



FIRE EVACUATION SCHEME

93-95 Anzac Avenue,
Auckland.

Approved: 12.05.2020
EV-2020-462848-01



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QUICK REFERENCE TO EMERGENCY PROCEDURES

IF YOU DISCOVER FIRE

1. ACTIVATE the nearest manual alarm call point
2. CALL Fire and Emergency NZ – dial 111
3. CONFIRM nature of emergency, location & address of building
4. EVACUATE via the nearest fire exit
5. ASSEMBLE in the nearest designated assembly area

IF THE FIRE ALARM SOUNDS

6. EVACUATE the building via the nearest fire exit
7. ASSIST persons requiring assistance to evacuate only after others have evacuated and the egress routes are clear
8. ASSEMBLE in the nearest designated assembly area
9. REPORT to FENZ and follow their instructions

DO : Follow fire exit signs.

Continue to evacuate the building, even if the alarm stops sounding during the evacuation.

DO NOT : Carry food and drink into stairwells/exit paths

Re-enter the building until Fire and Emergency NZ advise that it is safe to do so

MANAGEMENT OF MEANS OF ESCAPE

The owner and every tenant of a building must maintain the means of escape from fire for the building so as to ensure that:

- ▶ the means of escape are kept clear of obstacles at all times; and
- ▶ exit doors are unlocked and free of barriers or blockages so that the building's occupants can leave the building in the event of a fire emergency; and
- ▶ smoke-control and fire-stop doors are kept closed unless they are kept open in a way that complies with the building code; and
- ▶ stairwells and passageways are free of stored items and accumulation of waste.

ASSEMBLY AREAS – refer to notices

FIRE

IF YOU DISCOVER FIRE

- OPERATE NEAREST FIRE ALARM
- PHONE FIRE & EMERGENCY NZ – DIAL 111. GIVE BUILDING DETAILS:
93-95 ANZAC AVENUE
AUCKLAND

IF THE FIRE ALARM SOUNDS

- EVACUATE BUILDING – FOLLOW FIRE EXIT SIGNS
- **DO NOT RUN**
- ASSIST THOSE NEEDING HELP ONCE EGRESS ROUTES ARE CLEAR
- **DO NOT USE LIFTS – USE THE STAIRS**
- **DO NOT TAKE FOOD OR DRINK**
- GO TO THE ASSEMBLY AREA. LOCATION IS:
THE FOOTPATH EITHER SIDE OF THE BUILDING AND WELL CLEAR

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FIRE EVACUATION SCHEME

PURPOSE OF THE SCHEME

The purpose of the evacuation scheme is to ensure compliance with the relevant legislation by providing clear guidelines and instructions for the occupants of the building to follow in the event of a fire emergency resulting in the need to evacuate the building.

The Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 (FENZ Regs 2018) require that:

“The owner of a building must have a procedure in place (evacuation procedure) for the safe, prompt, and efficient evacuation of the buildings’ occupants in the event of a fire emergency requiring evacuation.”

“Every occupant of a building must, in a fire emergency or alarm of a fire, follow the evacuation procedure provided by the owner of the building.”

“Every tenant must ensure that employees of the tenant are trained to assist any other occupant of the building to evacuate”

The procedures and guidelines in this document are in accordance with:

The Fire & Emergency New Zealand Act 2017, Section 75. Relevant building defined for purposes of sections 76 to 79

FENZ Regulations 2018

The Health and Safety at Work Act 2015

The Health and Safety at Work (General Risk & Work Place Management) Regulations 2016

The above Acts and Regulations are intended to provide excellence in health and safety for employers, employees and visitors to the workplace.

MAINTENANCE OF THE EVACUATION SCHEME

It is the responsibility of the building owner and tenants within this building to ensure this evacuation scheme is maintained in accordance with the requirements of the FENZ Regs 2018.

Therefore, the following must occur:

Display of Fire Action Notices

- ▶ It is the responsibility of the building owner to have fire action notices installed explaining the procedures and escape routes to be followed in an evacuation. They are to be displayed beside fire exit doors and manual call points.
- ▶ It is the responsibility of each tenant to ensure all occupants of their apartment are made aware of the information contained on the notices displayed throughout the building.

Trial Evacuations

It is the responsibility of the building owner to ensure trial evacuations are held every six months, as required by FENZ Regs 2018 and reports issued to Fire & Emergency New Zealand accordingly.

Trial evacuations allow occupants to familiarise themselves with the procedures outlined in this manual. In general, trial evacuations will be held at unexpected times and under varying conditions in order to simulate the unusual situations that arise in the case of a fire or other emergency.

Warden appointment & training

Apartment occupants are to act as warden for their apartment. It is the responsibility of the Tenancy Manager to brief tenants on the evacuation procedures as provided by the building owner. Each tenant must ensure all occupants of their apartment follow the procedures in the event of a fire emergency or trial evacuation.

