



NZFS Guide to Evacuation Schemes

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Part One – General information

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New Zealand Fire Service
Guide to Evacuation Schemes

Part One
General Information

About this Guide

Purpose of this Guide

This Guide aims to help you to:

- develop an *evacuation scheme* that is appropriate for your *building*
 - submit a successful *application* for *Fire Service* approval.
-

The Act and the Regulations

In this Guide:

- the *Act* – means the **Fire Service Act 1975**
- the *Regulations* – means the **Fire Safety and Evacuation of Buildings Regulations 2006**
- an *application* means an application for *Fire Service* approval of an *evacuation scheme*.

You can find links to the *Act* and the *Regulations* under Related Websites at [online services](#).

In the *Act*, sections 21A to 21I are most relevant to *evacuation schemes*.

Glossary

A glossary of terms is set out in Appendix A.

Words included in the glossary are shown in italics in this Guide.

Developing evacuation schemes

All buildings - evacuation procedures

Almost all buildings (other than private homes) **must** have an *evacuation procedure*, unless the building requires an *evacuation scheme* (see below).
A full list of these buildings is given in Schedule 1 of the *Regulations*.

Evacuation procedure

An *evacuation procedure* is a plan that describes how *occupants* will escape to a place of safety if there is a fire (or suspected fire).
The requirements for *evacuation procedures* (which **do not** need *Fire Service* approval) are set out in Part 1 of the *Regulations*.

Relevant buildings- evacuation schemes

Buildings that must have *Fire Service* approved *evacuation schemes* under section 21B of the *Act* are referred to as '*relevant buildings*', and are listed in section 21A of the *Act*.

Evacuation scheme

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).
The requirements for *evacuation schemes* (which **do** need *Fire Service* approval) are set out in Part 2 of the *Regulations*, and include:

- *evacuation procedure*
 - training
 - signs and notices
 - firefighting equipment
 - places of safety
 - *automatic sprinkler systems*
 - provision for *persons with a disability*
 - means of warning
 - maintenance of the *evacuation scheme*.
-

Failure to comply

If the *owner* of a *relevant building* fails to provide and maintain an *evacuation scheme* (as required by section 21B of the *Act*), the *Fire Service* may apply for an order that the *building* be closed until those requirements have been met, following the process set out in section 21G of the *Act*.

[section 21G of the *Act*]

Application form

The *Fire Service* has online and printable [application](#) forms available at [online services](#).

The *Fire Service* recommends that you use this [application](#) form, as this ensures that all points required under the *Regulations* are covered.

All questions must be answered, other than those marked 'optional'.

[regulations 20(2), 21(2), 22; and section 21C(2) of the *Act*]

Note: Part Two of this Guide provides help for the specific questions in the *Fire Service application* form.

Applying for approval

Building owner responsibility

The *building owner* must apply to the *Fire Service* for approval of an *evacuation scheme* for any *relevant building*.

The *building owner* may authorise a person to act on their behalf (an *authorised applicant*), provided the *building owner* gives written evidence of the authorisation to the *applicant* to submit with the *application*.

An '[authorised applicant](#)' form is available at *online services*.

[section 21C of the Act]

Assessing the need to apply

Relevant buildings must have *evacuation schemes* that have been approved by the *Fire Service*.

A *relevant building* is a *building* that is used for one or more of the following purposes:

- 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 3 or fewer *household units*)*
- a place where *hazardous substances* are present in quantities exceeding the prescribed minimum amounts (see Appendix B for a list of these amounts), whatever the purpose for which the *building* is used
- providing early childhood facilities (other than in a *household unit*)
- providing nursing, medical, or geriatric care (other than in a *household unit*)
- providing specialised care for *persons with disabilities* (other than in a *household unit*)
- providing accommodation for persons under lawful detention (other than home detention, community detention, or parole).

*If the *building* is used for **either (but not both)** of these two purposes, and has an *automatic sprinkler system* (as described in Regulation 16), refer to the section below 'Notice to the National Commander that an evacuation scheme is not required'.

[sections 21A and 21B(2) the Act].

Notice to the National Commander that an evacuation scheme is not required

The *owner* of a *relevant building* is not required to submit an *application* for approval of an *evacuation scheme* to the *Fire Service* if the *building*:

- has an *automatic sprinkler system* **AND**
- is used for **EITHER**:
 - providing *employment facilities* for 10 or more persons,**OR**
 - providing accommodation for more than 5 persons (other than 3 or fewer *household units*)

The *building* must have an *automatic sprinkler system* and be used for **either (but not both)** of the two purposes above to fall within this provision.

Where the *relevant building* falls within this provision the *building owner*

must notify the *Fire Service* that an *evacuation scheme* is not required, using the form in Schedule 4 of the *Regulations* (a *Fire Service* version of this [form](#) is available at *online services*).

If a *building* is used for providing *employment facilities* for 10 or more persons **and/or** providing accommodation for 5 or more persons, and that *building* is **also** used for one or more of the other purposes that would make it a *relevant building*, then the *owner* must apply for approval of an *evacuation scheme* (even if the *building* has an *automatic sprinkler system*).

[sections 21A, 21B(2) and 21E of the Act].

Multi-unit buildings

Often buildings will contain a number of residential dwellings and/or commercial premises, so that a number of parts (the dwellings and/or commercial premises) together make up the larger building (referred to in this section as 'multi-unit buildings').

It may be more difficult for *owners* of these multi-unit buildings to assess whether the *building* is a *relevant building*, and therefore if an *evacuation scheme* is needed for the whole multi-unit building or if separate *evacuation schemes* are needed for different parts of the multi-unit building.

The *Fire Service* will treat parts of a multi-unit building that function independently from a fire safety point of view as separate *buildings*, despite them being joined as parts of a larger structure.

Factors relevant to assessing whether part of a multi-unit building functions independently for fire safety purposes include:

- whether the wall or other internal division that separates the part from other parts of the multi-unit building is fire rated, and
- whether (even if there is in addition any other independent *means of escape*) **any** available *means of escape*:
 - involves *occupants* passing through an adjacent part, or
 - is reliant on fire safety systems of an adjacent part.

If a part of the multi-unit building is treated as a separate *building*, that part needs to be assessed against the *relevant building* criteria to see if the *owner* must apply for approval of an *evacuation scheme*.

Where the parts of the multi-unit building are not treated as separate *buildings*, then the whole multi-unit building is the *building* and should be assessed against the *relevant building* criteria to see if the *owner* needs to apply for approval of an *evacuation scheme*.

The table and flow chart in Appendix E have been prepared to help in the assessment of whether the *owner* of the whole or part of a multi-unit building needs to apply to the *Fire Service* for approval of an *evacuation scheme*.

[sections 21A and 21B of the Act]

One application for each building

Each *building* must have a separate *application*.

Voluntary application

Owners of *buildings* that are not *relevant buildings* may choose to apply for *Fire Service* approval of an *evacuation scheme*.

If none of the uses listed in question 1.7 (in the *Fire Service application*) is selected, then the *application* is a *voluntary application*.

[section 21H of the Act].

Existing buildings

Existing *relevant buildings* should have approved *evacuation schemes*, or written exemptions.

Helping the *Fire Service* process your *application*

To help the *Fire Service* process your *application* promptly, please ensure:

- any hand writing is easy to read
 - you have attached all the documents in the checklist in Appendix C
-

Submitting *applications* for approval

You can submit *applications*:

- online by logging in to [online services](#) and completing an online form, or
- by completing a [printable form](#), either by hand or in Microsoft Word, and then:
 - uploading a PDF or image version of the completed *application* at *online services*, or
 - posting, faxing or emailing the completed *application* to the relevant *Fire Service Area* office using the address given in Appendix G.

