



**THE FIRE SAFETY AND EVACUATION OF  
BUILDINGS REGULATIONS 1992**

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CATHERINE A. TIZARD, Governor-General

ORDER IN COUNCIL

At Wellington this 14th day of December 1992

Present:

HER EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Fire Service Act 1975, Her Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

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REGULATIONS

**1. Title and commencement**—(1) These regulations may be cited as the Fire Safety and Evacuation of Buildings Regulations 1992.

(2) These regulations shall come into force on the 1st day of January 1993.

**2. Interpretation**—In these regulations, unless the context otherwise requires,—

“The Act” means the Fire Service Act 1975:

“Apartment building” means a building of 2 or more storeys providing accommodation for 3 or more household units, whether or not those household units have the use of shared means of escape from fire:

“Approved” means approved by the National Commander:

“Assembly point”, with respect to evacuation, means a safe place clear of the building and clear of Fire Service operations:

“Building” means a building having a floor area and therefore a requirement for means of escape from fire:

“Building code” means the building code as set out in the First Schedule to the Building Regulations 1992:

“Building occupant” includes any person who is lawfully entitled to be on the premises, whether as a visitor, regular user, or otherwise:

“Evacuation point” means any place so designated in an evacuation scheme, whether inside or clear of the building, as the case may be:

“Evacuation scheme” and “operative evacuation scheme” mean a fire safety evacuation scheme required to be provided for pursuant to section 21A of the Act which has been approved in accordance with regulation 17 of these regulations:

“Evacuation time” means the time specified in the evacuation scheme within which persons in the building should reach an evacuation point following an evacuation alarm:

“Firecell” means any space within a building, including a group of contiguous spaces on the same or different levels, which is enclosed by any combination of fire separations (as defined in clause A2 of the building code), external walls, roofs, and floors:

“Flammable material” includes any materials contaminated with substances that are capable of initiating spontaneous ignition:

“Institution of care” means any building or part of a building (other than a household unit) in which facilities are provided for early childcare, specialised nursing or medical or geriatric care, or specialised care for people with disabilities:

“National Commander” includes a member of the Fire Service to whom any functions or powers of the National Commander have been delegated pursuant to section 17Q of the Act, in respect of any functions and powers so delegated:

“Owner” includes an occupier within the meaning of the Rating Powers Act 1988; and, for the purposes of regulations 4 and 5 and Part II of these regulations, also includes any 2 or more owners acting together by agreement through one authorised representative:

“Persons with disabilities” means persons impaired, whether permanently or temporarily, in the normal ability to either sense an alarm of fire or make an emergency exit from a building; and “disabilities” has a corresponding meaning:

“Safe place” means a place of safety in the vicinity of a building, either outdoors or in another building, from which people may safely disperse after escaping from the effects of fire:

“Trial evacuation” includes an evacuation drill performed by the staff employed in a building, which drill (in the case of a particular evacuation scheme where the National Commander so approves) may exclude involvement of other persons who could be in the building in the event of fire:

Expressions defined in the Act have the meanings so defined.

## PART I

### FIRE SAFETY

**3. Categories of buildings to this Part applies**—This Part of these regulations shall apply to buildings of the categories set out in the First Schedule to these regulations.

**4. Management of means of escape**—(1) The means of escape from fire to evacuation points and the assembly point shall be maintained by the owner so as to ensure that—

- (a) They are kept clear of obstacles at all times; and
- (b) Exit doors are not locked, barred, or blocked so as to prevent occupants from leaving the building when the building is occupied; and
- (c) Smoke-control and fire-stop doors are not kept open by methods other than hold-open devices that comply with the building code; and
- (d) Stairwells and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.

(2) Flammable cleaning liquid or material or any other like flammable liquid or material shall not be stored near or within any part of the building used as a means of escape from fire, and shall be in non-combustible containers with close fitting lids.

**5. Evacuation procedure**—(1) The owner of every building shall provide a procedure for the safe, expeditious, and efficient evacuation of the occupants of the building from the scene of a fire, in the event of fire emergency requiring evacuation, to a predetermined assembly point or assembly points so that all building occupants can be accounted for.

