



Guidelines on how to Hold an Evacuation Drill

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Overview

Why have a fire drill?

1. To review and test the Evacuation Plan to make sure it can be done
2. To provide training/refresher for Emergency Response Team members
 - All building occupants accounted for, and/or
 - All building areas cleared
 - 111 call has been made
3. To ensure building occupants can evacuate safely
 - Evacuation is achieved in a calm and orderly manner.

When to hold your drill

At the most, 6 months after your last drill.

- If you haven't had a fire drill yet – start as soon as you can!
- Plan for 5 ½ months intervals, this allows 2 weeks if you have to rebook dates and times (6 months total)

Unplanned fire evacuations count!

- These can be treated as a trial evacuation provided you submit the evacuation report to Fire and Emergency within 10 working days.
- Your next planned fire drill date can be up to 6 months, at the most, after the unplanned evacuation.
- An unplanned evacuation can be a false alarm or an actual fire.

Surprise them all!

Tell only key people (including tenants) about the drill in advance to simulate more realistic responses.

Things to consider

Who will activate the trial evacuation alarm?
Use food to attract people to stay/discuss the evacuation, after the drill
How will you time the drill?

The Process

Checklist

A one-page excel spreadsheet has been created to assist. It is available on the MCNZ website

http://www.methodist.org.nz/caring_for_our_people/emergency_response_plans

A week before the drill

Optional: invite your local Fire and Emergency team if they can attend.

- It gives them an opportunity to check out your building
 - They will be able to offer constructive evacuation feedback
 - It is always cool to check out the fire trucks
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20 minutes before

If you invited the local Fire and Emergency team, confirm with them that the drill is still happening

Tell your alarm monitoring company (if your building has one).

10-15 minutes before

Phone your local Fire Communications Centre and tell them about the drill.

Fire Communications Centre	Areas covered	Phone number
Northern	North of the line between Mount Taranaki and East Cape	09 486 7948
Central	South of the line between Mount Taranaki and East Cape	04 801 0812
Southern	All of the South Island	03 341 0266

This will help to avoid any confusion or unnecessary fire engine callouts, e.g. if neighbours call 111 as well!

During

Chief Warden

- Call 111 as you would for a real evacuation, and tell them you are having a fire drill.
 - Be prominent: you are the central contact point for other wardens and the Fire and Emergency team
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Immediately following

- Phone your local Fire Communications Centre and tell them you have finished
 - Get a photo of everyone with the Fire and Emergency team!
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... and then

Have a cup of tea and a conversation with everyone. Two way dialogue!

- Feedback – what did everyone think of the process?
 - What went well?
 - What can we improve on?
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Emergency Response Team Debrief

Specifically sit the team down and confirm with them

- Did the plan work for their area?
 - Did they have the necessary equipment?
 - What could be better?
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Submit Evacuation Report	Within 10 working days <ul style="list-style-type: none">• If you have registered your evacuation scheme online already, a report template will be ready for you.• Otherwise the manual report template is available from https://onlineservices.fire.org.nz/Download/DownloadStandardFormsFile/28
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Take Photos	Taking photos after the evacuation creates a useful record of events to add into the report if necessary: <ul style="list-style-type: none">• Group photo with the Fire and Emergency team if they were there!• Photos of any equipment used to assist evacuation• Photos of any building issues which add delays to evacuations
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Other responsibilities

Fire Safety	You have a number of other safety responsibilities. These include ensuring: <ul style="list-style-type: none">• all means of escape from the building are always kept clear of obstacles• flammable materials or liquids are not stored near the means of escape• reasonable fire safety precautions are taken with appliances used within the building. A full list of fire safety responsibilities are held in the Fire Evacuation Regulations 2018.
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Building Changes	Your evacuation scheme also lists a number of building events that must be notified to Fire and Emergency. This includes, but is not limited to, any: <ul style="list-style-type: none">• period where the building's fire detection and suppression systems are going to non-operational• building work that significantly affects the means of escape• changes to the building occupancy that result in the means of escape no longer being adequate• changes to the place/places of safety specified in the evacuation plan• change of purpose or activities within the building. To notify FENZ of any building events, please forward a completed Notification of building changes form to the Fire Information Unit.
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Nominated contact person absences – Notify Fire and Emergency ...	<ul style="list-style-type: none">• Of the dates and the details of an alternative contact person if the nominated contact person for the evacuation scheme is going to be overseas for at least 21 consecutive days.• the nominated contact person is no longer the contact person for the building, e.g. someone else is responsible.
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