Please:

- do **not** deliver *applications* to local fire stations,
- keep a copy of the submitted *application* for your records.

Note: If you register with *RealMe*, and login to [online services](#) to complete your *application* you will be able to get reminders from *online services* and [maintain your approved evacuation scheme](#) online (see the section below “Maintaining an approved evacuation scheme”).

Limits of the *Fire Service* authority

The *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.

***Fire Service* building visits**

The *Fire Service* will give written advice to the *building owner* if *Fire Service* personnel intend to visit a *building* during the approval process stating the:

- time,
- date, and
- purpose of the visit.

Fire Service personnel authorised to enter *buildings* have photographic identification, and *building owners* or *occupants* may ask to see that identification.

[section 21F of the *Act*]

Approved *applications*

The *Fire Service* will send the *applicant* notice that the *application* has been approved.

***Applications* not approved**

The *Fire Service* will send the *applicant* notice the *application* is not approved.

The notice will include:

- the reason(s) why the scheme is not approved
 - a description of amendments needed so that the scheme may be approved.
-

Time requirements

Submitting an application for a new building

Owners of new *buildings* that need *evacuation schemes* must make an *application* no later than **30 days** after the **earlier** of the date on which:

- the *code compliance certificate* is issued
- the *building* is first lawfully occupied.

[regulation 20]

While the *Regulations* set out the last date by which the *owner* of a new *building* must submit an *application* the *owner* can make an *application* before construction of the *building* is complete. In those cases, some kind of temporary or permanent moveable or immovable structure must be built before the *application* can be made.

Making an earlier *application* may be helpful for *applicants* who have other deadlines for getting approval of the *evacuation scheme* (for example early childhood centres which need an approved *evacuation scheme* before operating).

Fire Service decision times

The *Fire Service* has **20 working days** to make a decision on an *application* unless the *Fire Service*:

- needs more information, for example, if the *building* has an *automatic sprinkler system* and it is intended to have at least one *place of safety inside*
- observes a *trial evacuation*.

In each of these cases the *Fire Service* has an **additional 10 working days** to make a decision.

[regulation 23]

Reapplying for approval

The *owner* must reapply with the amended *application* within **20 working days** of the *owner* receiving the notice that the *application* has not been approved.

[regulation 23]

The *Fire Service* will treat the amended *application* as a **new application** and will have **20 working days** to process the amended *application*

Completing the application form

The *application* form

All questions must be answered, other than those marked 'optional'.
[regulations 20(2), 21(2) and, 22; and section 21C(2) of the Act]

Note: Part Two of this Guide gives help for the questions in the *Fire Service application* form.

Useful documents

Documents that may be useful to have when preparing an *application* are:

- *certificate of title* for the *building*
- *code compliance certificate*
- fire report
- Fire Safety and Evacuation of Buildings Regulations 2006 (including the schedules)
- Fire Service Act 1975
- Building Act 2004
- Hazardous Substances and New Organisms Act 1996.

Note: links to the Acts and Regulations in this list are available at *online services*.

Completing the *application*

The *application* must be completed by either:

- the *building owner*
- an *authorised applicant* (who must provide written authorisation from the *building owner*).

[Schedule 4, Form 1 of the *Regulations*]

Required and optional questions

All questions in the *application* must be answered (where any stated criteria apply), **unless** they have '(optional)' written beside them.

The *Fire Service* recommends **all** questions are completed, to help the *Fire Service* in planning the *Fire Service's* response to an emergency in the *building*.

Maintaining an approved evacuation scheme

Maintaining approved evacuation schemes

Maintenance of approved *evacuation schemes* is covered by Schedule 3 of the *Regulations*.

[regulation 17, and Schedule 3 of the *Regulations*]

Once a *relevant building* has an approved *evacuation scheme*, the *building owner* must ensure everything described in the approved *evacuation scheme* is maintained, including:

- **trial evacuations:**
 - at the agreed intervals
 - with the notices to the *Fire Service* described below, **OR**
- **evacuation training programmes:**
 - at the agreed intervals
 - with the notices to the *Fire Service* described below

AND

- **notifying** the *Fire Service* of any **building events**. The alterations that trigger this are listed below in 'Notice of *building events*'.

Notices before and after trial evacuations

If the *trial evacuation* option is selected the *building owner* must carry out *trial evacuations* **at least every six months** and send to the *Fire Service*:

- notice of a *trial evacuation* at least **10 days before** the date of the *trial evacuation* (as described in clause 2 of Schedule 3 of the *Regulations*),

AND

- a report on the *trial evacuation* within **10 working days after** the *trial evacuation* (as described in clause 3 of Schedule 3 of the *Regulations*).

[clauses 2 and 3 of Schedule 3 of the *Regulations*]

The *Fire Service* has online and printable forms for notices available at [online services](#).

You can prepare and submit the notices:

- online if you have registered with [online services](#) and there is an approved *evacuation scheme* in [online services](#) for that *building* (you can find notice forms with some pre-filled information for these *buildings* on your Maintain my approved evacuation schemes page), or
- by completing a [printable notice form](#), either by hand or in Microsoft Word, and posting, faxing or emailing the completed notice to the relevant *Fire Service Area* office using the address given in Appendix G.

Notice after evacuation training programme

If the *evacuation training programme* option is selected, the *building owner* must give the *Fire Service* notice (as described in clause 7 of Schedule 3 of the *Regulations*) of the training and assessment that has been carried out

- no later than **30 days** after the earlier of:
 - the issue of *code compliance certificate* for the *building*
 - the *building* is first lawfully occupied; **AND then**

-
- **every six months** from that first notice.

The *Fire Service* has online and printable forms for notices available at *online services*.

You can prepare and submit the notices:

- online if you have registered with [online services](#) and there is an approved *evacuation scheme* in *online services* for that *building* (you can find notifications with some pre-filled information for these *buildings* on your Maintain my approved evacuation schemes page), or
- by completing a [printable notice](#), either by hand or in Microsoft Word, and posting, faxing or emailing the completed notice to the relevant *Fire Service Area* office using the address given in Appendix G.

**Notice of
building events**

The *building owner* must give the *Fire Service* notice if **any** of the following apply:

- the *means of escape* from fire is:
 - significantly affected as a result of building work
 - required to be altered as a specified system
 - no longer adequate as a result of a change of occupancy
- the specified intended life (if applicable) of the *building* is extended
- the *building* no longer requires an *evacuation scheme* because the *building*:
 - has been demolished
 - is no longer used for a purpose that requires one.

The requirements are described in full in the Glossary under '*building events*'.

[regulation 17(f), and clause 8 of Schedule 3 of the *Regulations*]

The *Fire Service* provides a [form](#) for this at *online services*.

Notices of *building events* should be sent to the relevant *Fire Service Area* office (by post, email or fax to the relevant address given in Appendix G).



New Zealand Fire Service
Guide to Evacuation Schemes

Part Two
Completing the Application Form

Section 1 Application details

Building owner

Q 1.1

The *building owner* may be listed on the *certificate of title*.

If the *building* is owned by a body corporate (under the Unit Titles Act 2010) the *owner* is the body corporate for that *building*, and the body corporate number must be completed.

[section 21B(4) of the Act]

Applicant

Q 1.2-1.3

The *applicant* is either the *building owner* or the *authorised applicant*.

