

TRIAL EVACUATION REPORT



**NOVA EVACUATION
SERVICES**

PO Box 25100, St Heliers
Auckland,
New Zealand

ph : 09 300 5022

email: sally@novaevac.co.nz

Fire Drill Date : 29-07-2015

Building Name : **Dingwall Building**

PHYSICAL ADDRESS

93 Queen Street,
Auckland,

CONTACT PERSON

EVACUATION DETAILS

Start Time	Finish Time	Total Time Taken
10:30 AM	10:34 AM	04:07

CONTACTING THE FIRE SERVICE

Was an adequate 111 call received by the Communications Center ?	Yes
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WARDENS

Did Wardens instruct staff to leave via the nearest exit ?	Yes
Was Wardens identification adequate ?	Yes
Was Building Warden in correct position ?	Yes
Did Floor Wardens search areas correctly ?	Yes
Did Floor Wardens report to Building Warden immediately after completing search of their areas ?	Yes
Comments	

ASSEMBLY AREA

Did all occupants report to the assembly area immediately ?	Yes
Was the assembly area adequate and clear of emergency operations ?	Yes

ALERTING DEVICES

Was the evacuation alarm audible throughout the premises ?	Yes
Was the evacuation alarm the same sound throughout the premises ?	Yes
Comments	

EVACUATION NOTICES

Check to ensure evacuation notices are displayed in the building beside manual call points or exit doors, and, where appropriate, in other common areas (staff room, etc).

Yes

Comments

BUILDING WARRANT OF FITNESS

Does the building have a current WOF displayed ?

*(These are to be issued annually AND DISPLAYED IN A PUBLIC PLACE) -
Ref : Section 45 of Building ACT*

Yes

WOF Expiry Date

07-09-2015

SMOKE STOP DOORS

Are all smoke stop doors closed ?

They should only be held open by approved magnetic devices that release on the operation of the fire alarm. (Be aware that these devices may not release with the trial evacuation switch)

Yes

Comments

EXIT ROUTES

Were the exit routes in the premises clear of obstructions and combustible materials ?

All exit routes should be clearly labeled with signs and directional arrows to indicate the direction of travel to an exit door.

Check all doors on exit routes to ensure that they operate easily and are able to be opened 90 degrees.

Yes

Comments

FIRE FIGHTING EQUIPMENT

Are all fire extinguishers mounted on walls and correctly labeled ?

Yes

Does the fire fighting equipment have a current service label ?

Yes

Comments

EVACUATION REVIEW MEETING

Building Warden delegated the 111 call to the Fire Service.

Several new wardens briefed on their roles & responsibilities prior to this evacuation.

Building Warden (Sam from The Doctors) marked off Wardens as they reported including noting on the Tally Board the location of people unable to evacuate. During a fire alarm activation always exit via the stairs, do not attempt to take the lift, anyone unable to exit the stairs, the safest place to wait is behind the smoke stop door next to the stairwell landing, and the warden for your area to give your location to the Building Warden.

All exit stairs, doors and pathways to be kept clear of stored or excess items.

REPORT PREPARED BY :

Sally Wilson

Nova Evacuation Services
PO Box 25100, St Heliers
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Ph. No : 09 300 5022

<http://www.fire-evacuation.co.nz/>

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Fire Drill Date : 28-07-2016

Building Name : **Dingwall Building**

PHYSICAL ADDRESS

93 Queen Street,
Auckland,

CONTACT PERSON

Queen St Doctors Sam Building Warden

EVACUATION DETAILS

Start Time	Finish Time	Total Time Taken
09:45 AM	10:00 AM	04:06

CONTACTING THE FIRE SERVICE

Was an adequate 111 call received by the Communications Center ?	Yes
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WARDENS

Did Wardens instruct staff to leave via the nearest exit ?	Yes
Was Wardens identification adequate ?	Yes
Was Building Warden in correct position ?	Yes
Did Floor Wardens search areas correctly ?	Yes
Did Floor Wardens report to Building Warden immediately after completing search of their areas ?	Yes
Comments	

ASSEMBLY AREA

Did all occupants report to the assembly area immediately ?	Yes
Was the assembly area adequate and clear of emergency operations ?	Yes

