

Application for Evacuation Scheme Approval

Evacuation Scheme Application

As part of completing this application you will need to upload some documents. The system will prompt you to upload the documents when you need to. These must be in PDF or JPG format. Go to the FAQs to find out more.

You will need to upload your **signs** and **notices**, and depending on your answers you may also need to upload the following:

[Authorisation form](#) - if you are an authorised applicant (not the building owner) the building owner needs to complete and sign this form. You then scan the authorisation form and upload it.

Note: You have to complete all the questions that are marked with a red asterisk *

You don't have to complete the optional questions - these have the word (optional) after them

There can be issues with submitting your application if you have cut and pasted large amounts of text into question boxes from Microsoft Word. Please refer to the FAQ on how to cut and paste.

Completing the Application

[Help for this section](#)

- 1.1* **Building owner's full name is** Metlifecare Pakuranga Ltd
- 1.2* **The applicant for this approval is**
 the building owner
 a person authorised by the building owner to make this application
- 1.3* **Authorised applicant's full name** Paul Walters of Evac Services Limited

You need to complete and upload the [authorisation form](#).
The form needs to be signed by the building owner

Upload(s):
[Authorisation- Metlifecare Pakuranga.pdf](#)
- 1.4* **Applicant's Details**
- | | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Postal Address * | PO BOX 91289
VICTORIA STREET WEST
AUCKLAND |
| Suburb * | AUCKLAND |
| City* | AUCKLAND |
| Post code (Optional) | 1142 |
| Phone Number (Optional) | 09 624 3347 |
| Cell Number (Optional) | 027 290 4688 |
| Fax Number (Optional) | |
| Email Address* | evac.services@xtra.co.nz <i>All correspondence will be sent to this email address</i> |
- 1.5* **This application is for**
 a new building
 an existing building
- 1.6* **This is an application for approval of a voluntary scheme under section 21H of the Fire Service Act 1975**
 yes
 no
- 1.7* **The building needs an evacuation scheme because the building or parts of the building will be used for one or more of the following purposes (tick all the options that apply)**
- the gathering together, for any purpose, of 100 or more persons
 - providing employment facilities for 10 or more persons
 - providing accommodation for more than 5 persons (other than in 3 or fewer household units)
 - a place where hazardous substances are present in quantities exceeding the minimum amounts prescribed in schedule 2 of the Fire Safety and Evacuation of Buildings Regulations 2006, whatever the purpose for which the building is used for (see questions 2.13 and 2.14 for lists of these substances and quantities)
 - providing early childhood facilities (other than in a household unit)
 - providing nursing, medical, or geriatric care (other than in a household unit)
 - providing specialized care for persons with disabilities (other than in a household unit)
 - providing accommodation for persons under lawful detention (other than home detention)

Section 2 - The Building

[Help for this section](#)

2.1* Building Description

Building's name Metlifecare Pakuranga

Street number 14

Unit number (Optional)

Street name* EDGEWATER DRIVE

Suburb* PAKURANGA

City* AUCKLAND

Post code (Optional)

Certificate of Title reference is* CT-105B/340

Legal description* LOT 60 DP 52152 & LOT 61 DP 52152 & LOT 62 DP 52152 & LOT 63 DP 52152 & LOT 67 DP 52152 & LOT 1 DP 73994 & LOT 2 DP 73994 & LOT 1 DP 175800

2.2 Building use (tick all options that apply) (Optional)

- residential
- retail or wholesale
- school or other education
- coolstore
- rest home/nursing home
- hospital
- place of worship
- manufacturing
- offices
- early childhood facility
- entertainment
- storage
- marquee or other temporary structure
- boarding house
- other (specify the use)
COMMUNITY CENTRE

2.3 The total number of occupants for the building (during its main use or uses) is (Optional)

100

2.4 The building is (Optional)

- single storey
- multi-storey

2.5 The total occupancy on each floor is (Optional)

Floor

Occupants

Total building occupants

2.6 The maximum occupancy for the whole building at any time is (Optional)

2.7 The building is occupied (Optional)

- all the time
- mostly during usual hours of operation

2.8 Is not required

2.9 Is not required

2.10 Is not required

2.11 The building, or any part of the building, is closed, or not able to be occupied at the following times (Optional)

Day

Hours Closed

Additional information (Optional)

Hazardous Substances

2.12* One or more of the hazardous substances in question 2.13 and/or 2.14 is present in the building in an amount or amounts that exceed the threshold quantities prescribed in Schedule 2 of the Fire Safety and Evacuation of Buildings Regulations 2006

yes

no

2.13 Is not required

2.14 Is not required

2.15 Is not required

Section 3 - Fire Safety Features

[Help for this section](#)

Sprinkler Systems

3.1* Does the building have an automatic sprinkler system?

yes

no

3.2* Is the sprinkler system installed in accordance with one of the standards specified in regulation 16 of the Fire Safety and Evacuation of Buildings Regulations 2006?

yes

no

3.3* The standard that the sprinkler system has been installed to is

NZS 4541:2007 · Automatic fire sprinkler systems

NZS 4515:2003 · Fire sprinkler systems for residential occupancies

NZS 4517:2002 · Fire sprinkler systems for houses

3.4 Is not required

Places of Safety

Places of Safety Outside

3.5* Complete the details

A place of safety outside is Far right of car park to right of main entrance on exiting the building.