An *authorised applicant* is a person authorised in writing by the *building owner* to complete the *application*.

If the *application* is completed by an *authorised applicant*, written authorisation from the *building owner* must be attached to the *application*.

The Fire Service has an '*authorised applicant*' [form](#) available at [online services](#) which contains spaces for information that needs to be included in the written authorisation.

Application details

Q 1.4

The contact details of the person completing the *application* must be completed.

Type of application

Q 1.5

Existing *relevant buildings* should have approved *evacuation schemes* or written exemptions.

Q1.6

If **no** uses are selected in question 1.7, then the *application* is a *voluntary application*, and 'yes' should be selected.

If **any** uses are selected in question 1.7, then the *building* is a *relevant building*, and 'no' should be selected as the *application* is required by the Act.

However, the *owner* of a *relevant building* is not required to submit an *application* for approval of an *evacuation scheme* to the Fire Service if the *building*:

- has an *automatic sprinkler system* **AND**
- is used for **EITHER**:
 - providing *employment facilities* for 10 or more persons,**OR**
 - providing accommodation for more than 5 persons (other than 3 or fewer *household units*).

The *building* must have an *automatic sprinkler system* **and** be used for **either (but not both)** of the two purposes above to fall within this provision.

Where this applies, the building owner must give the Fire Service notice that an *evacuation scheme* is not required (using Form 2 in Schedule 4 of the *Regulations* (the Fire Service version of the form is available at *online services*)).

If any amounts of *hazardous substances* exceed the threshold quantities in questions 2.13 and/or 2.14 then:

- the *application* is required by the *Act*
- ensure ‘a place where hazardous substances are present...’ is selected question 1.7.

Q1.7

Select **all** uses that apply to the *building*.

Section 2 The building

Building details

Building description

Q2.1

The *building* name (if any) is the name the *building* is usually identified as, and may be the official name of the *building* or the commonly used name.

The *building* description is available on:

- rates notice
- *building warrant of fitness*.

Land Information New Zealand (LINZ) give a list of land record providers at:

- <http://www.linz.govt.nz/survey-titles/other-record-providers/index.aspx>

The *certificate of title* reference for a title to land is known as an 'identifier, and it looks like:

- '345678' on more recent titles, which are also known as Computer Freehold Registers or Computer Unit Title Registers.
- 'WN345/678' on older titles, and may also be known as the 'certificate of title number' or 'CT number'.

If the *building* is on Crown Land (and is not excluded from the *relevant building* definition under 21A(2)(a) of the *Act*) then a NZ Gazette page number and date needs to be provided.

The *legal description of the land* is a term used in land records. It generally will:

- have a Lot number and a Deposited Plan number
- look like 'Lot 1 DP12345'.

A separate *application* must be submitted for each *building*.

Building use

Q2.2

This is an **optional** question.

Occupancy

Numbers of occupants

Q2.3 –Q2.4

These are **optional** questions.

A *multi-storey building* has more than one floor. This includes floors below ground, and mezzanine floors. For example, a *building* with a basement and ground floor is a *multi-storey building*.

Q2.5

This is an **optional** question.

Floors with the same total number of *occupants* may be grouped together, as shown for floors 1-10 in the following table:

| Floor | Total occupants |
|----------|-----------------|
| Basement | 0 |

| | | |
|--------|-----|--|
| Ground | 200 | |
| 1 | 55 | |

Q2.6 This is an **optional** question.

Occupancy times

Q2.7-2.8 These are **optional** questions.
An *evacuation scheme* must cover all the times a *building* is legally occupied.
The *usual hours of operation* includes:

- normal working hours
- shift hours
- overtime hours
- after hours
- use in evenings or weekends.

2.9-2.11 These are **optional** questions.
These questions are intended for *buildings* that have sustained periods of different hours of operation (for example, schools with terms and school holidays).
It is not necessary to indicate public holidays etc.

Hazardous substances

Q2.12 If any substance in question 2.13 and/or question 2.14 exceeds the *threshold quantities* ensure:

- the answer to question 1.6 is 'no'
- 'a place where hazardous substances are present...' is selected in question 1.7.

Q2.13-2.14 The substances listed here are those in Schedule 2 of the *Regulations*.
When completing the table, ensure the units of measurement match those listed under 'approximate aggregate quantity'.
'Approximate aggregate quantities' means the approximate total amount of all *hazardous substances* in each relevant classification which are present in the *building*.

If any of the listed substances have amounts in the *building* that are more than the '*threshold quantity*', the *application* is a *required application* under the *Act*.

More information about *hazardous substance* classification is available from:

- your supplier
- *HSNO Act* compliant safety data sheet from the manufacturer
- Environmental Protection Authority website search
[http://www.epa.govt.nz/hazardous-substances/about/what-is-
hs/Pages/default.aspx](http://www.epa.govt.nz/hazardous-substances/about/what-is-hs/Pages/default.aspx)
- a test certifier <http://www.epa.govt.nz/search->

Q2.15

This is an **optional** question.

The criteria for determining whether a *building* needs an emergency plan under the *HSNO Act* are available in the Hazardous Substances (Emergency Management) Regulations 2001:

- regulation 25(1), and
 - regulation 27
-

Section 3 Fire safety features

Sprinkler systems

Q3.1 If the *building* has a *sprinkler system*, sprinkler heads similar to this will be installed on the ceilings:



Q3.2-3.3 Regulation 16 describes an *automatic sprinkler system*, as a system that:

- (1) (a) satisfies sections 105 and 108 of the Building Act 2004 (in relation to the *sprinkler system*); and
 - (b) is appropriate to the use and occupancy of the *building*; and
 - (c) complies with subclause (2).
- (2) complies, at the time that it was installed, with one of the following standards:
 - (a) NZS 4541:2007—*Automatic fire sprinkler systems*
 - (b) NZS 4515:2003—*Fire sprinkler systems for residential occupancies*
 - (c) NZS 4517:2002—*Fire sprinkler systems for houses*.

Only *buildings* that meet these criteria are allowed to have *places of safety inside* (refer to question 3.6 below).

[regulations 16 and 17(a), and section 21B(1)(a) of the Act]

A sprinkler system installed in full compliance with an earlier relevant standard (at the time of installation) which has been maintained to that standard, will meet the requirements of regulation 16(2).

A sprinkler system modified by Appendix B of Acceptable Solution C/AS1 to C/AS6 of the *Building Code* (or the former Appendix D of Acceptable Solution C/AS1 of the *Building Code*, in force until 10 April 2013) does not comply with the requirements of regulation 16 and is not an '*automatic sprinkler system*' for the purposes of the *Regulations* or the *Act*. Therefore a *building* with a sprinkler system that complies with NZS 4541 or NZS 4515 on an Appendix B basis (or the former Appendix D basis) cannot have a *place of safety inside* under section 21B of the *Act*.

Q3.2-3.4 This information may be available in:

- *building's compliance schedule*
- *building warrant of fitness*
- the *building's* fire design report,

or from a:

- building designer
- fire alarm servicing company.

Places of safety outside

Q3.5 A *place of safety outside* is a place clear of the *building* where people may safely assemble after escaping the effects of a fire.

Some examples are: a footpath, open space, public space, or an adjacent building.

Places of safety inside

Q3.6

A *place of safety inside* is a place within a *building* in a separate *firecell*, where people may safely assemble to escape the effects of a fire (only an option in *buildings* that have *automatic sprinkler systems*). Refer to the Glossary for a full definition.

