



CRA BULLETIN

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Signed: _____ Dated: _____

APPROVED FIRE EVACUATION SCHEME

The building owner must ensure the building complies with the Fire Service Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 2006.

Buildings that provide employment for **10 or more people** must have an approved fire evacuation scheme.

Who must apply

The building owner must apply to the NZ Fire Service for approval of an evacuation scheme. However, the building owner may authorise a person to act on their behalf (an authorised applicant), by completing an 'Authorisation to apply for an evacuation scheme' form. This form is then submitted with the Evacuation scheme application form.

Application process

This can be done either online, or by completing an Evacuation scheme application form - word version form. Details of where to post or email your completed form is included on the application form. Keep a copy of your submitted application for your records. Do not deliver these completed applications to local fire stations.

An Evacuation Scheme describes the measures that have been put in place to enable safe and timely evacuation if there is a fire (or suspected fire). As part of the application form, you will need to include:

- Fire alarm notification method
- Exit signs and evacuation procedure notices
- Evacuation procedure (a plan that describes how occupants will escape to a place of safety if there is a fire, or suspected fire)
- Places of safety
- Fire safety equipment
- Appointment and training of fire wardens
- Regular trial evacuations must be held (2 per year)

The NZ Fire Service only approves evacuation schemes for **fire emergencies**, as required by the Act and the Regulations. Please do not include information about evacuation procedures for any other events such as civil defence emergencies, gas leaks, bomb threats, earthquakes, or white powder threats.

Maintaining an approved evacuation scheme

Once you have an approved evacuation scheme, the building owner must ensure everything described in the approved evacuation scheme is maintained. This is done by way of carrying out trial evacuations **at least every six months**.

You need to send to the NZ Fire Service, a Notification of proposed trial evacuation form at least 10 days **before** the date of the trial evacuation and then within 10 working days **after** the trial evacuation send them a Trial evacuation report.

If the building owner fails to provide and maintain an evacuation scheme, the NZ Fire Service may apply for an order that the building be closed until those requirements have been met.

Exempt from requiring an approved fire evacuation scheme

If the Building has an automatic sprinkler system and there is less than the minimum quantities of Hazardous Substances on site as shown in Schedule 2 of the Regulations, you do not need an approved fire evacuation scheme.

If this is the case, then the building owner must complete a 'Notification that an evacuation scheme is not required' form. Or the 'authorised applicant' must complete 'Authorisation for notification of scheme not required' form.

Helpful documents

For further information and to assist in completing the application form, take a look at the NZ Fire Service website or the Guide to Evacuation Schemes document.

Commercial leases

Please be aware that many commercial leases will transfer the responsibility from the building owner to the tenant. So this means it could be YOUR responsibility.