This place of safety will be available for occupants from the following area(s) Available to all occupants from the building.

Places of Safety Inside

3.6 Complete the details for each place of safety inside, ensuring your answers cover different fire scenarios, such as different fire locations

A place of safety inside is

This place of safety will be available for occupants from the following area(s)

This place of safety is capable of holding the number of occupants likely to be evacuated here because

The person who will stay with people in the place of safety is/holds the position of

The place of safety is kept safe from fire by

Describe how occupants in this place of safety will be protected from hazardous substances (if any hazardous substances are present here)

Provision for people with a disability

- 3.7* People with a disability that are unable to evacuate the building using the means of escape from fire will gather at the following place(s) inside the building
 Disabled persons on the ground floor, unable to evacuate the building, will remain as close to a Fire Exit as possible, the fire wardens will alert the building warden, who will in turn notify the Fire Service on their arrival.
 Disabled persons on the first floor, unable to evacuate the building, will remain in the stairwell, the fire wardens will alert the building warden, who will in turn notify the Fire Service on their arrival
- 3.8* Does the building have equipment for assisting people with a disability to evacuate?
 yes
 no

Section 4 - Preparation in case of fire

[Help for this section](#)

Signs and Equipment

- 4.1* Provide copies of signs or notices, and complete the details below, including where the signs or notices are located
- | Title of the sign or notice | Location(s) |
|----------------------------------------------------------------------------|------------------------------------------------------------------|
| Fire Action Notice | by every manual call point, fire exits and in residential rooms. |
| Upload(s):
Fire Action Notice Metlifecare Pakuranga.pdf | |

- 4.2* List any firefighting equipment and where it is located

none

Firefighting equipment	Location(s)
dry powder extinguisher	community centre
co2 extinguisher	community centre
fire hose reel	community centre

Preparation for a Fire Emergency

- 4.3* The occupants will be trained by
 trial evacuations
 an evacuation training programme
- 4.4* Trial evacuations will be carried out in the manner set out in clauses 2 to 4 of Schedule 3 of the Fire Safety and Evacuation of Buildings Regulations 2006, every
 6 months
 6 weeks
- 4.5* Trial evacuations will be managed by the person who holds the position of
 The Building warden
- 4.6* Staff training for managing fire evacuations is the responsibility of the person who holds the position of
 The building warden in conjunction with Paul Walters of Evac Services Ltd
- 4.7* Describe in detail what the staff training for managing fire evacuations consists of
 The building has one nominated staff member to perform the role of Building Warden and nominated staff members as Fire Wardens, as well as having back up staff to fill the position of Building Warden and Fire Warden should the nominated wardens be absent from the building during an evacuation.
 After hours, there is one staff member on duty to assume the role of building warden, residents are all independent living and will be expected to report to the Building Warden at the designated assembly area
 These nominated staff and residents will attend a 6 monthly Fire Wardens meeting with the purpose of covering the following subjects:
 The role of the Building Warden including:
 - The need to, and how to make a 111 call, (from a safe phone outside the building)
 - The co-ordination of the evacuation
 - Reporting point for the Fire Service
 The role of the Fire Warden, including:
 - The need to motivate the occupants to leave the building
 - Physical check of their area, to ensure their area is clear
 - Reporting procedure with the Building warden
 - The procedures for dealing with occupants who are unable to leave the building due to disability.
 - Location of assembly area

In addition the meeting will cover:

- Location of Fire Exits
- Location of manual call points
- Location of hand-held fire fighting equipment and their use (IF ANY)
- Review of fire safety features in the building
- Avoidance of panic during an evacuation
- How to evacuate
- Assisting customers during an evacuation
- Fire safety practices and the speed of fire.
- After hours procedures, when all but one staff member is off site.

Instead of completing the answer in the box provided above, you can upload a PDF document detailing your staff training.

4.8 Is not required

4.9 Is not required

Section 5 - Evacuation Procedure

[Help for this section](#)

5.1* The building occupants will be alerted to a fire emergency by

This building has the following fire alarm system installed;

- Manual fire alarm with manual call points
- Automatic fire alarm activated by smoke and heat detectors and sprinklers

Occupants in the building can be alerted to the possible outbreak of an unwanted fire by any of the following:

- Fire may be detected in the building by an occupant who will then operate one of the manual fire alarm call points by breaking the glass face-plate and turning the switch on. This will activate the alarm sounders throughout the building and will alert the Building Warden to contact the Fire Service on the 111 phone system from a safe phone outside the building.

- Fire may be detected in the building by a smoke or heat detector or a sprinkler. This will activate the alarm sounders throughout the building and will alert the Building Warden to contact the Fire Service on the 111 phone system from a safe phone outside the building.