A *building* may **only** have a *place of safety inside* if the *building* has an *automatic sprinkler system* installed in accordance with one of the standards specified in regulation 16 of the *Regulations* (refer to questions 3.1 to 3.4).

A *place of safety inside* should also have appropriate fire safety features, including at least one *firecell*.

If there is more than one *place of safety inside* then ensure that all *places of safety inside* are stated in your signs and notices in question 4.1.

Provision for persons with disabilities

Q3.7

The *Regulations* require **all** *evacuation schemes* to have the following for *persons with disabilities* who may be unable to evacuate:

- place(s) **inside** the *building* where *persons with disabilities* may wait for assistance during an evacuation.

This place can be any nominated space **inside** the *building* (for example stairwell, reception), but does **not** need to be a *place of safety inside*.

This is a requirement for **all** *evacuation schemes*, even if there are not any *permanent occupants* who are *persons with a disability*.

There should be an adequate number of nominated places for *persons with disabilities* to gather for the use and occupancy of the *building*. This may mean that for a *multi-storey building* you should have a number of places in the *building* for *persons with disabilities* to gather (for example, in the stairwell on each level).

The notification requirements for places for *persons with disabilities* are covered in section 5.

Q3.8

This question covers equipment in the *building* (if any) including:

- evacuation chairs
- hoists
- wheelchairs
- stretchers
- mobile cots.

This question does not include things like access ramps.

If there is no equipment, then 'no' should be selected.

Section 4 Preparation for a fire emergency

Signs and equipment

Signs and notices

Q4.1

A sign or notice must state:

- how to raise an alarm of fire, AND
- what to do if an alarm of fire is raised.

[clause 1 of Schedule 3 of the *Regulations*]

All signs and notices must:

- be listed in the table
- have a copy attached to the *application*
- be displayed on evacuation routes in the *building*.

The answer must record where in the *building* the signs and notices will be displayed.

Where the *building* has a number of places of safety it may be useful to have different signs/notices to be displayed in different parts of the *building* indicating the relevant places of safety that may be used for *occupants* from that part of the *building*.

Ensure that the information shown on the signs and notices submitted with the *application* is consistent with the answers in the *application*.

An example of a 'Fire Action Notice' is given in Appendix F .

Firefighting equipment

Q4.2

If there is no firefighting equipment in the *building* select 'none'.

Any hand-held hose reel or other similar device installed in a *building* must be maintained to New Zealand Standard 4503: 2005 Hand operated fire fighting equipment.

[regulation 13]

Preparation for a fire emergency

Training

Approved *evacuation schemes* require training either:

- to train staff to manage *trial evacuations*
- as an *evacuation training programme* for *permanent occupants*.

[question 24, Form 1 of Schedule 4 of the *Regulations*]

The requirements for training are covered in the following sections.

Wardens

The *Act* and *Regulations* do not require *wardens*. But *wardens* can be used as part of effective evacuation processes in many *buildings*, including:

- multi-occupancy *buildings*
 - *buildings* with large numbers of *occupants*
 - theatres and cinemas
 - hospitals
 - airports.
-

If *wardens* are used, descriptions of them should include their duties and how they are identified.

Q4.3

Trial evacuations are required:

- if the *building* is used as an:
 - early childhood facility (other than in a *household unit*)
 - educational institution
- for all other *buildings* unless there is an *evacuation training programme* (question 4.8).

[regulation 17(g) and (h), and clause 2 of Schedule 3 of the *Regulations*]

If '*trial evacuations*' is selected, complete questions 4.4 to 4.7.

If '*evacuation training programme*' is selected, complete questions 4.8 and 4.9.

Trial evacuations

Q4.4-4.7

Complete these questions if *trial evacuations* is selected in question 4.3.

The described staff training for managing *trial evacuations* should include:

- warning *occupants* in the immediate area verbally
 - activating the fire alarm
 - using firefighting equipment (if any)
 - going to place(s) of safety (outside or inside (if applicable))
 - the need to call 111 from a safe location (this can be role played)
 - the role and identification of *wardens* (if any)
 - supervision of the evacuation (if applicable)
 - who will stay with people in a *place of safety inside* until they are moved (if applicable)
 - reporting information to firefighters / supervisor.
-

Evacuation training programme

Q4.8-4.9

These must be answered where *evacuation training programme* is selected in question 4.3.

Q4.8

This is a statement that the *evacuation training programme* will be carried out in accordance with clauses 5 to 7 of Schedule 3 of the *Regulations*.

The *evacuation training programme* must be carried out at least every **six months**.

The *evacuation training programme* must include details about how *permanent occupants* are trained and assessed including:

- frequency of training
 - how *occupants* are alerted to a fire in the *building*
 - how *occupants* are informed of:
 - the measures they should take for their personal safety once alerted to a fire
 - the need (if necessary) to evacuate to the place(s) of safety
 - where the place(s) of safety are and the fastest way to get to them
-

-
- use of firefighting equipment (if any) in the *building*
 - use of equipment (if any) for assisting *persons with disabilities* to evacuate.

[clause 5 of Schedule 3 of the *Regulations*]

You can submit a copy of the *evacuation training programme* with your *application*.

Q4.9

The person who will manage the *evacuation training programme* should be referred to by his or her position.

Section 5 Evacuation procedure

In this section of the *application*, the answers must cover:

- all occupancy uses and times
- from when a fire is detected, until the time when everyone is at a *place of safety outside* (even though in an actual fire, some people may remain in the *place of safety inside*).

Each question has a list of some options to consider (these options are not an exhaustive list).

Q5.1

Possible answers for how *occupants* are alerted to a fire emergency include:

- signs of fire
- verbal warning from others
- an alarm sounding throughout the *building* after being manually activated
- an alarm sounding throughout the *building* after being triggered by smoke alarms
- an alarm sounding throughout the *building* after being triggered by heat detectors
- battery operated smoke alarm
- sprinkler activation
- *wardens* (if any).

Q5.2- 5.4

Possible answers for how to inform the *occupants* for these questions, include:

- notices and signs:
 - in the occupied areas of the *building*
 - along the escape route(s)
- *wardens* (if any)
- public address system
- training (for staff managing *trial evacuations*, or as part of *evacuation training programme*).

Q5.4

If there is more than one *place of safety outside* the answer must cover the *means of escape* to all the *places of safety outside*.

If there is one or more *places of safety inside*, this answer must cover the *means of escape*:

- **to** *places of safety inside*, AND
- **from** *places of safety inside* to *places of safety outside*, if a full evacuation is needed.

The answer must include alternative *means of escape* if the primary route cannot be used.

If you have floor and/or site plans for the *building* you can mark the escape routes on these, and submit the plans as part of your *application*.

Q5.5

Possible answers for how to inform the *occupants* for this question, consider:

- *wardens*
- public address system
- firefighters.

This question does not apply if the *building* has no *places of safety inside*.

Q5.6

Possible answers for the way the *Fire Service* may be alerted that there is a fire include:

- 111 call
- *automatic Fire Service notification following a manual alarm sounding
- *automatic Fire Service notification following an alarm being triggered by smoke alarms
- *automatic Fire Service notification following an alarm being triggered by heat detectors
- *automatic Fire Service notification following sprinkler activation.

*This only applies if the fire alarm in the *building* has this function. The company which installed or maintains the fire alarm will be able to provide this information.

Q5.7

This may be a person in a specific position, such as a team leader, or a *warden*.

Section 6 Special provisions

6.1

This is an **optional** question.

