by this action.
- The Building Warden may utilise family and visitors to assist staff to reassure patients or if required help evacuate patients to a sub firecell within the IPU or to the carpark assembly point.
- The Building Warden will establish the immediate fire risk to staff, visitors and patients in the IPU – if a fire problem presents a life risk the Building Warden will initiate a total evacuation of the IPU to the outside assembly points. When [**Total Evacuation**] is required the Building Warden will directed staff and visitors to evacuate the patients to the outside assembly point (carpark).
- The Building Warden will ensure a 111 call is made to the Fire Service.

Floor Wardens, staff and visitors in the Southwest Main Firecell & Community Nursing Unit when alerted by the [Fire Alarm Tone] will carry out the following actions:

- Floor Wardens will assist and clear building occupants from their appointed areas if safe to do so.
- Building occupants will be directed to the carpark assembly point.
- When Floor Wardens have cleared their areas they will report their evacuation status and the fire problem if known to the Building Warden located at the Nurse Base in the IPU. Depending on the safest route they will use an internal route or the external route via the after hours entry.
- Floor wardens will then proceed to the carpark assembly point to supervise the assembly point and meet and report to the Fire Service on their arrival.

NB. On the arrival of the Fire Service the Building Warden will follow the Senior Fire Officer's instruction.

Examples, continued

3. PROCEDURES FOR EVACUATION

[Apartment Complex – Type 7 - staged evacuation with staff]

In the event of a fire occurring in the building the fire alarm will activate automatically by the Smoke Detection system or Sprinkler system activation - the sprinkler system will suppress the fire and also automatically call the Fire Service. The fire alarm system will sound an audible fire alarm on the floor of the fire, at reception and activate staff emergency pagers.

Where a building occupant detects a fire, the occupant or staff will activate a manual fire alarm switch to sound the fire alarm throughout the floor area with the fire and automatically call the Fire Service.

The smoke detection system is not connected to the Fire Service but will provide apartment occupants with a local audible alert in the vicinity (firecell) of a possible fire problem and also indicate on the fire alarm panel at reception, alert reception staff and staff pagers.

The Duty Manager or staff will investigate all smoke detection activations, on the discovery of a fire that could cause a possible threat to the occupants or building, will operate the nearest manual call point and initiate evacuation of the surrounding floor area. If a Smoke detector is activated in the apartment corridors or lobby it will cause an evacuation tone to sound on the fire floor including all apartments.

Pager System

The Building Warden has a pager; which on the activation of the fire alarm system will indicate the nature of the activation (i.e. smoke alarm, manual call point, sprinkler) along with the precise location down to the identification of the apartment concerned. The Building Warden will initiate an immediate investigation of the area identified by the activation - personally or delegate another staff member to do so and report back immediately. Upon discovery or confirmation of a fire/smoke problem that is escalating, an evacuation will be commenced of all apartments in the immediate vicinity by the operation of the nearest manual call point in the corridor. All occupants in the zone vicinity will be directed to the next firecell unaffected by fire or smoke.

If the Building Warden considers that the fire poses a risk of spreading or escalating the Building Warden will activate the total evacuation alarm. All building occupants will evacuate to the outside carpark.

All staff will report fire and evacuation status to the Building Warden (located at the reception area or front entrance) who will maintain the evacuation board, ensure the Fire Service is called, and report the evacuation status to the Fire Service on their arrival.

Continued on next page

Examples, continued

3. PROCEDURES FOR EVACUATION

[Apartment Building – Type 5 smoke alarm system – no staff]

Hearing the Smoke Alarm Tone in an apartment the residents and/or visitors will investigate and discovering smoke or fire in their apartment they will evacuate everyone from the apartment and ensure their apartment door is closed when leaving their apartment.

The apartment resident will then activate the nearest manual fire call point to alert all apartment occupants to evacuate to the [carpark]. The manual fire alarm and smoke detection system in the corridor and stairs within the building will automatically call the Fire Service if activated and sound the fire alarm throughout the building.

