

How to get Your Electronic Evacuation Scheme Approved

Applicant Approval Process

Process You must complete the following 6 steps if your application is to be approved by the Fire Service. If you have any difficulties contact the Central Processing Unit on 09 302 5189 for advice.

Step 1 Complete the electronic Evacuation Scheme application form. Do not leave any sections blank - use N/A for not applicable.

Save the completed document to your computer (drive/folder).

Note: The content of this form is prescribed in the Fire Safety and Evacuation of Buildings Regulations 1992 (Regulations), and must be complied with in order for an application to be valid.

If you require additional guidance information - refer to the Guide Booklet - Evacuation Scheme Application Guide

Step 2 Complete and customise all sections of the Standard Evacuation Scheme Template to meet the specific requirements of your building and occupancy arrangements.

Save the completed document to your computer (drive/folder).

Note: If you require additional guidance information - refer to the Guide booklet - Evacuation Scheme - Developers' Guide

Step 3 Obtain your warden's identification and carry out warden training - as documented in your scheme.

Note: We recommend that at the completion of your warden training - you run a trial evacuation to ensure all wardens can effectively carry out their duties as documented in your scheme.

Step 4 Establish that your building's Fire Safety Systems will support your scheme procedures in the event of a fire. Rectify any defects, etc.

Note: We recommend that you follow the guidance processes documented in the Guide Booklet – Determining that a Building will Support a Safe Evacuation.

You may also consider viewing the Fire Safety and Evacuation of Buildings Regulations 1992. http://www.fire.org.nz/evacuation_advice/legislation.htm

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Applicant Approval Process, continued

Step 5 You can now submit your electronic (Draft) evacuation scheme and application to the Fire Service by e-mailing the Central Processing Unit.

<mailto:auckland.cpu@fire.org.nz>

Step 6 To meet legal requirements - the Fire Service requires the following:

1. A signed hard copy of the evacuation scheme Application – mail to the Central Process Unit PO Box 68 444, Newton, Auckland.
 2. If you are not the building owner – also include evidence of authorisation to make the application for an evacuation scheme approval - from the building owner.
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Fire Service Approval Process

Review of Documentation If your draft evacuation scheme and application does not meet the requirements of the Regulations, it will be return for amendment, correction or completion.

For:

- Minor amendments - the documentation will be e-mail to you.
 - Major amendments - the documentation will be mailed to you.
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Building Inspection & Trial Evacuation If your draft evacuation scheme and application meet the requirements of the Regulations and the Fire Service Act 1975, the Fire Service will contact you to arrange an inspection of the building and may also arrange to observe a trail evacuation after the inspection.

The inspection will confirm that the evacuation scheme is appropriate for the building. If the building inspection reveals no significant defects the Fire Service may observe a trial evacuation.

The purpose of observing the trial evacuation is to practically assess the evacuation scheme.

Scheme Approval If the inspection and trial evacuation are satisfactory, the scheme will be approved. You will be advised of the approval in writing.

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Fire Service Approval Process, continued

Building Inspection or Trial Evacuation Fails

If your draft scheme, building inspection or trial evacuation fails to meet the requirements of the Regulations, the defects will be reported to you in writing.

These defects must be rectified before approval can be reconsidered. Normally you will have 28 days to rectify the defects that have been identified. If this timeframe presents you with any difficulties - contact the Central Processing Unit to request an extension of the timeframe.

Note: The Fire Service is required to ensure that building owners and occupiers of buildings are meeting their responsibilities under fire safety law.

During the building inspection if Fire Service personnel identify a possible breach of the Building Act 1992, the Fire Service is required to notify the local territorial authority (TA) of the possible breach in writing.

Fire Service process for a possible breach of the Building Act 1992:

- Minor breach – negotiated with the building owner (or applicant) a reasonable timeframe to address the breach. If the breach is rectified within the agreed timeframe the TA is not notified.
 - Significant breach – TA is notified.
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Complex Defects & Issues

During the inspection if it is identify that the building has a number of complex defects or issues. The Fire Service inspecting personnel may request a more suitable qualified Fire Service Officer to attend and complete the inspection.

Concerns

If you have any concerns about the approval process or the appropriateness of the Fire Service requests or conduct - contact the CPU supervisor in the first instance.

The CPU supervisor will give you contact details of an appropriate senior Fire Service Officer to address your concerns.