Any special provisions or other matters not covered in the rest of the *application* may be included here, including.

- provisions for when an *automatic sprinkler system* or warning system is shut down or becomes inoperative
 - maximum occupancy allowed in other legislation.
-

Section 7 Building owner responsibilities

7.1

This is a statement that the *building owner* will notify the *Fire Service* if any of the listed *building events* occur.

Submit application

This is a confirmation that the information contained in the *application* is correct, to the best of the knowledge of the *applicant*.



New Zealand Fire Service
Guide to Evacuation Schemes

Part three
Appendices

Appendix A – Glossary of terms

Definitions that start with a (†) are legal definitions.

| Term | Definition |
|----------------------------|--|
| Act | Fire Service Act 1975. |
| applicant | the person who is applying for Fire Service approval of an evacuation scheme. It may be either: <ul style="list-style-type: none"> • the building owner, or • an authorised applicant. |
| application | an application for Fire Service approval of an evacuation scheme. |
| Area | † a Fire Area constituted under section 25 of the <i>Act</i> (refer to Appendix G for a map showing Fire Service Areas and the contact details for offices). [section 25 of the <i>Act</i>] |
| authorised applicant | a person the building owner has authorised (in writing) to make the application on the building owner's behalf. A Fire Service 'authorised applicant' form is available at <i>online services</i> |
| automatic sprinkler system | † is a sprinkler system that— <ol style="list-style-type: none"> (1) (a) satisfies sections 105 and 108 of the Building Act 2004 (in relation to the sprinkler system); and <ul style="list-style-type: none"> (b) is appropriate to the use and occupancy of the building; and (c) complies with subclause (2). (2) complies, at the time that it was installed, with one of the following standards: <ul style="list-style-type: none"> (a) <i>NZS 4541:2007—Automatic fire sprinkler systems</i> (b) <i>NZS 4515:2003—Fire sprinkler systems for residential occupancies</i> (c) <i>NZS 4517:2002—Fire sprinkler systems for houses.</i> [regulation 16; and section 21B(4) of the <i>Act</i>] |
| building | † has the meaning given by the Building Act 2004. |
| Building Code | † has the meaning given by section 7 of the Building Act 2004. |
| building event | any of the following changes to a building with an approved evacuation scheme : <ol style="list-style-type: none"> (a) 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; (b) the means of escape from fire for the building are required to be altered under section 107 of the Building Act 2004; (c) 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 the Building Act 2004; (d) the occupancy of the building is changed to the extent that its means of escape from fire are no longer adequate; (e) 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 <i>Act</i>). [clause 8 of Schedule 3 of the <i>Regulations</i>] |
| building owner | † in relation to the building, means: <ol style="list-style-type: none"> (a) the person for the time being entitled to receive the rack rent for the building; or (b) the person who would be entitled to receive the rack rent for the building if the building were let at a rack rent † in relation to a building for which a unit plan within the meaning of section 5(1) of the Unit Titles Act 2010 has been deposited, means the body corporate. [regulation 3; and sections 2 and 21B(4) of the <i>Act</i>] |

| | |
|-------------------------------|---|
| building warrant of fitness | a statement by the building owner that requirements of the compliance schedule have been fully met in the previous 12 months and that the specified systems will continue to perform as required. [section 108 of the Building Act 2004] |
| certificate of title | the title for the land on which the building is located. The reference for a title to land is known as an 'identifier'. It looks like '345678' on more recent titles. On older titles, it looks like 'WN345/678'. It may also be known as the 'certificate of title number' or 'CT number'. |
| code compliance certificate | a certificate issued by the building consent authority confirming that it is satisfied all building work carried out under a building consent complies with that building consent. [sections 7 and 95 of the Building Act 2004] |
| compliance schedule | a schedule issued by the building consent authority to the building owner, which lists specified systems (as defined in the Building Act 2004) and the maintenance, inspection and reporting procedures for those specified systems. [sections 7 and 100 of the Building Act 2004] |
| employment facilities | any facility in a building that is used in the course of an employees work including work spaces, lockers for employees or where an employee comes or may come to eat, rest, receive first-aid or pay; or for any other employment purpose. |
| evacuation procedure | a procedure that is in place for the safe, prompt and efficient evacuation of the building's occupants in the event of a fire emergency requiring evacuation of the building to a place of safety. [regulation 6(1)] |
| evacuation scheme | † an evacuation scheme: (a) that is required under section 21B of the Act; and (b) that complies with Part 2 of the Regulations. [regulation 3(1), and section 21B(4) of the Act] |
| evacuation training programme | a training programme that clearly demonstrates how the permanent occupants of the building are capable of managing, in a fire emergency, an evacuation of all the occupants from the building. It must include details of how the permanent occupants are trained and assessed in relation to the use of firefighting equipment (if any) in the building, and the use of any emergency equipment (if any) in the building for assisting occupants who are persons with a disability to evacuate from the building. [regulation 17, and clauses 5 to 7 of Schedule 3 of the Regulations] |
| firecell | any space including a group of contiguous spaces on the same or different levels within a building, which is enclosed by any combination of fire separations, external walls, roofs, and floors (as defined in the Building Code under the Building Act 2004). |
| Fire Region | † a Fire Region constituted under section 24 of the Act (refer to Appendix G for a map showing the Fire Regions and the contact details for the offices) [section 2(1) of the Act] |
| Fire Service | † the New Zealand Fire Service [section 2(1) of the Act] |
| fire warden | refer to 'warden' |
| hazardous substance | † any hazardous substance defined in section 2 of the HSNO Act; and any infectious or radioactive substance that may impair human, animal, or plant health. [section 2(1) of the Act] |
| household unit | as defined in section 7 of the Building Act 2004. [section 2(1) of the Act] |
| HSNO Act | the Hazardous Substances and New Organisms Act 1996 |

| | |
|-----------------------------|--|
| legal description (of land) | a term used in land records. It generally will have a lot number, and a deposited plan number, and will look like Lot 1 DP12345. |
| means of escape | <p>† a “means of escape from fire” as defined in section 7 of the Building Act 2004, and in relation to a building that has a floor area</p> <p>(a) means continuous unobstructed routes of travel from any part of the floor area of that building to a place of safety; and</p> <p>(b) includes all active and passive protection features required to warn people of fire and to assist in protecting people from the effects of fire in the course of their escape from the fire.</p> <p style="text-align: right;">[section 2(1) of the Act]</p> |
| multi-storey building | a building with more than one floor. This includes floors below ground, so a building with a basement and ground floor is considered a multi-storey building. |
| occupant | <p>† in relation to a building, includes any person lawfully entitled to be in the building (for example, a visitor).</p> <p style="text-align: right;">[regulation 3(1)]</p> |
| online services | <p>Fire Service website used to provide online services to external parties, including submitting and maintaining an online evacuation schemes.</p> <p>Website address: https://onlineservices.fire.org.nz</p> |
| owner | refer to ‘building owner’ |
| permanent occupant | <p>† in relation to a building, means a person, who:</p> <p>(a) has a place of work in the building; or</p> <p>(b) lives in the building.</p> <p style="text-align: right;">[clause 5(3) of Schedule 3 of the Regulations]</p> |
| person with a disability | <p>† (a) a person:</p> <p>(i) 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:</p> <p>(A) a physical, sensory, neurological, or intellectual impairment;</p> <p>(B) a mental illness; and</p> <p>(ii) who is unable to sense or understand a fire alarm or leave a building, during a fire emergency, in a way that a person without the same disability would be capable of doing; and</p> <p>(b) includes any person who considers that he or she would be unable to leave a building during a fire emergency by using its means of escape from fire.</p> <p style="text-align: right;">[regulation 3(1)]</p> |
| place of safety inside | <p>a place of safety inside the building that is a firecell; and</p> <p>(a) is capable of holding the intended number of people during a fire emergency; and</p> <p>(b) is provided with sufficient means of escape for the intended number of people to enable them to escape safely and in a reasonable time, to a place(s) of safety outside the building; and</p> <p>(c) has been approved by the Fire Service as part of the evacuation scheme approval process.</p> |
| place of safety outside | a place of safety outside and clear of the building where all of the occupants can be accounted for. It should be a place clear of the building, driveways, and roadways. |
| RealMe | RealMe is a service from the New Zealand Government and New Zealand Post that includes a single login, letting you use one username and password to access a wide range of services online. |
| Regulations | the Fire Safety and Evacuation of Buildings Regulations 2006. |
| relevant building | <p>† a building or part of a building, used for a purpose described in section 21A of the Act.</p> <p style="text-align: right;">[section 21A(1) of the Act]</p> |
| required application | an application that is required under section 21B of the Act. |