All building occupants on hearing the fire alarm tone will proceed to evacuate their apartment down the main stairs to the ground floor.

They will evacuate through the entrance doors in the atrium lobby **or alternatively** through exit doors found in the lounges and bar room to the Bowling Green **or alternatively** through the games room or hairdressing room or library to outside balcony and then down outside balcony stairs to outside carpark at basement level **or alternatively** through the exit door by reception and down the internal stairwell that goes to the basement carpark and out the service passageway to the outside carpark at basement level.

The first arriving resident at the carpark evacuation board will ensure the Fire Service is called, maintain the evacuation board and report the evacuation status to the Fire Service on their arrival.

EVACUATION TIMES (Staged Evacuation Only)

[Regulation 17 (7) of the Fire Safety and Evacuation of buildings Regulations 1992 refers to evacuation scheme times as specified by the Building Code. The Building Code does not specify evacuation times.

When considering evacuation times to document in your scheme you can consider the Fire Design Report times if documented, or apply best judgement. Best judgement would be based on trial evacuation times which would confirm the adequacies of the documented times.]

Continued on next page

Examples, continued

EVACUATION TIMES (Staged Evacuation Only)

The approximate time taken to evacuate a care patient from an effected room/area to the nearest evacuation point (next firecell unaffected by smoke or fire) is: **2 minutes**.

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Complex -Total Evacuation

Expected total evacuation time for firecell occupants to evacuate to the external assembly point (carpark):

Firecell	Evacuation Time
Care patients IPU	6-7
Visitors IPU	3
Community-nursing unit	1
Management area	3 minutes

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Note:

The above times are given as realistic indications of evacuation baseline times and are not intended to include the evacuation of persons with physical disabilities held at a safe place.

Should a full evacuation be necessary it is assumed that Fire Service personnel or trained staff will be available to aid such an event especially where persons with disabilities are involved.

Because of the special nature of care and the lack of viable mobility of the patients in this complex it is envisioned that any area evacuation would be undertaken as a last resort or if individuals are threatened by smoke or fire.

Evacuation of patients in unaffected firecells is only considered in the unlikely event that the Fire Safety Precautions in the building have the potential to fail.

Examples, continued

Requirements:

The [Manager] is responsible to ensure that appropriate inspections are carried out before people occupy the [hall / Nightclub] (Place of Assembly).

Inspection checks are required to ensure that:

- All exit doors are in working order;
- All lobbies, passages, and stairways are free from obstruction so as to allow free exit;
- Such fire fighting appliances as are provided are in working order; and have current dated service labels
- Lighting, including external and emergency lighting is in working order.

Note:

If [hall/nightclub] accommodates more than 450 or more persons you are required to provide a logbook which is subdivided under the relevant following headings:

- Date
- Function
- Duration of function (start and finish times)
- Safety wardens and attendants on duty
- No. on duty
- No. of shifts
- Exit doors, gates
- Exit lights
- Emergency lighting
- Fire appliances
- Aisles, lobbies, passageways and external exitways
- Walls and ceilings finishes
- Overcrowding
- Emergency signals and panic drill
- Fire alarm and public address system (where provided)
- Signatures.

Continued on next page

Safety Warden Training Material - NZS 9232:1991 - Places of Assembly

Inspection requirements

Within a period of 1 hour before the admission of 450 or more people to the [hall / nightclub] for entertainment, performance, meetings or other functions, a person being the holder of a Certificate of Proficiency as a Safety Warden shall carry an inspection. Such inspection shall ensure the following:

- Exit doors - Test opening of all exit doors - Ensure that panic bolts are operating efficiently, that doors open easily, and that there is no internal or external obstruction to free exit.
- Aisles, lobbies, and passageways. - Ensure that all lobbies, passages, stairways, and external exitways are free from obstruction so as to allow free exit.
- Emergency lighting - Examine exit and emergency lights, test emergency lighting switches to ensure that all such lights are in order.
- Walls and ceilings surface finishes and suspended flexible fabrics – Ensure all walls and ceiling finishes and suspended flexible fabrics comply with design requirements.
- Fire Extinguishers - Ensure that fire extinguishers, hose-reels, are in good order, unobstructed, and ready for use.
- The person carrying out the inspection shall on every occasion immediately make a report in the logbook based on the above checks and sign the logbook.