(2) The owner shall ensure that all information is readily available to all building occupants of the building as to the evacuation procedure, including the fire exit routes, the fire alarm signals, and (where provided) the firefighting equipment for use by building occupants.

(3) The owner shall fix signs and notices in appropriate places in the building which clearly indicate the evacuation procedure and the fire exits.

(4) Where any building is used in whole or in part as the premises of a hotel, motel, hostel, halls of residence, boardinghouse, guesthouse, or other premises for public accommodation, or as premises for educational purposes, all staff employed in respect of those premises shall be trained to assist other occupants to evacuate in accordance with the evacuation procedure for that building.

(5) Every tenant of the building shall follow the evacuation procedure as notified by the owner pursuant to this regulation, and shall ensure full compliance with that procedure by persons who utilise or occupy floor space leased by that tenant.

(6) Where a building has an evacuation scheme under Part II of these regulations, that scheme shall be deemed to meet the requirements of this regulation.

**6. Use of appliances in premises**—Reasonable fire prevention precautions shall be taken by building owners and occupants with regard to—

- (a) Electrical wiring, equipment, and appliances, including portable equipment and appliances; and
- (b) Gas reticulation, equipment, and appliances, including portable equipment and appliances; and
- (c) Equipment and appliances fuelled by kerosene or other flammable liquids, including portable equipment and appliances.

**7. Control of open flames**—(1) Any appliance that gives an open flame or is fuelled by any flammable liquid or gas shall not be used unless the appliance is so constructed, secured, and protected as to minimise risk of fire to the building or its contents.

(2) No fire shall be lit within the building other than in—

- (a) A fireplace that conforms to any bylaws in force at the time of its construction or to the building code, as the case may be; or
- (b) An appliance maintained in proper repair.

(3) No chimney shall be used for a smithy, furnace, foundry or other similar use unless the chimney is constructed for such purpose and is properly maintained.

(4) For the purposes of subclause (3) of this regulation “chimney” includes any flue, vent, or stove pipe installed or provided to allow the escape of smoke, fumes, heat, or other products of combustion.

**8. Packing and unpacking of goods**—(1) Operations involving the packing or unpacking of goods packaged in straw, paper, wood-wool, or other flammable material shall be undertaken only in places—

- (a) From which the public is excluded; and
- (b) Which is not directly connected to any stairway, liftwell, or other opening between floors that is not protected against the spread of fire, smoke, or fumes; and

(c) In which there is no lighting or heating device that could be used in a manner that could cause the packaging materials to ignite.

(2) Flammable packaging materials shall, outside working hours, be kept either—

(a) Away from the building; or

(b) In non-combustible containers with close fitting lids; or

(c) In a building to which regulation 9 (1) of these regulations applies.

(3) No person shall smoke in any room used for the packing or unpacking of goods packaged in flammable materials.

### **9. Storage of goods and materials inside and outside buildings—**

(1) Where any building or part of a building is used wholly or substantially for the storage of—

(a) Timber; or

(b) Firewood or other wooden materials; or

(c) Hay, straw, or other dry plant cuttings; or

(d) Packaging materials; or

(e) Refuse of a type which is likely to burn if lit; or

(f) Any other flammable material—

that storage shall be located or protected in such a position or in such a way that any fire therein cannot spread to any nearby building or to any road or other public place.

(2) No timber, firewood, or other wooden materials, or hay, straw, or other dry plant cuttings, or packaging materials, or refuse which is likely to burn if lit, or any other flammable material shall be stored outside buildings in such a way as to create a fire hazard to any building or to any road or other public place.

(3) The provisions of subclause (2) of this regulation shall be read subject to section 650 of the Local Government Act 1974 and the provisions of the Litter Act 1979.

(4) The provisions of regulation 8 (1) (b) and (c) of these regulations, with the necessary modifications, shall apply to every building to which this regulation applies.

**10. Firefighting equipment for use by building occupants—**(1) Any hand-held hose reel or other similar device installed in a building for firefighting by building occupants shall be maintained in accordance with N.Z. Standard 4503: "Code of Practice for the Distribution, Installation, and Maintenance of Hand-Operated Firefighting Equipment for Use in Buildings".