| | |
|--------------------------|---|
| sprinkler system | <p>an automatic fire detection, alarm and control system installed in a building designed to detect and control a fire automatically.</p> <p>The sprinkler operates when the heat generated by a developing fire raises the temperature of the sprinkler head to a preset level and includes alarms throughout the building to warn occupants of a fire.</p> |
| threshold quantity | <p>the minimum amounts of hazardous substances for the purposes of section 21A(1)(d) of the <i>Act</i> and that are listed in Part 1 and Part 2 of Schedule 2 of the Regulations.</p> <p style="text-align: right;">[regulation 15]</p> |
| trial evacuation | <p>an evacuation drill that is carried out when there are no signs of fire, for the purpose of evaluating the effectiveness of an evacuation procedure.</p> |
| usual hours of operation | <p>the times when the building is occupied under normal circumstances. The usual hours of operation includes:</p> <ul style="list-style-type: none"> • normal working hours • shift hours • overtime hours • after hours • use in evenings or weekends |
| voluntary application | <p>an application under section 21H of the <i>Act</i> (for a building that is not a relevant building).</p> |
| warden | <p>a person who has specific responsibilities during an evacuation of a building during a fire emergency.</p> |
| working day | <p>† means a day of the week other than—</p> <p>(a) a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day; and</p> <p>(b) a day in the period commencing with 25 December in a year and ending with 2 January in the following year; and</p> <p>(c) if 1 January falls on a Friday, the following Monday; and</p> <p>(d) if 1 January falls on a Saturday or a Sunday, the following Monday and Tuesday</p> <p style="text-align: right;">[section 29 of the Interpretation Act 1999]</p> |

Appendix B – Hazardous substances

| Property and state of substance | Classification | Threshold quantity |
|---------------------------------------|---|-----------------------------|
| Explosive | 1.1A, 1.1B, 1.1C, 1.1D, 1.1E, 1.2B, 1.2C, 1.2D, 1.2E, 1.2F, 1.2G, 1.2H, 1.2I, 1.2J, 1.2K, or 1.2L | 5 kg |
| | 1.3C, 1.3F, 1.3G, 1.3H, 1.3J, 1.3K, or 1.3L | 10 kg |
| | 1.4B, 1.4C, 1.4D, 1.4E, 1.4F, 1.4G, 1.4S, 1.5D, or 1.6N | 20 kg |
| Flammable (gas) | 2.1.1A | 30 kg or 20 m ³ |
| | 2.1.1B | 100 kg or 60 m ³ |
| | 2.1.2A | 300 L |
| Flammable (liquid) | 3.1A | 10 L |
| | 3.1B | 100 L |
| | 3.1C or 3.1D | 1000 L |
| | 3.2A, 3.2B, or 3.2C | 10 L |
| Flammable (solid) | 4.1.1A | 10 kg |
| | 4.1.1B | 100 kg |
| Flammable (substance) | 4.1.2A or 4.1.2B | 5 kg or 5 L |
| | 4.1.2C or 4.1.2D | 10 kg or 10 L |
| | 4.1.2E, 4.1.2F, or 4.1.2G | 20 kg or 20 L |
| Flammable (solid) | 4.1.3A, 4.1.3B, or 4.1.3C | 10 kg |
| Flammable (substance) | 4.2A | 10 kg or 10 L |
| | 4.2B | 100 kg or 100 L |
| | 4.2C | 1000 kg or 1000L |
| Flammable (solid) | 4.3A | 10 kg |
| | 4.3B | 100 kg |
| | 4.3C | 1000 kg |
| Capacity to oxidise (liquid or solid) | 5.1.1A | 5 kg |
| | 5.1.1B | 50 kg |
| | 5.1.1C | 500 kg |
| Capacity to oxidise (gas) | 5.1.2A | 10 kg or 10 m ³ |

Appendix B continued

| Property and state of substance | Classification | Threshold quantity |
|---------------------------------|---------------------|-------------------------------|
| Capacity to oxidise | 5.2A or 5.2B | 1 kg or 1 L |
| | 5.2C or 5.2D | 5 kg or 5 L |
| | 5.2E or 5.2F | 10 kg or 10 L |
| Toxic (substance) | 6.1A, 6.1B, or 6.1C | 10 kg or 10 L |
| Toxic (gas) | 6.1A, 6.1B, or 6.1C | 0.5 kg or 2.5 m ³ |
| Toxic | 6.1D | 100 kg |
| Corrosive (substance) | 8.1A or 8.2A | 10 kg or 10 L |
| Corrosive (gas) | 8.1A or 8.2A | 0.5 kg or 0.25 m ³ |
| Corrosive (substance) | 8.2B | 100 kg or 100 L |
| Corrosive (gas) | 8.2B | 5 kg or 2.5 m ³ |
| Corrosive (substance) | 8.2C or 8.3A | 1000kg or 1000L |

Infectious and radioactive substances

| Substance property | Hazard | Threshold quantity |
|-------------------------------|---|--|
| Infectious | Risk Group 3 micro organisms as defined in AS/NZS 2243.3:2002 Safety in laboratories—Microbiological aspects and containment facilities | Any amount |
| Ionizing radioactive material | Category 1, 2, or 3 radionuclide as listed in Table 2 of Appendix 1 of International Atomic Energy Agency Safety Standards Series No RS-G-1.9 Categorization of Radioactive Sources (as at the commencement of these regulations) | Please provide all details as required. Any amount |

Appendix C – Checklist

Before submitting the *application*, check:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <i>application</i> completed |
| <input type="checkbox"/> | the declaration has been completed by the <i>applicant</i> (section 7 of Form) |
| <input type="checkbox"/> | written authorisation, or 'authorised applicant' form completed and attached (if applicable) |
| <input type="checkbox"/> | copies of signs and notices attached |

Appendix D – Trial evacuation process

This is a suggested list of duties for the person who is responsible for the *trial evacuations*:

Note: Pre filled forms for the notifications needed for *trial evacuations* are available from *online services* for *evacuation schemes* that have been submitted using the *Fire Service application* form. Printable forms are available at *online services*.

Schedule a *trial evacuation*

Set a date and time for the *trial evacuation*, ensuring it is:

- about the time stated in your approved *evacuation scheme*
- less than 6 months since the last *trial evacuation*.

