

Introduction to the Fire Service

Evacuation Scheme

Guides & Templates



Building Owners' & Evacuation Scheme Developers'

Introduction

Evacuation Scheme Guides

The NZ Fire Service has published a series of guides and standard evacuation scheme templates to assist Evacuation Scheme Developers in the process of developing suitable evacuation schemes.

The guides and standard evacuation scheme templates provide a best practice approach in meeting the requirements of the Fire Service Act 1975 section 21A, and the Fire Safety and Evacuation of Buildings Regulations 1992.

The Fire Service guides & standard evacuation scheme templates consist of the following:

Guide series:

1. Introduction to the Fire Service Evacuation Scheme Guides & Templates
2. How to get Your (electronic) Evacuation Scheme Approved
3. Evacuation Scheme Application Guide
4. Evacuation Scheme Developer's Guide
5. Determining that a Building will Support or Facilitate a Safe Evacuation for Occupants Guide
6. Fire & Emergency Management Guide

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
5. Education - Standard Evacuation Scheme Template(s)

To view the above documents follow the link below:

http://www.fire.org.nz/evacuation_advice/evac_schemes/dev_packs.htm

Purpose of the Guides & Templates

The main purpose of the guides and templates is to provide a structured process to develop a customised evacuation scheme and management system for any type of building. The guides & templates follow a step-by-step process to assist an evacuation scheme developer and provide a clear understanding of the legal and practical documentation requirements.

The development of an evacuation scheme requires a significant time commitment. Depending on the size, complexity of the building and the type of occupants, it may take anywhere between 10 - 40 hours to develop a draft evacuation scheme and carry out the necessary warden training, etc.

If you require assistance with the development of your draft evacuation scheme and associated processes, you should consider employing a professional to assist.

Overview

What is an Evacuation Scheme?

Fire can occur in a building at anytime. It is important that a building has an evacuation scheme and that the occupants are trained to know what to do in an emergency.

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- An Evacuation Scheme is a method for ensuring the safe, fast and efficient evacuation of all the occupants of a building to a place of safety. It sets out how a fire emergency will be managed in a building before the arrival of the Fire Service.
 - The Fire Service must approve the Evacuation Scheme.
 - Once approved, an Evacuation Scheme must be kept operative through the running of regular trial evacuations and the maintenance of warden training.
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Building Owners' Legal Responsibilities

In New Zealand building owners' are legally responsible to ensure that their buildings comply with relevant fire safety law. Tenants and visitors in a building are also required to comply with any fire safety instructions issued by the building owner.

Section 21A of the Fire Service Act 1975 identifies those categories of buildings that require an approved Evacuation Scheme.

The building owner is legally required to submit a draft Evacuation Scheme and application form to the New Zealand Fire Service if their building meets the descriptions in section 21A of the Fire Service Act 1975.

You can obtain a copy of the above legislation by following the link below:

http://www.fire.org.nz/evacuation_advice/legislation.htm

Fire Service Regulations

Part I of the Fire Safety and Evacuation Regulations 1992 and the accompanying First Schedule to the Regulations identifies all of the buildings that must have fire procedures publicly displayed in them.

Part II of the Fire Safety and Evacuation Regulations 1992 identifies the contents and other matters that must be included in an Evacuation Scheme by a building owner.

Generally all commercial and public buildings are required to display information on the procedures to be followed in the event of a fire occurring in the building.

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Overview, continued

Application Form & Draft Scheme

The Application Form is a separate document to your draft scheme. You will find that the Application Form asks for similar information that you will need to repeat in your draft scheme.

Overview of the Scheme Development Process

To gain an understanding of the requirements involved in the preparation and development of an evacuation scheme for Fire Service approval, we have included an overview of the development process and a structured overview of the standard evacuation scheme template.

Do you need help?