(2) The National Commander may require an owner or tenant of a building to install at suitable positions within the building, and maintain, portable fire extinguishers either—

(a) In accordance with a code of practice issued pursuant to section 21 (4) (a) (iv) of the Act; or

(b) In the absence of such a code, as the National Commander determines.

**11. Offences—**Every person who acts in contravention of or fails to comply with any provision of this Part of these regulations commits an offence and is liable on summary conviction to a fine not exceeding \$200

and, if the offence is a continuing one, to a further fine not exceeding \$20 for every day or part of a day during which the offence has continued.

## PART II

### EVACUATION SCHEMES

**12. Firecells may be deemed to be buildings in certain cases**—In this Part of these regulations, where any single-storeyed building is comprised of a number of firecells, each with independent, direct, and sufficient egress to a safe place, each firecell shall be deemed to be a separate building for the purpose of determining whether an evacuation scheme is necessary.

**13. Owner to submit application with draft evacuation scheme attached**—(1) The owner of every building to which section 21A (1) of the Act applies and which does not have an operative evacuation scheme in terms of these regulations or of the Fire Safety (Evacuation of Buildings) Regulations 1970, shall, within the period prescribed by subclause (3) of this regulation, submit to the National Commander an application, together with a draft evacuation scheme, as specified in regulation 14 of these regulations.

(2) The owner of every building to which section 21A (2) of the Act applies and which does not have an operative evacuation scheme in terms of these regulations or of the Fire Safety (Evacuation of Buildings) Regulations 1970, shall, within the period prescribed by subclause (3) of this regulation, submit to the National Commander an application together with a draft evacuation scheme as specified in regulation 14 of these regulations.

(3) The period within which an application made under this regulation is to be submitted shall be—

(a) In the case of an existing building in use on the date of commencement of these regulations—

(i) Two years after that date of such commencement; or

(ii) Such lesser period as the National Commander reasonably considers necessary and of which written notification has been given to the owner not less than 2 months before the expiry of that period:

(b) In the case of an existing building not in use on the date of the commencement of these regulations, 1 month after the date on which the building is first occupied:

(c) In the case of a building constructed pursuant to any authorisation pursuant to any enactment in force before the commencement of the Building Act 1991 but not completed on the date of commencement of these regulations, 1 month after the date on which the building is first occupied:

(d) In the case of a building constructed pursuant to any authorisation to which section 93 (2) (b) of the Building Act 1991 applies but not completed on the date of commencement of these regulations, 1 month after the date on which the building is first occupied:

(e) In the case of a building constructed pursuant to a building consent under the Building Act 1991, 1 month after the date on which a code compliance certificate has been issued under that Act in respect of the building.

(4) Every application submitted under this regulation or pursuant to section 21A (7) of the Act (which relates to voluntary applications) shall be in the form set out in the Second Schedule to these regulations.

**14. Contents of draft evacuation scheme—**(1) A draft evacuation scheme shall include provision for—

- (a) The matters set out in section 21A (8) of the Act; and
- (b) The matters set out in subclause (2) of this regulation.
- (2) A draft evacuation scheme shall include provision for—
  - (a) Procedures for safe, expeditious, and efficient evacuation in the event of fire; and
  - (b) The appointment and training of a building warden and floor wardens to supervise such evacuation; and
  - (c) The management of escape routes; and
  - (d) The avoidance of panic, including, where appropriate, measures which conform to the relevant sections of N.Z. Standard 9232: “Precautions Against Fire and Panic in Cinemas, Theatres and Places of Assembly”; and
  - (e) The identification of wardens during an evacuation; and
  - (f) The display of notices in the building explaining the procedures and routes to be followed in an evacuation; and
  - (g) The holding of trial evacuations—
    - (i) For buildings other than educational institutions, not less than 6 months after any previous emergency or trial evacuation; or
    - (ii) For educational institutions, every term, except any term in which an emergency evacuation has taken place— unless otherwise approved; and
  - (h) Predetermined assembly points and evacuation points; and
  - (i) The evacuation of people with disabilities, including an assistance register, which shall—
    - (i) Be continuously updated by the owner; and
    - (ii) Be accessible to the building warden and the Fire Service; and
    - (iii) Be kept in the building in a predetermined location; and
    - (iv) Identify persons with disabilities who are regular users of the building (whether as a place of work, study, recreation, residence, or otherwise) and the form of assistance required in each case; and
    - (v) Identify persons assigned to assist, in the event of an evacuation,—
      - (1) Specific persons whose names are on the assistance register; and
      - (2) Any persons with disabilities whose names are not on the assistance register by reason of them being visitors to the building at the time of an evacuation or otherwise; and
  - (j) Where approval is sought for a scheme under regulation 16 of these regulations, the proposed evacuation points and the time to be taken to evacuate to, between, and from those points to a predetermined assembly point or assembly points; and