For pre filled forms the date will be automatically determined for you. This can be amended.

Notices before and after the *trial evacuation*

See section above '[Maintaining an approved evacuation scheme](#)'

Training

Ensure the required training has been carried out.

Fire Alarms and notifying the Communication Centres before a *trial evacuation*

Ensure the person who will control the fire alarm during the *trial evacuation* knows how to operate the alarm during a *trial evacuation*, and how to contact the relevant *Fire Service* Communications Centre if needed (see contact details below, and refer to Appendix G for a map of the *Fire Regions and Areas*).

| Communications Centre | Fire Regions | Telephone number |
|-----------------------|--------------|------------------|
| Northern | 1 and 2 | 09 486 7948 |
| Central | 3 | 04 801 0812 |
| Southern | 4 and 5 | 03 341 0266 |

Calling 111 during the *trial evacuation*

The *Fire Service* recommends that the person managing the *trial evacuation* calls 111 as part of the *trial evacuation*. However, you may chose to role play the call during the *trial evacuation*.

If you are going to call 111 as part of the *trial evacuation* you need to:

- telephone 111 **at the start of the *trial evacuation***, ask for Fire, and give the following information to the *Fire Service* operator:
 - you are calling for a *trial evacuation*
 - the location of the *building* including:
 - *building* or company name
 - street address
 - suburb and town/city
 - nearest cross street

Debrief after your *trial evacuation*

The *Fire Service* recommends you have a debrief session after the *trial evacuation* with the wardens (if any) and all staff.

The debrief should include a review of the following:

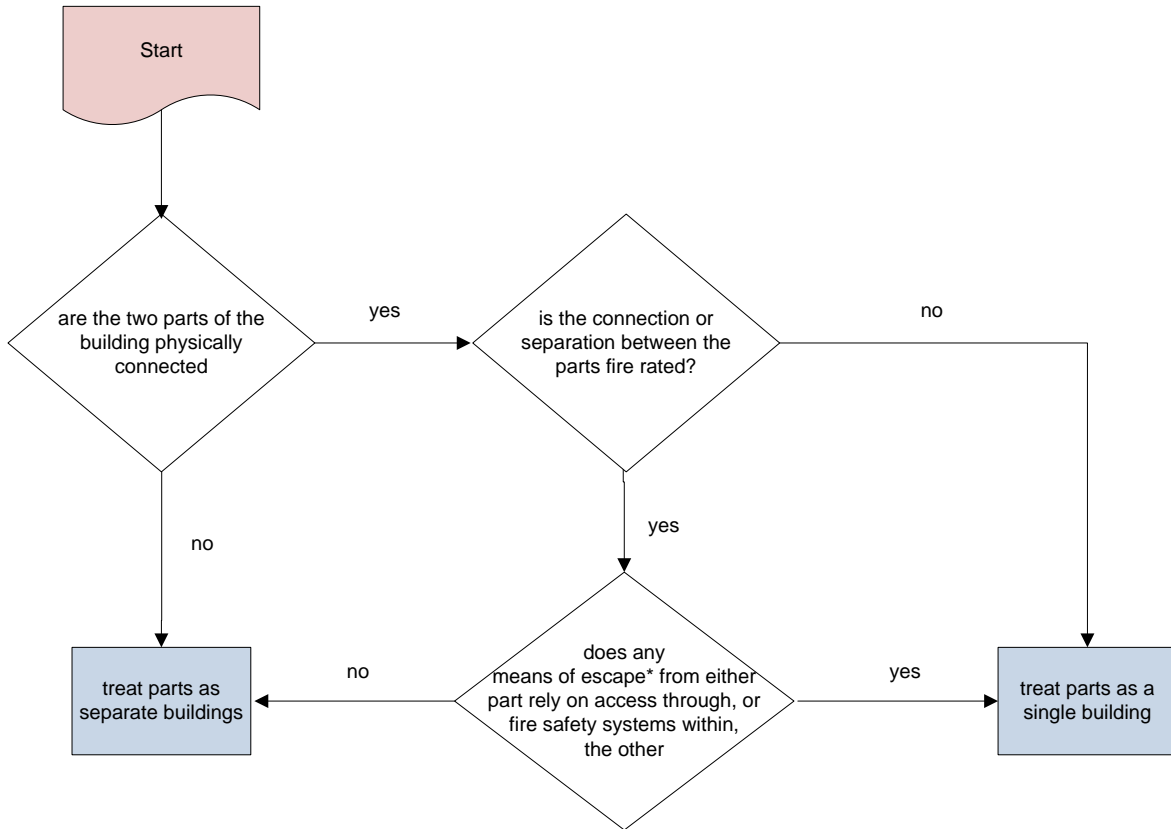
-
- Did all staff hear the fire alarm throughout the *building*?
 - Where there any faults or issues with the *trial evacuation*?
-

Schedule the next *trial evacuation*

Schedule the next *trial evacuation* (for not more than 6 months after the completed *trial evacuation*).

Appendix E – multi-unit buildings flowchart

Determining whether two parts of a building should be treated as separate buildings or treated as a single building for the purposes of deciding if the parts are relevant buildings for evacuation scheme purposes



*means of escape (as defined in section 7 of the Building Act 2004) includes any installed fire safety system (fire alarm, sprinkler system, detection, smoke control, etc)

Appendix F – Fire sign example

Fire signs are available in Maori from the fire information unit (refer to Appendix G).

FIRE ACTION

IF YOU DISCOVER A FIRE:

**WARN OTHER BUILDING OCCUPANTS
OPERATE FIRE ALARM & PHONE THE FIRE SERVICE**

DIAL 111

(FROM A SAFE LOCATION)

WHEN WARNED OF A FIRE IN THIS BUILDING:

**LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST
EXIT WHICH IS:**

YOUR ALTERNATIVE EXIT IS AT:

ASSEMBLE AT:

