

K-1 Evacuation & Safety Consultants Ltd
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K-1 Evacuation & Safety Consultants Ltd has in excess of 30 years experience in the development, implementation and maintenance of fire evacuation schemes.

We provide professional advice, support and training in all aspects of the compliance in fire safety and evacuation schemes within the commercial industry and workplace.

We are fortunate to be supplemented by a professional and competent team with the ability to provide advice relative to the disability community, Fire Emergency NZ communication centre with operational preparedness knowledge and Fire Risk Management knowledge.

We provide this service in compliance with the following legislation.



**Fire and Emergency New Zealand
(Fire Safety, Evacuation Procedures, and Evacuation Schemes)
Regulations 2018**

A building owner must ensure their building complies with the Act and the Regulations.

A building that requires an evacuation scheme is called a 'relevant building'. These include the following:

Buildings where 100 or more people can gather together.

Buildings where 10 or more people work.

~~Buildings where six or more people sleep, unless there are three or fewer households~~

Buildings storing certain levels of hazardous substances

Buildings used for early childhood, medical, and disabled care services, unless the building is a normal home

~~Prisons and holding cells~~

An evacuation scheme is a plan that provides for the safety of a building's occupants if there is a fire, or an alarm of fire. An evacuation scheme is assessed and approved by Fire and Emergency NZ.

An evacuation scheme needs to include:

the building's evacuation procedure

copies of fire action signs and notices

description of the building's firefighting equipment (if applicable)

details of the places of safety, where they are located, and how they are reached

description of the building's automatic sprinkler systems (if applicable)

description of the building's fire alarm/means of warning occupants of a fire description of the building's provision for people requiring assistance

a plan for the regular maintenance of the evacuation scheme by either trial evacuations or training.

Evacuation procedures and schemes help reduce the risk of harm to people in the case of a fire by ensuring they are notified and can evacuate safely and promptly to a place of safety

A REGISTERED EVACUATION SCHEME versus A FIRE PROCEDURE

- 1) A registered evacuation scheme is required when any business meets the criteria as detailed previously.
- 2) A fire procedure is required when your business / practice does not meet the criteria for a registered and approved evacuation scheme.
A Fire Procedure requires you to still have Fire Action notices in place,
Fire Wardens appointed and identified.
But you are not required to have six monthly trial evacuations, or a training programme established.

Building Wardens & Fire Wardens must be identified.

This identification ensures people understand you have the authority to ask them to evacuate, knowledge as to how to evacuate the building (nearest exit) and where to assemble once out of the building.



Once an evacuation scheme is implemented, it must be maintained at six monthly intervals.

This can be undertaken one of two ways:

➤ Trial evacuation

- *Trial evacuations are often a significant inconvenience when there is consultations or medical procedures needing to be completed.*
- *Many medical facilities opt for a trial evacuation during their lunch-break (normally around 1.00pm)*
- *Whilst trial evacuations are not time consuming, they are often weather dependent and time convenient*

➤ Staff training programme

- These can be completed at any time
- In many instances simply a “one on one” discussion with the Practice Manager, Health & Safety team or Fire Wardens. This training generally will be no longer than 10 minutes per session.

Fire and Emergency NZ are happy for either format of training to be undertaken.

Items / products required as part of an evacuation scheme:

1. Evacuation scheme training document
Whilst we only need to present a training document on fire related emergencies, we often add other detail such as earthquakes, tsunami, gas leak, tornadoes, bomb threats.
2. Fire Warden identification.
3. Fire action notices
4. Staff / Fire Warden training
5. A trial evacuation / Fire Warden training once the evacuation scheme has been approved by FENZ.
6. Six monthly maintenance of the fire evacuation scheme.