- (k) Where applicable, and subject to regulation 22 of these regulations, the training of staff of institutions of care; and
- (l) Where applicable, and subject to regulation 23 of these regulations, special provision for evacuation of persons in lawful detention.

**15. Grounds for determining that a building's automatic sprinkler system is inadequate, etc.**—(1) The grounds upon which the National Commander may determine that a building has an automatic sprinkler system that is inadequate for the purposes of section 21A (1) and (3) of the Act shall be as follows:

(a) That any one or more of the following apply:

- (i) The building is not fully sprinkler-protected throughout; or
- (ii) The building is not currently protected by a sprinkler system approved by the Insurance Council of New Zealand Incorporated in terms of N.Z. Standard 4541: "Automatic Fire Sprinkler Systems" or N.Z. Standard 4515: "Residential Fire Sprinkler Systems", whichever is appropriate to the building; or
- (iii) The building does not have a compliance schedule in terms of section 44 of the Building Act 1991 or there is evidence of a failure on the part of the owner of the territorial authority to comply with the provisions of sections 44 and 45 of that Act with respect to that sprinkler system; or
- (iv) The sprinkler system is defective or is inoperative for any reason; or

(b) The building, by reason of its contents and the activities and processes carried on in it, constitutes a fire hazard which is, in the opinion of the National Commander, such that the sprinkler system is inadequate to ensure the safety of building occupants, such fire hazards being determined by the appropriateness for the relevant occupancy of—

- (i) Fire prevention measures; and
- (ii) Suitability of means of escape; and
- (iii) Measures available for the protection of occupants for an extended period of time; and
- (iv) Adequacy of emergency lighting and alarm systems.

(2) Where, in accordance with subclause (1) of this regulation, the National Commander determines that a building has an automatic sprinkler system that is inadequate, the National Commander shall—

(a) Give written notification to the owner of the building of—

- (i) The determination and the grounds upon which it was made; and
- (ii) The fact that section 21A (1) of the Act thus applies in respect of the building; and
- (iii) The requirement to submit an application to the National Commander, together with a draft evacuation scheme, pursuant to regulation 13 of these regulations; and

(b) Include in that notification advice that the owner, within 1 month after the date of receipt of the notification, may object in writing to the National Commander's determination.

(3) Where a written objection is lodged in accordance with subclause (2) (b) of this regulation, the National Commander shall as soon as practicable—



- (a) Give the owner or the owner's representative a reasonable opportunity to be heard; and
- (b) After holding a hearing, if it has been requested, consider the objection and either allow or disallow it; and
- (c) Give written notification of the decision to the owner and the reasons for it.

(4) Where the owner of a building has received a notification pursuant to subclause (2) of this regulation and has not objected to the National Commander's determination within the time permitted, or any such objection has been disallowed, the owner shall as soon as practicable submit an application, together with a draft evacuation scheme, to the National Commander pursuant to regulation 13 of these regulations.

