

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 Papamoa Beach Ltd
Postal Address 2 Te Okuroa Drive
Suburb Papamoa Beach
City Papamoa
Post code 3118
Contact Phone Number 07 542 1933
Cell Number 021 0209 3099
Fax Number none
Email Address deborahn@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 *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 Metlifecare Papamoa Beach Care Apartments
Street number 2
Unit number
Street name Te Okuroa Drive
Suburb Papamoa Beach
City PAPAMOA
Post code 3118
Record of Title reference 879871
Legal description Section 1-2, 4 Survey Office Plan 531619

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	CARE HOME	7 days a week	24 Hours	50	102

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 the sprinkler system installed in accordance with one of the standards specified in regulation 24 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018?
 yes
 no
- 3.3 The standard that the sprinkler system has been installed to is
 NZS 4541:2007 - Automatic fire sprinkler systems
 NZS 4541:2013 - Automatic fire sprinkler systems
 NZS 4515:2003 - Fire sprinkler systems for residential occupancies
 NZS 4515:2009 - Fire sprinkler systems for life safety in sleeping occupancies (up to 2000 square metres)
- 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
Magnetic held open smoke stop doors

Places of Safety

Places of Safety Outside

3.10 Complete the details

A place of safety outside is Outside adjacent Pavilion 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

3.11 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 An adjacent fire cell away from the fire cell of alarm activation
This place of safety will be available for occupants from the following area(s) There are 7 fire cells in the building, all occupants of one fire cell may move into one or more of the three remaining fire cells unaffected by smoke or fire.
This place of safety is capable of holding the number of occupants likely to be evacuated here because There is sufficient room to move occupants from the one fire cell being evacuated to one or more of the remaining six fire cells unaffected by smoke or fire
The person who will stay with people in the place of safety is/holds the position of Care staff or other staff assisting from the main retirement village building adjacent to the care home
The place of safety is kept safe from fire by The building is fully sprinklered and walls and doors have smoke and fire rating of 60 minutes. Each room is considered a separate fire cell with a 60 minute rating and each fire cell is separated from the next by self crossing, sealed, smoke stop doors with 60 minute smoke and fire rating.
Describe how you would evacuate occupants to a place of safety outside the building There are four final exits from the building and one internal exit through to the main retirement village lobby/ lounge/ The main external exit is at the front of the building. Residents able to walk unaided will be directed to the front exit or if this is unavailable to the two side exits from fire cell 6 or fire cell 3, alternatively a further exit is available from fire cell 1 to the West Garden. Other residents will be assisted with wheelchairs or wheeled out in beds. There are pathways around the building where residents can be wheeled or aided to assemble in the Pavilion building adjacent if necessary

A place of safety inside is	lobby/lounge/dining areas of adjacent Pavilion building
This place of safety will be available for occupants from the following area(s)	Any occupant of the care facility could be moved via an internal passageway into the Pavilion building
This place of safety is capable of holding the number of occupants likely to be evacuated here because	It is large enough to hold the entire population of the care facility
The person who will stay with people in the place of safety is/holds the position of	Care facility staff and staff from the Pavilion building
The place of safety is kept safe from fire by	The area is sprinklered and there are a set of self closing smoke stop doors at either end of the passageway from the care facility through to the Pavilion with smoke and fire rating of 60 minutes.
Describe how you would evacuate occupants to a place of safety outside the building	The Pavilion building has numerous fire exits to enable occupants to be walked or wheeled to a place of safety outside if necessary, by care home staff and Pavilion staff.

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 exit and staff rooms
	Upload(s): Fire Action Notice Care Home Papamoa Beach Village.pdf	
4.2 List any firefighting equipment and where it is located	Firefighting equipment	Location(s)
	dry powder extinguishers	STAFF ROOMS, LAUNDRY, LINEN AND KITCHEN S