Building changes

The owner of a building that has an approved evacuation scheme must notify Fire and Emergency NZ if any of the following events occur:

- ▶ the building's fire detection and suppression system are 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 that affects the building's 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 the building's means of escape from fire are materially affected;
- ▶ there are changes to the place or places of safety specified in the evacuation scheme;
- ▶ the building is no longer required to have an evacuation scheme (for example, the building is demolished or is no longer considered to require an approved evacuation scheme).

The notification must be in writing and be given before the occurrence of the relevant matter or, if it is not reasonably possible to give notice before, as soon as practicable after the occurrence.

MANAGEMENT OF MEANS OF ESCAPE

The owner and every tenant of a building must comply with the requirements of Part 1 of the FENZ Regulations 2018 including maintaining the means of escape from fire for the building to ensure that:

- ▶ the means of escape are kept clear of obstacles at all times; and
- ▶ exit doors are unlocked and free of barriers or blockages so that the building's occupants can leave the building in the event of a fire emergency; and
- ▶ smoke-control and fire-stop doors are kept closed unless they are kept open in a way that complies with the building code; and
- ▶ stairwells and passageways are free of stored items and accumulation of waste; and
- ▶ flammable material is stored in non-combustible containers with close fitting lids; and
- ▶ they are not stored near or in the means of escape from fire for the building.

If any person finds fault with the means of escape, the matter must be reported to the building owner/manager immediately for rectification.

BUILDING SAFETY SYSTEMS



MANUAL FIRE ALARM
CALLPOINT



SMOKE DETECTORS



ILLUMINATED EXIT
SIGNAGE



HUSH BUTTON

- ▶ The fire alarm system is tested monthly by an approved fire alarm technician by sounding several quick bursts of the fire alarm.
- ▶ All occupants are to be familiar with the location and operation of the manual alarm call points.
- ▶ Emergency lighting is installed within all egress routes to ensure the safe evacuation of building occupants in the event of a mains power failure
- ▶ All apartments have a standalone smoke detection system

ASSEMBLY AREAS

The assembly areas are noted on the notices displayed throughout the building. Please note that the assembly areas noted are the closest point that people should be to the building during an evacuation. If necessary occupants should assemble further away to ensure there is enough space for everyone to assemble safely.

- DO Keep well clear of the building environment.
- DO NOT Assemble in vehicle access-ways or stand on the road.

OCCUPIER INSTRUCTIONS

IF A SMOKE DETECTOR IS ACTIVATED

- Investigate - if smoke or fire is discovered follow the procedure "If you discover fire".
- Vent the smoke out of a window.
- Press the hush button to silence the alarm.

IF YOU DISCOVER FIRE

- Alert all occupants in the apartment and evacuate the apartment immediately, closing the door behind you.
- Alert all other occupants in the building of the fire by operating the manual call in the corridor.
- Call Fire & Emergency NZ - dial 111. Ask for fire, then confirm nature of emergency location and building address: **93-95 Anzac Avenue, Auckland.**
- Follow the luminated exit signs to evacuate the building assisting anyone who may require assistance in the evacuation of the building.
- Assemble at the designated assembly area.
- Report your information on the discovery of the fire to Fire and Emergency NZ upon their arrival to the site.
- Remain available to Fire and Emergency NZ for any further questions if advised to do so by FENZ, otherwise assemble at the nearest designated assembly area and remain there.

WHEN THE FIRE ALARM SOUNDS

- Clear your apartment and ensure anyone needing help is assisted (see procedure for persons requiring assistance below).
 - Evacuate the building via the nearest exit.
 - Assemble in the nearest designated assembly area
 - Liaise with other tenants to determine if all apartments have been evacuated.
 - When FENZ arrive let them know which apartments have been evacuated and any other details you may have about the emergency.
- DO NOT carry food or drink •DO NOT re-enter the building until advised by Fire & Emergency NZ.

PERSONS REQUIRING ASSISTANCE TO EVACUATE

Definition

Any person who has an impairment or a combination of impairments that limits the extent to which the person can engage in the activities, pursuits, and processes of everyday life, including, without limitation, any of the following:

- ▶ a physical, sensory, neurological, or intellectual impairment;
- ▶ a mental illness;
- ▶ any person who is unable to sense or understand a fire alarm or leave a building, in a fire emergency, in a way that a person without the same disability would be capable of doing; and
- ▶ includes any person who considers that he or she would be unable to leave a building in a fire emergency by using its means of escape from fire.

Before an evacuation

- ▶ If you require help to evacuate, make your neighbours aware and ensure you have a plan in place that will enable you to evacuate safely - including appointing assistant/s. Please note that the lift is not to be used during a fire evacuation!

During an evacuation

- ▶ Upon the sounding of the fire alarm, proceed to the stairwell exit and wait for your assistant/s who will help with your evacuation from the building using the pre-arranged plan once the stairwell is cleared.
- ▶ All occupiers must be assisted to the exterior assembly point, by pre appointed assistants or neighbours. Provide assistance as required.
- ▶ If possible, appoint another occupant to report the status of your evacuation to those already at the assembly area so they can advise FENZ on their arrival that persons are still evacuating the building.
- ▶ Tenants are to search all common areas and help those who need assistance to the assembly area.