WALK - DO NOT RUN

**STAY AT THE ASSEMBLY POINT UNTIL THE “ALL CLEAR” IS
GIVEN**

**DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS IT IS
SAFE TO DO SO**

Appendix G – Contact details

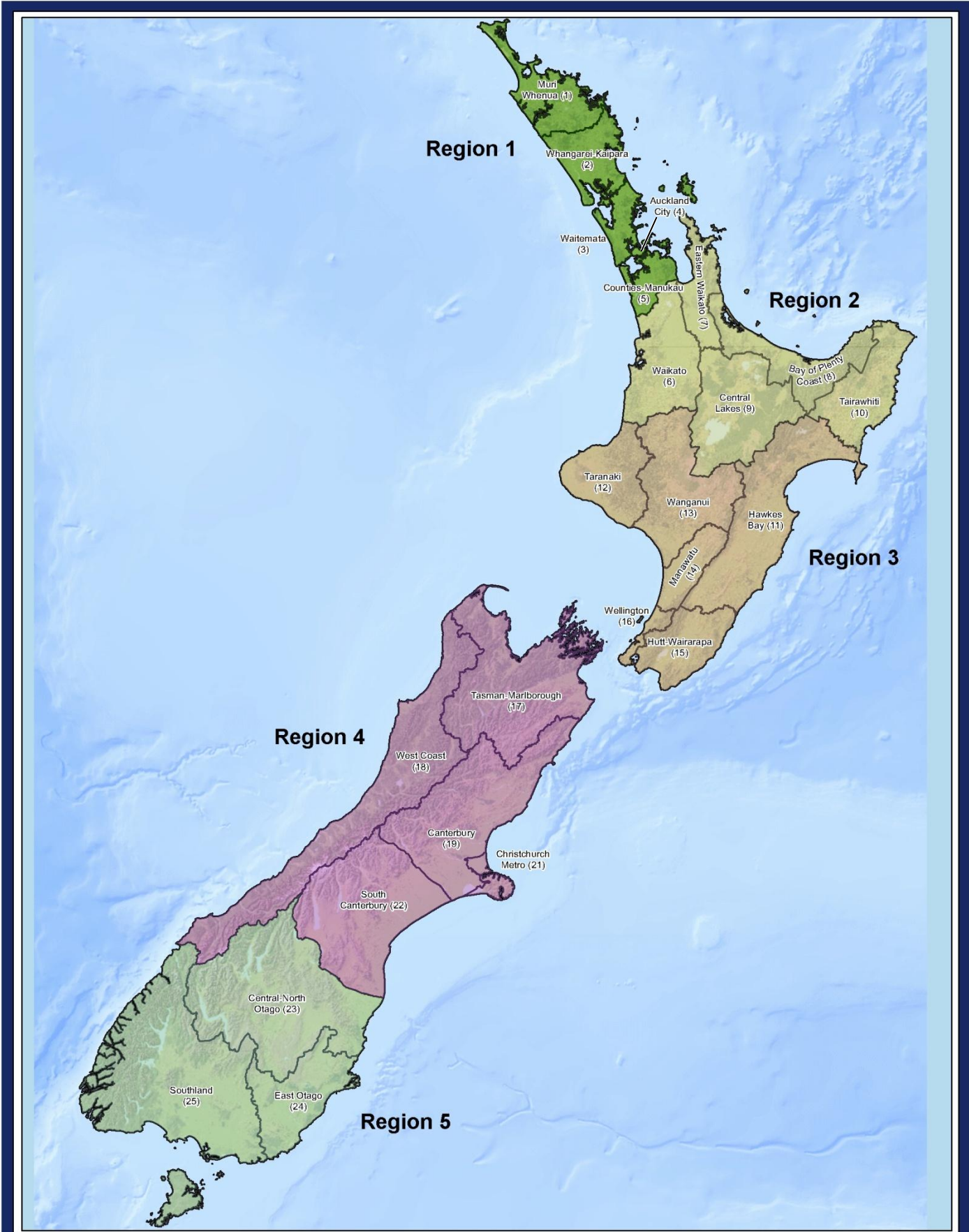
Applications for **evacuation scheme approval** that are not automatically sent to the *Fire Service* via *online services* and **section 21B(2) notifications** can be sent to:

| Region | Address | Email address | Fax |
|--------|--|----------------------|-------------|
| All | Fire Information Unit New Zealand Fire Service PO Box 68042 Newton Auckland 1145 | fireinfo@fire.org.nz | 09 309 0483 |

Trial evacuation notifications and reports, and **notifications of evacuation training programmes** that are not automatically sent to the *Fire Service* via *online services* can be sent to the *Fire Service* by email, post or fax using the contact details in the table below. If you are unsure of the *Area* refer to the map on page 40.

| Area | Email address | Address | Fax | ComGen |
|---------------------|--|---|--------------------------|----------|
| Muri Whenua | EvacManageMuriWhenua@fire.org.nz | 9 Homestead Road Kerikeri Northland | 09 407 3413 | Northern |
| Whangarei-Kaipara | EvacManageWhangarei-Kaipara@fire.org.nz | Office C/o 12 Mansfield Terrace Whangarei 0112 | 09 438 6730 | Northern |
| Waitemata | cpuwaitemata@fire.org.nz | Takapuna AUCKLAND 0622 PO Box 300-412 | 09-489-4012 | Northern |
| Auckland City | cpuacfa@fire.org.nz | AUCKLAND 1010 PO Box 68646 AUCKLAND | 09-302-5197 | Northern |
| Counties-Manukau | cpucountiesmanukau@fire.org.nz | PO Box 97945 Manakau 2241 AUCKLAND | 09-262-0759 | Northern |
| Waikato | EvacManageWaikato@fire.org.nz | PO Box 1343 HAMILTON DX GX33431 | 07 834 1720 | Northern |
| Eastern Waikato | EvacManageEasternWaikato@fire.org.nz | 106 Pahau Street PO Box 159 THAMES 3540 | 07 867 9117 | Northern |
| Bay of Plenty Coast | EvacManageBayofPlentyCoast@fire.org.nz | PO Box 341 TAURANGA 3140 | 07 578 2111 | Northern |
| Central Lakes | EvacManageCentralLakes@fire.org.nz | PO Box 117 ROTORUA DX JP30020 | 07 348 3746 | Northern |
| Tairāwhiti | EvacManageTairawhiti@fire.org.nz | PO Box 180 GISBORNE 4040 | 06-867-9034 Xtn 66832 | Central |

| Area | Email address | Address | Fax | ComCen |
|---------------------|--|---|---|----------|
| Hawkes Bay | EvacManageHawkesBay@fire.org.nz | Napier 18-20 Taradale Road NAPIER 4110 PO Box 4122 NAPIER 4143 Hastings 125 Maraekakaho Road HASTINGS 4120 PO Box 4122 NAPIER 4143 | 06-835 2117 06-870-4927 Xtn 66827 | Central |
| Taranaki | EvacManageTaranaki@fire.org.nz | PO Box 747 New Plymouth | 06-757-3873 | Central |
| Wanganui | EvacManageWhanganui@fire.org.nz | PO Box 334 Whanganui | 06-348 1540 ext 64140 | Central |
| Manawatu | EvacManageManawatu@fire.org.nz | PO Box 688 Palmerston North | 06 354 8491 | Central |
| Hutt-Wairarapa | EvacManageHutt-Wairarapa@fire.org.nz | 955-957 High Street LOWER HUTT 5011 | 04 577 8388 | Central |
| Wellington | wellington.area@fire.org.nz | PO Box 19-161 Courtenay Place Wellington 6149 | 04 387 9249 | Central |
| Tasman-Marlborough | EvacManageTasman-Marlborough@fire.org.nz | PO Box 7003 NELSON 7042 | 03-546-2119 | Southern |
| West Coast | EvacManageWestCoast@fire.org.nz | PO Box 222 GREYMOUTH 7840 WEST COAST | 03 768 5574 | Southern |
| Canterbury | EvacManageCanterbury@fire.org.nz | PO Box 773 RANGIORA | 03 313 2945 | Southern |
| Christchurch Metro | EvacManageChristchurch@fire.org.nz | PO Box 13-747 CHRISTCHURCH 8141 | 03 377 6466 | Southern |
| South Canterbury | EvacManageSouthCanterbury@fire.org.nz | PO Box 683 TIMARU 7940 | 03 684 1209 | Southern |
| Central-North Otago | EvacManageCentral-NorthOtago@fire.org.nz | PO Box 2360 Wakitipu 9349 Queenstown | 03 442 3868 | Southern |
| East Otago | EvacManageEastOtago@fire.org.nz | PO Box 341 DUNEDIN | 03 474 0591 | Southern |
| Southland | EvacManageSouthland@fire.org.nz | PO Box 192 INVERCARGILL | 03 214 1365 | Southern |

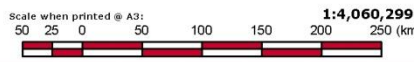


New Zealand Fire Service Regions and Areas

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LEGEND

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| REGION 1 | REGION 2 | REGION 4 |
| REGION 3 | REGION 5 | |



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