Attendants and Safety Warden Requirements

Certified Safety Wardens are required to be employed or appointed for each meeting or function in the [hall / nightclub] to which the public are admitted. The number of persons admitted to any meeting or function will govern the minimum number of Safety Warden requirements.

The follow is the required minimum:

Up to 300 persons.....2 Attendants
301 to 449 persons.....3 Attendants
450 to 1000 persons.....3 Attendants and 1 Safety Warden

Where occupant numbers are under 450 the person in Charge of the [Hall / nightclub] at the time is required to carry out the duties of a Safety Warden.
Attendants and Safety Wardens employed or appointed shall remain in place throughout the meeting or function, until the [hall / nightclub] is clear of occupants.

Continued on next page

Safety Warden Training Material - NZS 9232:1991 - Places of Assembly

Certificate of Proficiency

Safety Wardens are required to have a Certificate of Proficiency, as approved by the Fire Service. To receive a certificate, applicants must attend a training course, and demonstrate knowledge of NZS 9232 relevant requirements in respect of the [hall / nightclub].

These requirements cover:

- The location and method of operation of all exit doors.
- The location and method of operation of all first aid and fire fighting equipment.
- The location of all lights and the location and method of operation of the emergency controls for the emergency lighting system.
- The location and method of operation of the manual or automatic alarm system.
- The location and operation of the system of emergency signals.
- The operation of the projection port barrier, where appropriate.
- The methods of calling Emergency Services in the event of an emergency.
- The halls surface finishes and suspended flexible fabrics requirements
- The means of contacting the local Authority Inspector or an appropriate member of the Fire Service.

Types of Fire Safety Precautions

Sourced: Approved Documents for the New Zealand Building Code

Domestic Smoke Alarm System
A stand-alone domestic/residential type automatic smoke detection system with limited coverage that activates automatically in the presence of smoke and is for use only within single household units. This system may be battery powered and has detectors and alerting devices. The system is restricted to a single firecell and does not have a connection to the Fire Service or an indicating unit.
Type 2 Manual fire alarm system
An alarm system, which is activated only by someone operating a manual call point. It is a single or multiple zone system with an alarm panel providing a zone index diagram and defect warning and suitable for connection to the Fire Service.
Type 3 Automatic fire alarm system activated by heat detectors and manual call points
A detection and fire alarm system, which activates automatically when a pre-determined temperature is exceeded in the space, and can be activated manually at any time.
Type 4 Automatic fire alarm system activated by smoke detectors and manual call points
A detection and fire alarm system, which activates automatically in the presence of smoke, and can be activated manually at any time.
Type 5 Automatic fire alarm system with modified smoke detection and manual call points
<p>A variation of the Type 4 and Type 7 alarm systems permitting part of the smoke detection component to comprise only a local alarm. The local alarm system, activated by the presence of smoke, has audible alerting devices to warn only the firecell occupants and the building management, where such management exists.</p> <p>The local alarm component of a Type 5 system:</p> <ul style="list-style-type: none">(a) Is restricted to single firecells containing sleeping accommodation being household units in purpose group SR or individual suites in purpose group in SA. The local alarm system shall not be extended to other areas such as exitways or common spaces which shall retain a Type 4 smoke detection system, and(b) Shall be permitted only where a fire detection and alarm system activated by heat detectors (part of the main alarm system) is also installed in sleeping firecells that do not already have a sprinkler system.
Type 6 Automatic fire sprinkler system with manual call points
An automatic fire detection, alarm and control system which, when a specified temperature is exceeded in the space, activates the sprinkler head in the affected area and includes alerting devices throughout the building. The system permits alerting devices to be activated manually.

