

# Application for Evacuation Scheme Approval

## Evacuation Scheme Application

Please answer all questions on this form.

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 copies of your **signs and notices**, and a copy of your **proposed evacuation scheme**. You can upload additional supporting documents along with your proposed evacuation scheme at the end of the application on the 'Submit Application' screen if you choose to.

**Note:** There can be issues with submitting your application if you cut and paste 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

Name Metlifecare Edgewater Village  
Postal Address 14 Edgewater Drive  
Suburb Pakuranga  
City Auckland  
Post code 2010  
Contact Phone Number 09 5771600  
Cell Number none  
Fax Number none  
Email Address [pakurangar@metlifecare.co.nz](mailto:pakurangar@metlifecare.co.nz)

### 1.2 Nominated Contact Person

Name Paul Walters  
Postal Address PO BOX 91289 VICTORIA STREET WEST  
Suburb AUCKLAND CENTRAL  
City AUCKLAND  
Post code 1142  
Contact Phone Number 09 624 3347  
Cell Number 027 290 4688  
Fax Number none  
Email Address [evacuationservices@gmail.com](mailto:evacuationservices@gmail.com) *All correspondence will be sent to this email address*

### 1.3 This application is for

- a new building
- an existing building

### 1.4 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 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- 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)
- none of the above, this is a voluntary application

## Section 2 - The Building

[Help for this section](#)

### 2.1 Building Description

Building's name Edgewater Village - BLock C  
Street number 14  
Unit number  
Street name EDGEWATER DRIVE  
Suburb PAKURANGA  
City AUCKLAND  
Post code 2010  
Record of Title reference NA105B/340  
Legal description LOTS 60, 61, 62, 63, 67 DP52152, Lot 1 and 2 DP 73994 AND LOT 1 DP 175800

### 2.2 Activities undertaken in the building (tick all options that apply)

- 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)

### 2.3 The building is

- single storey
- multi-storey

### 2.4 The total occupancy on each floor is

Floor	Use	Normal days used	Normal hours of use	Normal number of occupants	Maximum number of occupants
GROUND	RESIDENTIAL	7 days a week	24 Hours	3	6
FIRST	RESIDENTIAL	7 days a week	24 Hours	3	6

Maximum building occupants

## Hazardous Substances

[Help for this section](#)

### 2.5 One or more of the hazardous substances in question 2.6 and/or 2.7 is present in the building in an amount or amounts that exceed the threshold quantities prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

- yes
- no

### 2.6 Is not required

### 2.7 Is not required

### 2.8 Is not required

## Section 3 - Fire Safety Features

[Help for this section](#)

## Fire protection systems

- 3.1 Does the building have an automatic sprinkler system?  
 yes  
 no
- 3.2 Is not required
- 3.3 Is not required
- 3.4 Is not required
- 3.5 Does the building have a fire alarm system?  
 yes  
 no
- 3.6 How is the alarm system triggered? (tick all the options that apply)  
 Smoke detectors  
 Heat detectors  
 Manual call points
- 3.7 Does the system meet the requirements of NZS 4512:2010?  
 yes  
 no
- 3.8 Is the alarm system monitored?  
 yes  
 no
- 3.9 Please provide details of any other fire protection systems

## Places of Safety

### Places of Safety Outside

3.10 Complete the details

A place of safety outside is By assembly point sign to left of main entrance gate  
This place of safety will be available for occupants from the following area(s) available to all occupants from the building

3.11 Is not required

## 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 and in each residential apartment |
| Upload(s):<br><a href="#">Fire Action Notice 14 Edgewater Drive.pdf</a> |  |
- 4.2 List any firefighting equipment and where it is located
- | Firefighting equipment  | Location(s)   |
|-------------------------|---|
| dry powder extinguisher | 2 per floor at both ends of each row of apartments on wall outside apartments |
| fire hose reel          | 1 per floor on wall outside apartment in middle of row                        |

## 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 the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018, every
- 6 months
  - 6 weeks
- 4.5 Trial evacuations will be managed by the person who holds the position of
- the building warden in conjunction with Paul Walters of Evac Services Ltd
- 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 resident to perform the role of Building Warden and other residents are nominated as Fire Wardens, as well as having back up residents to fill the position of Building Warden and Fire Warden should the nominated wardens be absent from the building during an evacuation. All 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 ), dialling 1 if necessary for an outside line
  - The co-ordination of the evacuation
  - Reporting point for Fire and Emergency New Zealand.
- 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 require assistance.
  - 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
  - Review of fire safety features in the building
  - Avoidance of panic during an evacuation
  - How to evacuate
  - Assisting disabled persons and visitors during an evacuation
  - Fire safety practices and the speed of fire.
- 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
- 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 FENZ on the 111 phone system from a safe phone outside the building.