5.2* Describe how the building occupants will be informed of the

- measures they should take
 - need to get to a place of safety
- once they are alerted to a fire**

The buildings occupants are informed of what to do in a fire emergency by the following:

- Fire Action notices have been installed by each manual call point in the building and in communal areas and residential rooms, informing the occupants on what they should do when they hear the Fire alarm or discover a fire.
- they should operate fire alarm
- use the fire exits to evacuate.
- they should call Fire Service - dial 111(from a safe phone outside the building)
- they should evacuate the building by the nearest safest exit
- report the location of the fire to the building warden
- they should assist others to evacuate the building
- they should assemble away from the building at the designated assembly areas - (Far end of car park to right of main entrance on exiting the building)
- follow all instructions given by wardens
- do not run
- use fire fighting equipment only if no danger is involved
- do not re-enter the building until the all clear is given by the Building Warden or Fire Service

The occupants of the building can exit via fire exit doors which are the Emergency exit doors, these lead out onto the front, sides and rear of the building.

The Building Warden, having ensured the Fire Service has been called, will proceed to the front of the building and will be identifiable by wearing a yellow jacket. The Building Warden will await the arrival of the Fire Service and report to them with the status of the building.

Fire wardens will wear orange armbands. All Fire wardens will report to the Building Warden at the front of the building and will pass on their status report of the areas they have checked inside.

The role of the Fire Warden, including:

- The need to motivate the occupants to leave the building
- Physical check of their zone, including toilets, staff rooms, to ensure the area is empty
- Reporting procedure with the Building warden
- The procedures for dealing with occupants who are unable to leave the building due to disability.

Staff will have been inducted into what to do once alerted to a fire emergency, in 6 monthly meetings and the holding of 6 monthly trial evacuations from the building. This will ensure that all staff are practiced in the evacuation procedures for the building.

People with disabilities and are unable to evacuate the building will be identified by Fire wardens who will report their location to the Building Warden, who will in turn pass on their location to the Fire Service. The place for disabled persons to assemble will be identified during the fire evacuation procedures session held six monthly.

A disabled person's register will be maintained by the Building warden.

5.3* Describe how the building occupants will be informed of the

- place(s) of safety
- the fastest route to the place(s) of safety

The Building Occupants will be informed by Fire wardens appointed to each area in the building of where the place of safety is, routes out of the building and places for disabled people to await assistance, once they have undertaken their six monthly wardens training. They are also informed by Fire Action notices placed on the walls near to Fire Exits and along the route to Fire Exits and in communal areas.

- place(s) where people with disabilities may gather to wait for assistance

once they are alerted to a fire

5.4* Describe in detail all the means of escape from fire to all places of safety, including alternative routes if the primary route is unable to be used

The building is a two storey community centre and 6 detached residential single level blocks to the rear and side of the community centre.

The community centre has a main front entrance opening onto the car park as well as entrances at either end of the building, all within a short walk of the front car park assembly area. The upper level of the community centre comprises 3 flats and cannot be accessed from within the community centre. Occupants of the flats exit via their front doors and via a covered walkway across to another residential block, not subject of this application. There is an internal stairwell to the ground floor and a short walk across the car park to the assembly area.

Those residents in the remaining residential units behind the community centre can exit via their front doors to communal walkways leading around the community centre to the assembly area.

5.5 Is not required

5.6* The Fire Service will be alerted to the fire by

The building warden will dial 111 once alerted to a Fire emergency (from a safe phone outside the building).

5.7* Firefighters, on arrival, will be told the location of

The building warden

- place(s) where people with disabilities may wait for assistance
- any people with disabilities who have been unable to evacuate
- any people in place(s) of safety inside by (name or position of person)

Section 6 - Special Provisions

[Help for this section](#)

6.1 Describe any special provisions or conditions, such as contingency plans (Optional)

Section 7 - Applicant Responsibilities

[Help for this section](#)

7.1 The building owner will notify the National Commander, New Zealand Fire Service, in writing, if one or more of the following events occur

- Building work is carried out on the building under section 112 of the Building Act 2004 resulting in its means of escape from fire being significantly affected
- The means of escape from fire for the building are required to be altered as a specified system under section 107 of the Building Act 2004
- If the building is a building with a specified intended life within the meaning of section 7 of the Building Act 2004, its life is extended under section 116 of that Act
- The occupancy of the building is changed to the extent that its means of escape from fire are no longer adequate
- The building is no longer required to have an evacuation scheme (for example the building is demolished or is no longer used for a purpose described in section 21A(1)(a) to (h) of the Fire Service Act 1975.

7.2 Contact name (Optional)

Paul Walters of Evac Services Ltd

Submit Application

To save your application and submit at a later stage select [Save Working]. To submit your application for processing select [Submit Application]. You must read and accept the statement below before your application can be submitted for processing.*

b By ticking this box I acknowledge that I have completed this application and that the information I have provided is true and correct to the best of my knowledge, and that the building owner seeks approval of the evacuation scheme for the building.