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Types of Fire Safety Precautions, Continued

Type 7 Automatic fire sprinkler system with smoke detectors and manual call points
An automatic fire alarm system having the same characteristics as a Type 6 alarm plus an automatic smoke detection system. The fire alarm signal resulting from smoke detection is not required to be directly transmitted to the Fire Service.
Type 8 Voice communication system
An automatic system with variable tone alerting devices, the facility to deliver voice messages to occupants, and to allow two-way communication between emergency services personnel.
Type 9 Smoke control in air-handling system
Heating, ventilating or air-conditioning systems if installed in buildings, shall control spread of smoke by having either:
(a) Self contained duct smoke detectors with provision for output signal/alarm generally complying with AS/NZS 1668: Part 1 and interfacing with any Type 3, 4, or 7 system installed, or
(b) Fire alarm and warning systems Type 3, 4 or 7 as a means of smoke detection, in accordance with NZS 4512 to provide ancillary function output for control of the HVAC system.
Type 10 Natural smoke venting
This is a method of smoke extraction where a firecell is provided with a smoke reservoir, and with outlet vents and fresh air inlets that open automatically when actuated by the smoke detection system. Smoke movement is by natural draught. Type 10 requirements apply only to the common space (such as an atrium) in firecells with intermediate floors.
Type 11 Mechanical smoke extract
Mechanical smoke extract uses fans in place of the natural draught relied upon in Type 10. The firecell shall have smoke reservoirs. Type 11 requirements apply only to the common space in firecells with intermediate floors.
Type 13 Pressurisation of safe paths
Pressurisation methods and installation shall comply with AS/NZS 1668: Part 1 Section 9. The system shall be automatically activated by smoke detectors, and shall keep the safe paths free of smoke for sufficient time to allow occupants to reach a safe place, and in no case for less than 60 minutes.
Type 14 Fire hose reels
Fire hose reels shall comply with AS/NZS 1221, and the distribution, installation and maintenance with NZS 4503, except that the maximum hose length shall be 36 m. Fire hose reels shall not be installed in vertical safe paths.

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Types of Fire Safety Precautions, Continued

Type 15 Fire Service lift control
The Fire Service lift control where required, shall enable the Fire Service to have exclusive use of any lift for fire fighting purposes. Once a Type 15 FSP is required for any level in a building, it shall be applied to all levels.
Type 16 Emergency lighting in exitways
Emergency lighting shall comply with F6/AS1. Such lighting is required where occupants (particularly crowd and sleeping purpose groups) would find it difficult to reach a safe place because of a main power supply failure. When required by Table 4.1, the minimum provision is for emergency lighting to be installed in all exitways. However emergency lighting will also be required in open paths for other spaces such as public buildings with over 1000 people per firecell and resthomes or hospitals.
Type 17 Emergency electrical power supply
The emergency power supply is necessary to ensure the continued operation during evacuation, of essential equipment such as smoke control systems, emergency lighting and lifts. The requirement applies generally to tall buildings (over 58 m) having sleeping accommodation or crowds.
Type 18 Fire hydrant system
Fire hydrant systems shall comply with NZS 4510 “Fire hydrant systems for buildings”. Once a Type 18 FSP is required for any level in a building, it shall be applied to all levels.
Type 19 Refuge areas
Refuge areas are required within safe paths in tall buildings (over 58 m) where congestion is likely to occur. They also provide an opportunity for slow moving occupants to rest without restricting the movement of others.
Type 20 Fire systems centre
A facility for Fire Service use in buildings over 58 m, or buildings over 25 m that contain sleeping, which shall: Be readily accessed from street level and located in a position to be determined in consultation with the New Zealand Fire Service, Be protected from the effects of fire including debris falling from an upper floor, and Contain all control panels indicating the status of fire safety systems installed in the building, together with all control switches.