<p><b>5.2 Describe the evacuation procedure for the building that will ensure occupants will be evacuated to a place or places of safety</b></p>	<p>The evacuation for the building is as follows:  The buildings occupants are informed of what to do in a fire emergency by the following:</p> <ul style="list-style-type: none"> <li>- Fire Action notices have been installed by each manual call point and in all resident rooms, informing the occupants on what they should do when they hear the Fire alarm or discover a fire.</li> <li>- they should operate fire alarm</li> <li>- use the fire exits to evacuate.</li> <li>- they should call FENZ - dial 111( from a safe phone outside the building), or dialling 1 first to obtain an outside line, if necessary</li> <li>- they should evacuate the building by the nearest safest exit</li> <li>- report the location of the fire to the building warden</li> <li>- they should assist others to evacuate the building</li> <li>- they should assemble away from the building at the designated assembly areas - ( to left of main entrance gate)</li> <li>- follow all instructions given by wardens</li> <li>- do not run</li> <li>- use fire fighting equipment only if no danger is involved</li> </ul> <p>The occupants of the building can exit via fire exit doors which are the Emergency exit doors, these lead out onto the front of the building.  The Building Warden, having ensured that FENZ has been called, will proceed to the front of the building and will be identifiable by wearing an orange jacket. The Building Warden will await the arrival of FENZ 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:</p> <ul style="list-style-type: none"> <li>- The need to motivate the occupants to leave the building</li> <li>- Physical check of their area to ensure the area is empty</li> <li>- Reporting procedure with the Building warden</li> <li>- The procedures for dealing with occupants who require assistance to leave the building.</li> </ul> <p>Residents 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 residents are practiced in the evacuation procedures for the building.  People with disabilities and who require assistance will be identified by Fire wardens who will report them to the Building Warden. Persons will be delegated to assist any disabled persons on their way out of the building. This will be practiced during the six monthly trial evacuations  A disabled person's register will be maintained by the Building warden.  Each resident will report to the building warden with the status of their apartment and to get it checked off on the master evacuation check sheet.  On evacuating, each resident will knock on other apartment doors to raise awareness of the need to evacuate.</p>
<p><b>5.3 Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)</b></p>	<p>The evacuation will be considered completed when all Fire wardens have checked their respective areas and reported to the Building Warden and with details of whether any persons require assistance.</p>
<p><b>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</b></p>	<p>The building is a residential block on two levels, there are three apartments on the ground floor and three apartments on the first floor. Occupants on the ground floor will exit via their front doors and make a short walk to the assembly area. Occupants on the first floor will exit via their front doors and along the walkway outside to a stairwell at either end of the block leading to the ground floor. They will then make a short walk to the assembly area</p>
<p>Upload(s):  <a href="#">Edgewater village site plan.pdf</a></p>	
<p><b>5.5 Is not required</b></p>	
<p><b>5.6 Does the building have, or is it likely to have, occupants who require particular assistance to evacuate or to be notified of the need to evacuate? (E.G. persons with disabilities, hearing impaired, elderly, small children, etc)</b></p>	<p><input checked="" type="checkbox"/> yes  <input type="checkbox"/> no</p>
<p><b>5.7 Explain how evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety?</b></p> <p>Even if you do not have regular occupants that may require particular assistance, explain how you would manage visitors or someone who may have an injury that requires assistance to evacuate.</p>	<p>Any resident requiring assistance will be recorded in the disability register kept with the evacuation folder to be brought out of the building by the Building Warden. Person(s) will be nominated to assist any person listed on the register.  Residents in the building will be trained in assisting anyone with a disability or requiring assistance. This may be by accompanying down the stairs or assisting them out of the fire exit or accompanying them to the assembly area.</p>
<p><b>5.8 Fire and Emergency New Zealand will be alerted to the fire by</b></p>	<p>The Building Warden will dial 111 once alerted to a fire emergency ( from a safe phone outside the building) or by dialling 1 for an outside line if necessary</p>
<p><b>5.9 Firefighters, on arrival, will be told the location of any people in place(s) of safety inside by (name or position of person):</b></p>	<p>The building warden</p>

## Section 6 - Special Provisions

[Help for this section](#)

<p><b>6.1 Describe any special provisions or conditions, such as contingency plans</b></p>	<p>none</p>
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## Section 7 - Applicant Responsibilities

### [Help for this section](#)

**7.1 The owner of a building that has an approved evacuation scheme must notify Fire and Emergency New Zealand in writing if -**

- The building's fire detection and suppression system is non-operational for any period of time:
- The means of escape from fire for the building are required to be altered under section 107 of the Building Act 2004:
- Building work is carried out on the building under section 112 or 133AT of the Building Act 2004 affecting its means of escape from fire:
- The building's life is extended under section 116 of the Building Act 2004:
- The occupancy of the building is changed to the extent that its means of escape from fire are materially affected:
- There are changes to the place or places of safety specified in the evacuation scheme:
- There is a change of purpose or activities within the building:
- 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 75(1)(a) to (i) of the Act).
- The nominated contact person for the building (whether that is the owner or another person) will be absent from New Zealand for longer than 21 consecutive days. You must advise who the alternative contact person will be.

## Submit Application

You must upload a copy of your proposed evacuation scheme:

Upload(s):

[Fire Evacuation Scheme Block C 14 Edgewater Drive.pdf](#)

To save your application and submit at a later stage select [Save and Complete Later]. 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.