**16. Conditions under which evacuation may be to a place inside a building**—In respect of any building to which section 21A(2) of the Act applies, the conditions subject to which the National Commander may approve a draft evacuation scheme which makes provision for evacuation to a place within the building, or staged evacuation to a series of 2 or more places within the building, prior to possible evacuation of the building itself, if subsequently required by the Fire Service or a building warden or otherwise, to a predetermined assembly point or assembly points, shall be as follows:

- (a) A sprinkler system is in place which complies with N.Z. Standard 4541: "Automatic Fire Sprinkler Systems" or N.Z. Standard 4515: "Residential Fire Sprinkler Systems", whichever is appropriate to the building; and
- (b) The design and construction of the building complies with clauses C1 to C4, D1, and F6 to F8 of the building code; and
- (c) All staff normally occupying the building are trained in fire-safety procedures; and
- (d) Approved notices are displayed in appropriate positions throughout the building; and
- (e) Internal evacuation is to evacuation points in firecells which are not, or are not likely to be, affected by a fire, and which—
  - (i) Are capable of accommodating all people likely to be evacuated; and
  - (ii) Do not contain hazards associated with hazardous substances or processes; and
  - (iii) Have sufficient means of access and egress to enable all people likely to be in the building to evacuate to the assembly point or assembly points within the final evacuation time or, in the case of a staged internal evacuation, the next evacuation point; and
- (f) Fire Service personnel and the building warden have access to a manual alarm system over-ride capable of distinctly notifying all people in the building of the need to evacuate to the assembly point or assembly points if the need arises; and
- (g) The Fire Service has fire rescue and suppression resources that are, in the opinion of the National Commander, adequate for the building.

**17. Decision on draft evacuation scheme**—(1) Before making a decision on a draft evacuation scheme submitted pursuant to regulation 13 of these regulations, the National Commander may require the holding of a preliminary trial evacuation of the building, which may be observed by the Fire Service.

(2) After considering a draft evacuation scheme and any preliminary trial evacuation, the National Commander may—

(a) Approve the draft evacuation scheme as an evacuation scheme for the purposes of these regulations; or

(b) Return the draft evacuation scheme to the owner indicating how it should be modified to meet the National Commander's approval.

(3) Where a draft evacuation scheme is returned to the owner for revision, the owner shall as soon as practicable—

(a) Resubmit the draft scheme to the National Commander, within 1 month after the date of receipt of the returned scheme, in a form which meets the National Commander's requirements; or

(b) Lodge a written objection with the National Commander within 1 month after the date of receipt of the returned scheme.

(4) Where a written objection is lodged in accordance with subclause (3) (b) of this regulation, the National Commander shall as soon as practicable—

(a) Give the owner or the owner's representative a reasonable opportunity to be heard; and

(b) After holding a hearing, if it has been requested, consider the objection and either allow or disallow it; and

(c) Give written notification of the decision to the owner and the reasons for it; and

(d) If the objection is allowed, include approval of the draft scheme with the notification.

(5) If any such objection is disallowed, the owner shall resubmit the draft scheme to the National Commander, within 1 month after the date of receipt of the notification of disallowance, in a form which meets the National Commander's requirements.

(6) A draft evacuation scheme shall be deemed to have been approved as an evacuation scheme for the purposes of these regulations on the date of receipt by the owner of the National Commander's approval of the draft scheme or amended draft scheme, as the case may be.

(7) In determining whether a draft evacuation scheme shall be approved pursuant to subclause (2) (a) of this regulation, the National Commander shall ensure that the following evacuation times are complied with:

(a) In the case of a building which was constructed or altered in terms of the building code, the evacuation times shall be no greater than those required by that code and shall be sufficient to ensure the safe evacuation of all building occupants:

(b) In the case of a building which was constructed or altered otherwise than in accordance with the building code, the evacuation times shall be sufficient to ensure the safe evacuation of all building occupants.

**18. Evacuation scheme to be put into effect and maintained**—

(1) Every approved evacuation scheme shall be put into effect by the owner by the date specified by the National Commander, being a date not earlier than the date of approval of the scheme.

(2) The National Commander shall give written notification to the owner of—

- (a) The date on or before which the first trial evacuation is to be held after the scheme has been put into effect; and
- (b) The designation and fire station address of the member or members of the Fire Service who have responsibility for ongoing monitoring of the evacuation scheme.