Notes:

If you are aware of neighbours who might need help, check on them, and if required assist them to evacuate.

If no one is available to assist you during an evacuation, then make a 111 call to Fire & Emergency NZ and advise of your whereabouts.

Appendix 1

Approval Document FENZ



12 May 2020

Notification of approval of evacuation scheme EV-2020-462848-01

Your evacuation scheme for the building at 93-95 Anzac Avenue, Auckland Central, Auckland is approved under section 77 of the Fire and Emergency New Zealand Act 2017.

As the building owner, you must ensure that the evacuation scheme is maintained by carrying out regular trial evacuations within the frequency specified in your approved evacuation scheme. In order to be counted for the purpose of maintaining your scheme, the result of each trial evacuation must be reported to Fire and Emergency New Zealand no more than 10 working days after the trial evacuation occurs. An unscheduled evacuation (e.g. in response to a real alarm of fire) can also be considered as a trial evacuation for the purpose of maintaining your scheme, so long as you notify Fire and Emergency New Zealand within 10 working days of the evacuation.

- Running your trial evacuation on or before the planned date in accordance with your approved evacuation scheme.
- Reporting the outcome of your trial evacuation to Fire and Emergency New Zealand no more than 10 working days after the trial.

As you submitted this application online, we recommend that the regular reporting needed for this scheme be completed electronically via our Online Services website. Please refer to <https://onlineservices.fire.org.nz/Home/QuickReferenceGuides> for a full guide to maintaining your approved scheme. If you are unable to complete your reporting online, please use the form available at <https://onlineservices.fire.org.nz/Home/PrintableForms>.

You must comply with the requirements of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. In addition to details about maintaining your evacuation scheme, these regulations set out general fire safety precautions you must follow. They also require you to notify Fire and Emergency New Zealand when certain events happen in your building.

You will find more information about the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 at: <https://onlineservices.fire.org.nz/Home/EvacuationSchemes>.

Telephone	0800 FIRE INFO (0800 347 346)
Email	fireinfo@fireandemergency.nz
Postal Address	Fire and Emergency NZ - Fire Information Unit P O Box 68444, Victoria St West, Auckland 1142

RA 8/05

FIRE

IF A SMOKE DETECTOR IS ACTIVATED

- Investigate - if smoke or fire is discovered follow the procedure "If you discover fire".
- If activation is accidental, clear smoke from your apartment through the apartment windows.
- Press the "HUSH" button to silence the alarm.

IF YOU DISCOVER FIRE

- Alert all occupants in the apartment and evacuate the apartment immediately, closing the door behind you.
- Alert all other occupants in the building of the fire by operating the manual call point in your corridor.
- Call Fire & Emergency NZ - dial 111. Ask for fire, then confirm nature of emergency location and building address: **93-95 Anzac Avenue, Auckland.**
- Follow the luminated exit signs to evacuate the building assisting anyone who may require assistance in the evacuation of the building.
- Assemble at the designated assembly area.
- Report your information on the discovery of the fire to Fire and Emergency NZ upon their arrival to the site.
- Remain available to Fire and Emergency NZ for any further questions if advised to do so by FENZ, otherwise assemble at the nearest designated assembly area and remain there.

WHEN THE FIRE ALARM SOUNDS

- Clear your apartment and ensure anyone needing help is assisted (see procedure for persons requiring assistance below).
 - Evacuate the building via the nearest exit.
 - Assemble in the nearest designated assembly area – *The footpath either side of the building and well clear.*
 - Liaise with other tenants to determine if all apartments have been evacuated.
 - When FENZ arrive let them know which apartments have been evacuated and any other details you may have about the emergency.
- **DO NOT** carry food or drink • **DO NOT** re-enter the building until advised by Fire & Emergency NZ.

PERSONS REQUIRING ASSISTANCE TO EVACUATE

- If you require help to evacuate, make your neighbours aware and ensure you have a plan in place that will enable you to evacuate safely - including appointing assistant/s
- When warned of fire, proceed to the exit and wait for your assistant/s who will help with your evacuation from the building using the pre-arranged plan once the exit/ stairwell is cleared.
- If possible, appoint another occupant to report your situation to other occupants at the assembly area so they can let FENZ know when they arrive.

Notes:

- If you are aware of neighbours who might need help, check on them, and if required assist them to evacuate.
- If no one is available to assist you during an evacuation, then make a 111 call to Fire & Emergency NZ and advise of your whereabouts.

MANAGEMENT OF MEANS OF ESCAPE

- Exit doors are to be kept free of barriers or blockages so that the building's occupants can exit the building in the event of a fire emergency.
- Smoke-control and fire-stop doors are to be kept open.
- Stairwells and passageways are to be free of stored items and accumulation of waste.