Draft Evacuation Scheme – Document Review Form

Key			
LR	Legal Requirement	AD	Adequate
BP	Best Practice	NAD	Not Adequate
IR	Information Reference Number	NA	Not Applicable

No	Item	LR	BP	Legislation	IR	AD	NAD	NA
1	Building / Complex							
a	Name and address - identified		Yes		14			
2	Introduction							
a	Key important information - described		Yes		15			
b	Amendments/scheme-process described		Yes		15			
c	Building change(s) - process described		Yes		15			
d	Person to maintain scheme - identified		Yes		15			
e	Evacuation time(s) - identified	Yes	Yes	14 (2)(j)	15			
	↳ staged schemes							
3	Hours of Operation							
a	Times and/or user groups -identified		Yes		16			
4	Wardens - Appointment, Training & Duties							
a	Building warden - identified	Yes		R14 (2)(b)	17			
b	Building warden's - identification	Yes		R14 (2)(e)	17			
c	Deputy building & floor wardens		Yes		17			
d	Floor wardens & areas identified	Yes		R14 (2)(b)	17			
e	Floor warden's - identification	Yes		R14 (2)(e)	17			
f	Wardens appointment review 6-monthly	Yes		21A (8)(a)	17			
g	Training system, material & delivery	Yes		R14 (2)(b)	17			
h	Duties - consistent with scheme	Yes		21A (8)(b)	17			
5	Procedures(s) for Evacuation							
a	Summary (processes) – * FA identified	Yes		R14 (2)(a)	18			
c	Procedures - different times or groups	Yes		R14 (2)(a)	18			
d	Occupant accounting system	Yes		R14 (2)(a)	18			
e	Young, elderly, sick & detention	Yes		21A (8)(f)	18			
6	Trial Evacuations							
a	Trial evacuation frequency	Yes		R14 (2)(g)	19			
b	Person responsible - identified		Yes		19			
c	Excludes some building occupants		Yes		19			
d	Guide – process for conducting **TE's		Yes		19			
e	TE - NZFS notification system	Yes		R18 (4)	19			
f	TE Assessment Report		Yes		19			

*Fire Alarm ** Trial Evacuation

Continued on next page

Draft Evacuation Scheme – Document Review Form,

Continued

No	Item	LR	BP	Legislation	IR	AD	NAD	NA
7	Assembly Point(s)							
a	Location - identified	Yes		R14 (2)(h)	20			
b	Location - safe /appropriate	Yes		R14 (2)(b)	20			
8	Internal Evacuation Point(s)							
a	Appropriate to building design	Yes		R16	21			
9	Display of Fire Action Notices							
a	Locations & example(s) - appropriate	Yes		R14 (2)(f)	22			
b	Content consistent with scheme	Yes		R14 (2)(f)	22			
10	Means of Escape to be Monitored							
a	Standard elements - described	Yes		21A (8)(d)	23			
b	Monitoring & rectification processes	Yes		R14 (2)(c)	23			
c	Monitoring person (s) - identified		Yes	21A (8)(d)	23			
11	Evacuation of Person Requiring Assistance							
a	Assistance Register - location/example	Yes		R14 (2)(i)	24			
b	Documented process - get on & updates	Yes		21A (8) (f)	24			
12	Procedure for the Avoidance of Panic							
a	Avoidance provisions	Yes		21A (8)(e)	25			
b	Place of assembly – relevant NZS 9232	Yes		R14 (2)(d)	25			
13	Special Provision & Conditions							
a	Avoidance of panic - described	Yes		21A (8)(e)	26			
b	Fire alarm inoperative (sounders off)		Yes		26			
c	Sprinkler system - inoperative		Yes		26			
d	Maximum permitted capacity identified		Yes		26			
e	Other provisions – NZFS requirements		Yes		26			
14	Specialist Training Systems (Care & Detention Buildings)							
a	Delivery method - described	Yes		R 22/23	27			
b	Frequency - described	Yes		R 22/23	27			
c	Training material - appropriate	Yes		R 22/23	27			
d	Staff assessment process - appropriate	Yes		R 22/23	27			
e	Record system of training achievements	Yes		R 22/23	27			
15	Application Form & Scheme							
a	Application form consistent with details in scheme				28	Yes		No

Evacuation Scheme - Amendment Guide

Introduction

Overview Building owners may apply at any time for approval of an amendment of an approved evacuation scheme.