Preparation for a Fire Emergency

4.3 The occupants will be trained by	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 6 months • weeks
4.5 Trial evacuations will be managed by the person who holds the position of	The village manager 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 village manager 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 nominated staff to perform the role of Building Warden and all staff on duty at the time are trained Fire Wardens. In the absence of the Building Warden, back up staff are trained in the role. These nominated staff will attend six monthly wardens training meetings with the purpose of covering the following topics:
The role of the Building Warden:
- the need to make a 111 call from a safe phone outside the building, or dialling 1 for an outside line where necessary
- the coordination of the evacuation- directing staff to the area of alarm activation, moving residents from one place of safety to another, communicating with residents not initially required to evacuate.
- staff to verbally indicate to residents their nearest external assembly area depending on which side of the building the residents are exiting from.
- reporting point for the Fire Service - meeting the Fire Service on their arrival and directing them to the area of alarm activation.
The role of the fire warden(all staff)
- the need to understand the staged evacuation process moving residents from one fire cell to another where necessary and communicating with residents not required to evacuate
- the fire alarm sound
- the reporting process to the Building Warden- communicating the staged evacuation process, where the fire is, which residents require assistance, keeping the fire cell clear until the arrival of the fire service.
- dealing with disabled persons and locating them to a place of safety
- location of external 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
- the speed of fire
- the avoidance of panic
- assisting non-residents/visitors/contractors.
Metlifecare has an induction programme for new staff, part of which is focused on safety features and evacuation procedures.
The Building Warden will wear a yellow jerkin, fire wardens will wear their everyday uniforms.
The Building Warden will determine from the alarm activation if the evacuation will be from fire cell to fire cell or to evacuate into the retirement village or to evacuate outside.
This will be communicated verbally by the Building Warden to the staff on duty at the time and any assisting staff from the retirement village who are assisting. Staff will use wheelchairs and beds on wheels to transport residents from one area to another.

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

The fire alarm system in the building is as follows:
Automatic sprinkler system with manual call points, smoke detectors and heat detectors.
The building is separated into three sleeping zones (Sleeping North, Sleeping South and Sleeping West with 2 fire cells per zone plus fire cell 7 which is the central fire cell in the middle of all the zones).

The fire safety Systems in the building are:
! A Type 7 automatic sprinkler and fire alarm system with smoke detection and manual call points complying with NZS4541:2013 and NZS4512:2010. The Type 7 system consists of the following
- A 'Type 6' automatic fire sprinkler system throughout the building in accordance with NZS4541.
- A 'Type 4' smoke detection and alarm system with manual call points provided throughout all areas in accordance with NZS4512.
- A 'Type 3' heat detection system in areas challenging for smoke detection such as toilets, bathrooms, kitchens etc. in accordance with NZS4512.
Fire doors on the corridors and between fire cells shall be provided with magnetic hold open devices (MHOD) and self-closers. MHODs are to be linked to the fire alarm system so that they release on alarm activation. Smoke doors on the Resident Pods' glazed smoke separations shall also include MHODs connected to the fire alarm system to release on activation of the fire alarm.
The fire alarm system sounders will emit a low level warning and voice tone only.
On the activation of the local smoke detector in the bedroom smoke cell, the sounder will alert the staff via the VDUs distributed throughout the building. The staff members are expected to start investigating the cause of the alarm.
The central staff area will be alerted of a fire anywhere in the building. The sleeping wings involved will go into alert on activation of a heat detector, MCP, or sprinkler.
Brigade to be called on activation of MCPs, sprinklers, heat detectors.

5.2 Describe the evacuation procedure for the building that will ensure occupants will be evacuated to a place or places of safety

There are a number of strategies in place for the safe evacuation of the care facility.
Option one is the evacuation of the fire cell where the alarm has been activated to the nearest fire cells where there is no sign of smoke or fire. There are seven fire cells in the building.
Option two is to evacuate the fire cell or fire cells into the adjoining and adjacent retirement village Pavilion building via the internal passageway leading directly into the main lobby lounge area of the retirement village.
Option 3 is to evacuate fire cells to the external assembly area via the four final exits from the building, front and sides to assemble outside the Pavilion building next door and if necessary into the building itself.
The nature of the option chosen will be decided initially by the person in charge of the care facility and may be sufficient to choose option 1. Staff will be trained in all three options in regular six monthly trial evacuations.

5.3 Describe how it will be determined that an evacuation is complete (e.g. occupants accounted for or building cleared by wardens)

The evacuation will be considered completed when all Fire wardens have checked their respective areas and evacuated persons to a safe fire cell, to an external assembly area or into the retirement village adjacent and reported to the Building Warden and with details of whether any persons require assistance.

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 new care home building is located at 2 Te Okuroa Drive, Papamoa. The care home will be connected by a covered walkway link to the existing Pavilion building which is under-going an extension. However, the two buildings will be fire separated from each other by fire rated construction installed at each end of the walkway connection. Thus, the two buildings shall be considered as separate buildings. The building is comprised of Resident Pods, Care Suite Bedrooms (CSBs), offices and other staff only areas. The occupant types within building are generally residents, staff and members of the public (e.g. family and visitors).

