Evacuation Schemes and Procedures

Growers with worker accommodation buildings will generally require an Evacuation Scheme and an Evacuation Procedure, unless an automatic sprinkler system has been installed and Fire and Emergency New Zealand has been notified

EVACUATION SCHEME:

A plan that is designed to enable evacuation from the scene of a fire in a reasonable time, in the event of a fire, or an alarm of fire.

Needed if

- 6 or more people sleep
- 100 or more people gather together
- 10 or more people work
- hazardous substances are stored

If needed

Apply to FENZ for approval of Evacuation Scheme at https://fireandemergency.nz/building-fire safety/evacuation:Schemes!

Not needed if

The building:

- is used for either, or both, of the following purposes:
  - providing employment facilities for 10 or more people; and/or
  - providing accommodation for 6 or more people (other than in 3 or fewer households):

and

- has an automatic sprinkler system that complies with one of the following standards, either: NZS 4515:2003, NZS 4541:2007, NZS 4515:2009, NZS 4541:2013 or NZS 4515:2020;

and

- the owner of the building notifies Fire and Emergency that an evacuation scheme is not required using theNotification that an evacuation scheme is not required [DOOX, 108 KB](opens in a new tab)form.

EVACUATION PROCEDURE:

describes how occupants will escape to a place of safety in a safe, prompt and efficient manner if there is a fire, or an alarm of fire. Most buildings used by the public must have an evacuation procedure in place.

Needed if

You are already required to have an evacuation scheme (Evacuation Procedure forms part of Evacuation Scheme)

and/or

the building is used by the public

If needed

You must meet the following:

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

a. the means of escape are kept clear of obstacles at all times; **and**

b. 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

c. smoke-control and fire-stop doors are kept closed unless they are kept open in a way that complies with the building code; **and**

d. stairwells and passageways are free of stored items and accumulation of waste.

(2) The duty in subclause (1) is owed by a tenant only in respect of an act or omission by—

a. the tenant:

b. person who occupies floor space of the tenant (whether as a party to a tenancy agreement, lease, sublease, or other contractual arrangement):

c. any occupant of the building who is an employee of the tenant.