ALERTING DEVICES

Was the evacuation alarm audible throughout the premises ?	Yes
Was the evacuation alarm the same sound throughout the premises ?	Yes
Comments	

EVACUATION NOTICES	
Check to ensure evacuation notices are displayed in the building beside manual call points or exit doors, and, where appropriate, in other common areas (staff room, etc).	Yes
Comments	

BUILDING WARRANT OF FITNESS	
Does the building have a current WOF displayed ? <i>(These are to be issued annually AND DISPLAYED IN A PUBLIC PLACE) - Ref : Section 45 of Building ACT</i>	Yes
WOF Expiry Date	17-09-2016

SMOKE STOP DOORS	
Are all smoke stop doors closed ? <i>They should only be held open by approved magnetic devices that release on the operation of the fire alarm. (Be aware that these devices may not release with the trial evacuation switch)</i>	Yes
Comments	

EXIT ROUTES	
Were the exit routes in the premises clear of obstructions and combustible materials ? <i>All exit routes should be clearly labeled with signs and directional arrows to indicate the direction of travel to an exit door.</i> <i>Check all doors on exit routes to ensure that they operate easily and are able to be opened 90 degrees.</i>	Yes
Comments	

FIRE FIGHTING EQUIPMENT	
Are all fire extinguishers mounted on walls and correctly labeled ?	Yes
Does the fire fighting equipment have a current service label ?	Yes
Comments	

EVACUATION REVIEW MEETING

Everyone evacuated in a calm & orderly manner, with several new tenancies briefed on their roles & responsibilities prior to this evacuation.

Building Warden Sam (The Doctors) delegated the 111 call to a staff member - all the relevant details given to the Fire Service.

Wardens to ensure they are wearing their Fire wardens i.d. give a clear report of which area/s they have visually checked to the Building Warden, ensure the correct area is being marked off on the Tally Board, & help move building occupants away from the front entrance.

It's important for all exit pathways, stairs and doors to be kept clear of stored or excess items at all times.

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Fire Drill Date : 31-07-2018

Building Name : **Dingwall Building**

BUILDING DESCRIPTION

93 Queen Street,
Auckland,

BUILDING CONTACT DETAILS

Queen St Doctors Sam Building Warden

EVACUATION DETAILS

Start Time	Finish Time	Total Time Taken
10:00 AM	10:04 AM	04:47

ASSESSMENT OUTCOMES

1	Did any injuries occur during this trial evacuation? (If yes, detail the injuries that occurred during the trial evacuation)	No
2	Was the evacuation alarm/method of alerting occupants clearly heard in all areas of the building? (If no, detail issue and action taken to remedy it)	Yes
3	Were all exit ways clear? (If no, detail issue and action taken to remedy it)	Yes
4	Were 'FIRE ACTION NOTICES' in place? (If no, detail issue and action taken to remedy it)	Yes
5	Were systems in place to assist anyone who could not self-evacuate and if so, did the systems function? (If no, detail issue and action taken to remedy it)	Yes
6	Did any equipment to assist with the evacuation work as intended? (If no, detail issue and action taken to remedy it)	N/A
7	Occupants accounted for or building determined to be clear in accordance with the evacuation scheme? (If no, detail issue and action taken to remedy it)	Yes
8	When was the last training session for permanent occupants held? Fire Drill	16-01-2018

WARDENS

Did Wardens instruct staff to leave via the nearest exit ?	Yes
Was Wardens identification adequate ?	Yes
Was Building Warden in correct position ?	Yes

Did Floor Wardens search areas correctly ?	Yes
Did Floor Wardens report to Building Warden immediately after completing search of their areas ?	Yes
Comments	

ASSEMBLY AREA

Did all occupants report to the assembly area immediately ?	Yes
Was the assembly area adequate and clear of emergency operations ?	Yes

EVACUATION REVIEW MEETING

Building warden Sam (The Doctors) collected the Tally Board & Wardens Id, would make the 111 call fro outside. Wardens/staff donned their ID, instructed their staff/customers to evacuate via the stairs, visually checked all areas & reported to the Building Warden - either the "All Clear" or the number & location of patients remaining inside with appointed staff members.

Staff to ensure they are aware of the procedures in the wardens absence, it's important that a wardens report is given to the Building Warden.

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