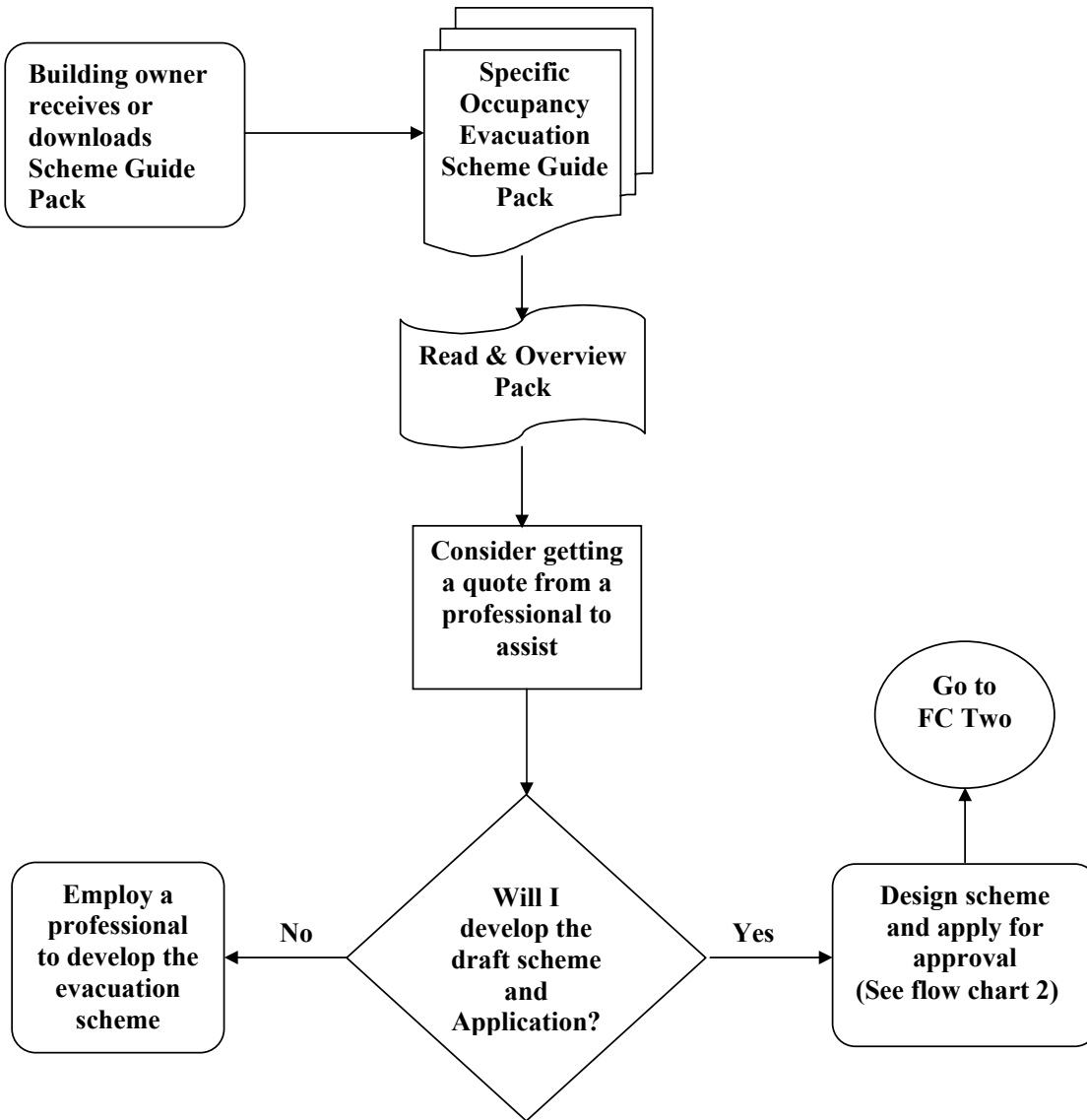
If you require help to develop your draft evacuation scheme - contact a professional to develop and provide practical solutions to meet all evacuation scheme requirements, which includes staff training if required.