(3) The owner shall ensure that the provisions of the evacuation scheme are observed.

(4) The owner shall give reasonable prior notice to the appropriate member of the Fire Service of the date and time of any trial evacuation pursuant to an evacuation scheme.

(5) Every tenant of the building shall follow the requirements of the evacuation scheme as notified by the owner pursuant to this regulation, and shall ensure full compliance with that scheme by persons who utilise or occupy floor space leased by that tenant.

(6) The owner may from time to time conduct trial evacuations in addition to those provided for in the evacuation scheme if the owner considers it to be in the best interests of fire safety (whether because of potential or imminent industrial action or other action or incident which could affect the building's occupants, or otherwise), and the tenants shall give all reasonable co-operation in the conduct of the trial.

(7) Where any building or part of a building changes ownership, the new owner shall forthwith notify the National Commander.

(8) Where any building is demolished or for any other reason ceases to be a building to which these regulations apply, the owner shall forthwith notify the National Commander who shall, subject to such inquiries as the National Commander considers necessary, cancel the scheme.

**19. Amendment of evacuation schemes and new evacuation schemes—**(1) An owner of a building may at any time, in the light of any trial evacuation, apply to the National Commander for approval of an amendment of the approved evacuation scheme.

(2) Every owner of a building shall—

(a) Note from trial evacuations whether any persons with disabilities have not evacuated within the evacuation time, or have experienced any particular difficulties; and

(b) Take all reasonable steps, after consulting any affected persons with disabilities, to change the evacuation procedure so as to facilitate their evacuation; and

(c) Where any such change is inconsistent with the approved evacuation scheme, apply to the National Commander for approval of an appropriate amendment of the scheme.

(3) The National Commander may require the owner of a building to apply to the National Commander for approval of an amendment of an evacuation scheme or to submit a new draft evacuation scheme to the National Commander where—

(a) Building alterations have been made which result in the evacuation times not being achieved in trial evacuations, or which, in the opinion of the National Commander, significantly affect the means of escape from fire; or

(b) Any specific conditions under which the evacuation scheme was approved have so changed that the National Commander considers that the scheme is no longer adequate for the building;

or

(c) A change of use has occurred which results in alterations to the building's means of escape from fire being required by the territorial authority pursuant to section 46 of the Building Act 1991; or

(d) The life of a building that has a specified life in terms of section 39 of the Building Act 1991 has been extended.

(4) Where an owner intending to subdivide a property for which an approved scheme is a requirement under this Part of these regulations, or would be a requirement if the subdivision were to proceed, and the owner has applied to the relevant territorial authority for a certificate (pursuant to section 224 (f) of the Resource Management Act 1991) to the effect that the proposal is in compliance with the building code, the owner shall—

(a) Submit draft evacuation schemes to the National Commander in respect of the new properties in accordance with this Part of these regulations; and

(b) Notify the National Commander of the nature of the contractual obligations (if any) that are intended to be imposed on subsequent owners as a result of the proposed subdivision and sale of the resulting separate properties.

(5) It shall be the duty of every territorial authority to provide the Fire Service with any information received from any owner, pursuant to section 46 (1) of the Building Act 1991, relating to the proposed change of use of a building or the proposed extension of the life of a building.

(6) The provisions of this Part of these regulations relating to the submission to the National Commander of a draft evacuation scheme and the approval of an evacuation scheme, with the necessary modifications, shall apply in respect of applications for approval of an amendment of an evacuation scheme pursuant to this regulation.

### PART III

#### MISCELLANEOUS PROVISIONS

**20. Fire Service to maintain and supply information on evacuation schemes**—(1) The National Commander shall maintain information relating to evacuation schemes showing—

(a) Buildings that are required to have, or may be required to have, evacuation schemes:

(b) Buildings that have approved evacuation schemes:

(c) Buildings that have approved voluntary evacuation schemes pursuant to section 21A (7) of the Act.