In the event of a fire evacuation, a minimum of 4 staff members will be available to assist with the evacuation. These staffing numbers are standard procedure for Metlifecare care homes at night time. Staff will be available to assist with closing of doors after evacuation. The evacuation philosophy of the building shall be a staged evacuation. This allows the residents from one fire cell to be evacuated to an adjacent firecell in the event of a fire. Escape from each sleeping firecell is either directly to the outside or to an adjacent firecell. The building will be divided into seven firecells with each firecell being provided with two Means of Escape. The building has five Means of Escape that directly discharge to outside. Evacuation from the Dementia wing is possible directly to the outside to the West Garden. A gate from the garden to the wider site shall be provided to allow egress from the garden. This gate shall include egress control hardware (not a key lock) i.e. swipe card system to allow controlled evacuation from this space. Egress is also possible via the walkway connection between the care home and the Pavilion building. The evacuation strategy for their care homes is generally a 'Staged Evacuation' where the firecell involved in fire is evacuated to a safe place. This safe place is generally an adjacent firecell or directly to the outside.

2. Care Home residents are strongly encouraged to remain in bed if the fire alarm sounds during night time hours. This is to prevent the residents engaging in non-essential (time consuming) activities such as gathering possessions or attempting to self-evacuate the building.

3. The staff, once arrived at the firecell involved, systematically begin to evacuate each Care Suite Bedroom (CSB).

4. CSB status boards are installed to the doors of each CSB indicating the occupancy status of that room during normal operation i.e. 'privacy', 'not home', or in the case of an emergency 'evacuated'.

5. For dementia wings/wards, four staff members minimum are required for evacuation. However, only two staff will actually carry out the evacuation. The two other staff patrol the main egress doors from this firecell to prevent any uncontrolled egress or residents attempting to return back into the firecell of origin. Sleeping North zone contains fire cells 5 and 6 and has a direct exit to the outside via corridor 42, another route is into Firecell 7 and into the covered walkway to the Pavilion building. Sleeping South contains fire cells 3 and 4 and has a direct exit out via corridor 45 or alternatively into Fire cell 7 and the covered walkway. Sleeping West contains fire cells 1 and 2 with a direct exit via corridor 46 into the West Garden. This is the dementia wing. Alternatively via fire cell 7 and outside via the front entrance lobby or across into the covered walkway into the Pavilion building.

Upload(s):

[Care home exit routes.pdf](#)

5.5 Describe when and how occupants in a place of safety inside will be notified of

- the need, if necessary, to evacuate to another place of safety (inside or outside the building)
- how to leave the place of safety

The building is a care facility and residents will be controlled by staff at all times. Staff will decide on which fire cell needs to be evacuated and will determine the next fire cell to evacuate residents to. There are multiple options open to staff to mobilise resident to another fire cell, to an external assembly area or into the adjoining retirement village internally or externally. Staff from the retirement village will be notified by an alarm activation and will be available to assist in the evacuation process.

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)

yes
 no

Equipment	Staff Trained to use it are (state position, or 'all')
walkers, wheelchairs, wheeled beds	all

5.7 Explain how evacuations will be managed to ensure those requiring particular assistance are evacuated to a place or places of safety?

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.

Because of the nature of the building - a care facility, all residents will require some level of assistance. The level of assistance required initially will be to the fire cell of activation residents and moving them to the next safe fire cell or further away externally or into the retirement village if necessary. All staff will be trained in this process and there will always be a minimum number of our staff in the building at all times and assistance from the retirement village staff will also be available during weekday working hours. Visitors to the facility will also be able to assist staff if required. A list of all residents and visitors will be kept at all times and will show what level of assistance required.

5.8 Fire and Emergency New Zealand 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) or by dialling 1 for an outside line if necessary.

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):

The building warden

Section 6 - Special Provisions

[Help for this section](#)

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

Primarily the evacuation process will be the moving of residents from one fire cell to another.

There is also the facility to evacuate into the adjoining retirement village internally or externally depending on the situation.

If an external evacuation of the care facility is required and the weather outside is poor, there is the option to take residents into the retirement village out of the weather.

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 Care Home, 2 Te Okuroa 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.