Refer to the on-line/hard copy Yellow Pages for an appropriate professional – specifically under the index heading **Fire Evacuation Specialist, Fire Engineer, or Fire Protection.**

<http://www.yellowpages.co.nz/>

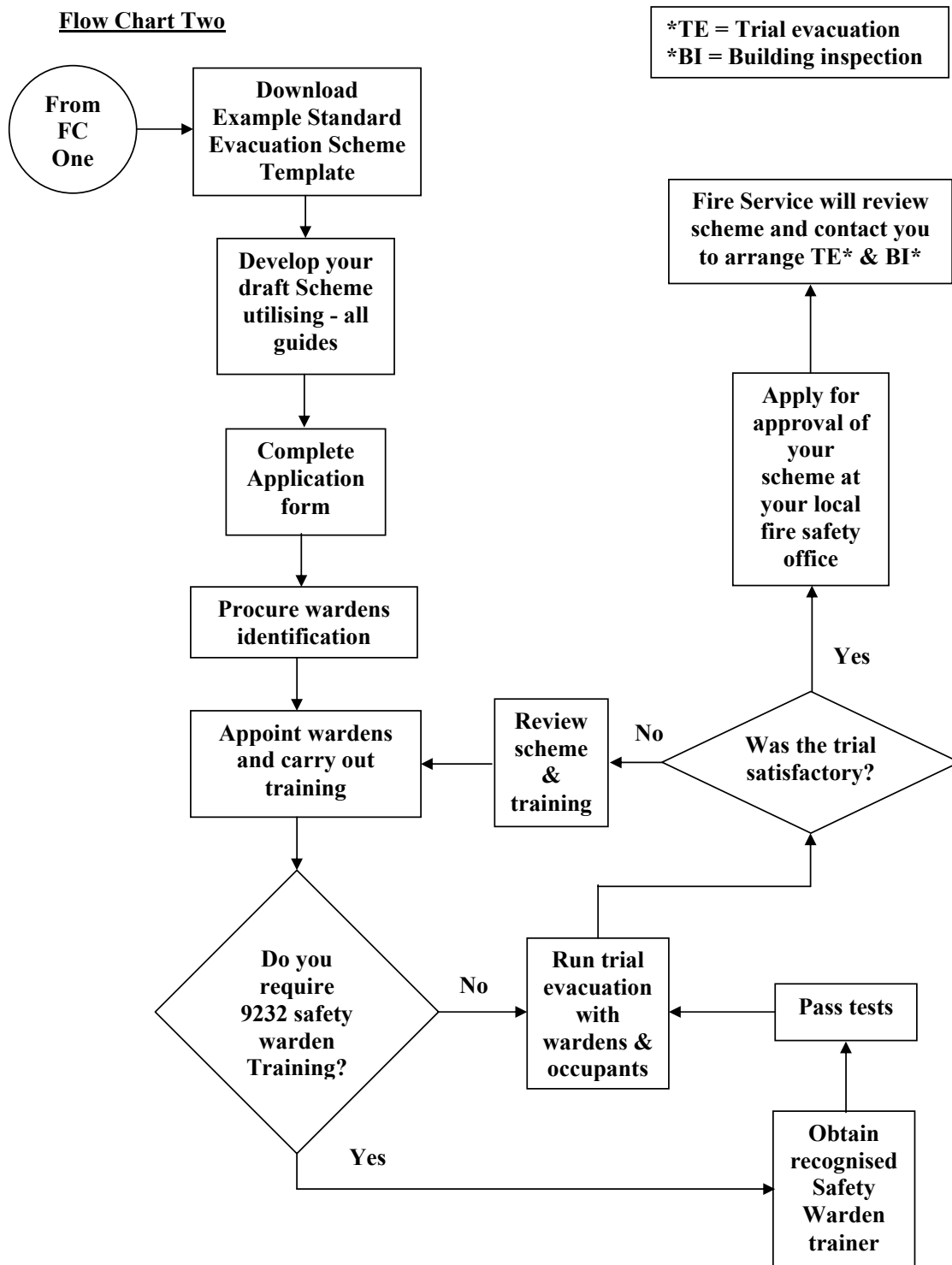
Scheme Development - Overview of Process

Flow Chart One



Scheme Development – Overview of Process

Flow Chart Two



Evacuation Scheme Template - Structure Overview