(2) The National Commander shall, on request, supply information on evacuation schemes to any territorial authority for the purposes of either—

(a) Project information memoranda under section 31 of the Building Act 1991; or

(b) Land information memoranda under section 44A of the Local Government Official Information and Meetings Act 1987.

**21. No limitation of normal access or activities for persons with disabilities**—No problems of fire safety and evacuation from a building shall be a cause to limit or prevent any person with disabilities from entering or carrying out normal activities and processes within the

building, or any part of it, which the person would otherwise be permitted to enter or use.

**22. Training of staff of institutions of care**—Managers of institutions of care shall ensure that those members of the staff who are normally in contact with persons in care are trained in such fire safety provisions of Part I of these regulations as are relevant and also trained to assist those persons in the event of an evacuation.

**23. Places of lawful detention or custody**—(1) The security systems and procedures of any place of lawful detention or custody shall be such as to allow for the properly managed evacuation of detainees or persons in custody in the event of fire.

(2) Every person in charge of an institution or other building to which this regulation applies shall ensure that those members of the staff who are normally in contact with persons in lawful detention or custody are trained in such fire safety provisions of Part I of these regulations as are relevant and also trained to assist those persons in the event of an evacuation.

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## SCHEDULES

## FIRST SCHEDULE

Reg. 3

## CATEGORIES OF BUILDINGS TO WHICH PART I APPLIES

1. Land, sea, and air passenger transport terminals and facilities and interchanges, whether wholly on land or otherwise.
2. Public toilets wherever situated.
3. Banks.
4. Centres (other than premises as defined in clause 2 of the Education (Home-Based Care) Order 1992 (S.R. 1992/238)) which provide specialised child-care facilities and services.
5. Apartment buildings and groups of 3 or more pensioner flats (whether or not in apartment buildings).
6. Commercial buildings and premises for business and professional purposes, including computer centres.
7. Central, regional, and local government offices and facilities.
8. Courthouses.
9. Police stations.
10. Hotels, motels, hostels, halls of residence, holiday cabins, boardinghouses, guesthouses, and other premises providing accommodation for the public.
11. Hospitals, whether public or private, and other institutions of care.
12. Medical and dental surgeries, and medical and paramedical and other primary health care centres.
13. Educational institutions, including public and private primary, intermediate, and secondary schools, universities, polytechnics, and other tertiary institutions.
14. Libraries, museums, art galleries, and other cultural institutions.
15. Churches, chapels, and other places of public worship.
16. Places of assembly, including auditoriums, theatres, cinemas, halls, sports stadiums, conference facilities, clubrooms, recreation centres, and swimming baths.
17. Shops, shopping centres, and shopping malls.
18. Restaurants, bars, cafeterias, and catering facilities.
19. Showrooms and auction rooms.
20. Public laundries.
21. Petrol and service stations.
22. Funeral parlours.
23. Television and radio stations.
24. Car parks, parking buildings, and parking facilities.
25. Places of work in which industrial activities (including manufacture, assembly, processing, storage, or repair) are carried out.
26. Other buildings, premises, or facilities to which the public are to be admitted, whether on payment or otherwise.

Reg. 13 (4)

SECOND SCHEDULE

EVACUATION SCHEME APPLICATION

Fire Safety and Evacuation of Buildings Regulations 1992

To the Area Commander, New Zealand Fire Service (Area Headquarters)

1. I hereby apply for evacuation scheme approval for the premises described below:

Signature of building owner: .....

Full name of applicant: Mr/Mrs/Ms/Miss .....

Appointment or position of applicant: .....  
(if not building owner)

Postal address of applicant: .....

Telephone number of applicant: ..... Date: .....

The following sections are to be completed by the applicant:

2. Name of building and street address: .....

3. Name and address of building owner: .....

4. Name building's occupancy groups:

- (a) List floors where group is located
- (b) Name occupancy groups (e.g. offices, manufacturer, laundry, tavern)

.....

.....

[Continue on a separate sheet if necessary]

(c) Location and maximum number of people in building when building fully occupied.

Count people usually at work and those likely to be at work in building at any one time.