The National Commander may require a scheme to be amended when:

- Specific conditions under which the scheme was approved have changed or are no longer adequate for the building.
- Building work to alter the building has been carried out.
- The building has undergone a change of use.
- The life of the building that has a specified life under section 39 of the Building Act 1991 has been extended.

Legislation The following is the legislation applicable to evacuation scheme amendments.

- [Fire Service Act 1975](#), section 21A (10).
- [Fire Safety and Evacuation of Buildings Regulations 1992](#), regulation 19.

Scheme Amendment Table Changes to approved evacuation schemes may be either a simple amendment or may require a new scheme entirely.

The following table illustrates whether an amendment is acceptable or a new scheme is required.

When a new evacuation scheme is required the process is the same as if there was no existing scheme – building inspection and trial evacuation are required, etc.

Amendment Table

Key	
AA	Amendment Approval process
NSA	New Scheme Approval process

No	Amendment Type	AA	NSA
1	New wardens appointed	Yes	-
2	Wardens duties changed	-	Yes
3	Wardens identification changed	Yes	-
4	Person that manages scheme provisions changed	Yes	-
5	Building alteration - minor	Yes	-
6	Building alteration - significant	-	Yes
7	Building – change of use	-	Yes
8	New building owner	Yes	-
9	Training material change (*could be either)	Yes	*Yes
10	Assembly Point / evacuation point changed	-	Yes
11	Correction of typographical or similar errors	Yes	-
12	Fire Safety Precaution upgrade – e.g. Type 6 to Type 7	-	Yes

Fire Alarm Matrix - Example

Fire Alarm Matrix

When developing an evacuation scheme for a staged evacuation scheme we recommend that you include a Fire Alarm Matrix in the scheme.

The Fire Alarm Matrix needs to identify the relationships between the activation of the sprinkler, smoke detection, manual fire alarm systems and the reaction outcomes throughout the building /complex.

The matrix can also be included in staff training and training material, etc.

See example next page

Continued on next page

Example Fire Alarm Matrix

Reaction

Location	Smoke	Sprinkler Activation	MCP	Audible Indication and Display at Remote unit	Hospital and Village Pager	Sounder Response Areas	Type of Alarm			NZFS Call	Other Systems
							Loc Smk Tone	Alert Tone	Evac Tone		
Hospital Rooms	✓			✓	✓	Village Admin/Nurses Station					
Hospital Corridor	✓			✓	✓	Village Admin/Nurses Station	✓				
Apartment	✓			✓	✓	Apartment/Village Admin/Nurses Station	✓				
Apartment Corridor/Lobby/Basement	✓			✓	✓	Fire Floor Fire Cell Only/ Village Admin/Nurses Station			✓		✓
Stair	✓			✓	✓	Fire Cells on each floor adjacent to Stairwell affected		✓			✓
Hospital Rooms		✓		✓	✓	Village Admin/Nurses Station/ Hospital Corridor		✓		✓	✓
Hospital Corridor		✓		✓	✓	Admin/Nurses Station		✓		✓	✓
Apartment/Basement		✓		✓	✓	Apartment or Basement Fire Cell Only/ Village Admin/Nurses Station			✓	✓	✓
Apartment Corridor/Lobby		✓		✓	✓	Fire Cell on Fire Floor			✓	✓	✓
Stair		✓		✓	✓	Fire Cells on each floor adjacent to Stairwell affected			✓	✓	✓
Hospital Corridor			✓	✓	✓	Village Admin/Nurses Station/ Hospital Corridor		✓		✓	✓
Apartment Corridor/Lobby			✓	✓	✓	Fire Cell on Fire Floor			✓	✓	✓
Total Evacuation (NZFS)				✓	✓	Village Admin / Nurses Station / Building except Hospital Rooms			✓	✓	✓
*Silence Alarm Switch/Key						Village Admin / Nurses Station / Building except Hospital Rooms		Silence or Reactivate	Silence or Reactivate		

* Trained Duty Manager may operate to silence alarm and subsequently reactivate if necessary to enable Alarm Alert or Evac Tone to start again.