Remember to include those self employed, intakes of trainees, etc.:

	Employees	Public
(i) Number below ground floor:	.....	.....
(ii) Number on ground floor:	.....	.....
(iii) Number above ground floor:	.....	.....

5. Give details of sleeping accommodation:

(a) If the building has sleeping accommodation, indicate location and number of bed spaces:

(i) Number below ground floor level: .....

(ii) Number at ground floor level: .....

(iii) Number above ground floor level: .....

(b) Minimum number of people employed at any one time:

SECOND SCHEDULE—continued

EVACUATION SCHEME APPLICATION—continued

	Day	Night
Sleeping:	.....	.....
Non-sleeping:	.....	.....
(c) Greatest number of people likely to require evacuation assistance:	.....	.....

6. Attach copy of the building's assistance register

Permanent location of register: .....

7. Give details of the building's floors and age:

(a) Total number of floors excluding basements: .....

(b) Total number of basements: .....

(c) Approximate date of building's construction: .....

8. Give details of hazardous substances stored or used in building:

Name of Substance	Maximum Quantity Stored	Method of Storage	Maximum Quantity Exposed At any one time
.....	.....	.....	.....
.....	.....	.....	.....

[Continue on a separate sheet if necessary]

9. Give details of fixed fire protection equipment installed in building:

Type of System	Extent of Building Protected by System <i>[If only part of building protected state which part]</i>	Frequency of Servicing	Testing
(a) Automatic fire sprinkler	.....	.....	.....
(b) Automatic detection	.....	.....	.....
(c) Manual call points	.....	.....	.....
(d) Warning devices—audible —visual	.....	.....	.....
(e) Emergency lighting	.....	.....	.....
(f) Other [Specify]	.....	.....	.....

10. Give details of manually operated firefighting equipment available in building:

Type of Equipment	No. of Units Available	Where Installed	Service Annually?	
(a) Hosereels	.....	.....	yes <input type="checkbox"/>	no <input type="checkbox"/>
(b) Portable fire extinguishers	.....	.....	yes <input type="checkbox"/>	no <input type="checkbox"/>
(c) Others [Specify type]	.....	.....	yes <input type="checkbox"/>	no <input type="checkbox"/>



**SECOND SCHEDULE—continued**

**EVACUATION SCHEME APPLICATION—continued**

11. Give details of training given to staff in fire safety procedures:

Induction/Refresher Course Syllabus	Frequency
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.....

.....

12. Description of evacuation scheme:

- (a) Date plan prepared: .....
- (b) Method of initiating evacuation: .....
- (c) Are exitways adequately marked:    yes     no
- (d) Have wardens been appointed        yes     no
- Enter number of wardens: .....
- Description of warden's identification: .....
- (e) Has a senior warden been appointed:    yes     no
- (f) Name location of proposed evacuation points inside building:  
.....
- (g) Name location of final designated "assembly points" outside  
building: .....
- (h) Name location of notices/instructions: .....
- (i) Give frequency of trial evacuations: .....
- (j) Describe method of accounting for occupants: .....

**Please attach copies of the draft evacuation scheme and all notices and warden's instructions**

BOB MacFARLANE,  
Acting for Clerk of the Executive Council.

EXPLANATORY NOTE

*This note is not part of the regulations, but is intended to indicate their general effect.*

Part I of these regulations prescribes standards of fire safety, including evacuation procedures for those premises where there is no requirement for an authorised evacuation scheme in terms of section 21A of the Fire Service Act 1975.

Part II of these regulations prescribes the content of authorised evacuation schemes where this is a requirement in terms of section 21A of the Fire Service Act 1975. This Part also prescribes the grounds for determining that a building's automatic sprinkler system is inadequate and therefore that a requirement exists for an authorised evacuation scheme pursuant to section 21A of that Act.

Part III of these regulations contains provisions relating to—

- (a) Requiring the Fire Service to maintain and supply information on evacuation schemes;
- (b) The prohibition on limitation of normal access for persons with disabilities;
- (c) The training of staff of institutions of care;
- (d) The training of staff of places of lawful detention or custody.

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These regulations are administered in the Department of Internal Affairs.