



EVACUATION REPORT

Send the completed report to the Fire Information Unit, by email evacuation@fireandemergency.nz or post to Fire Information Unit, Fire and Emergency New Zealand, PO Box 68042, Wellesley Street, Auckland 1141.

Part A		Building description	
Building name	MT MAUNGANUI BEACHSIDE HOLIDAY PARK	Scheme reference	
Address	1 ADAMS AVENUE		

Part B		Contact person details	
Contact person's name	s 7(2)(f)(ii) - Protection of public officials		
Phone number	s 7(2)(f)(ii) - Protection of public officials	Mobile number	s 7(2)(f)(ii) - Protection of public off
Email address	s 7(2)(f)(ii) - Protection of public officials		

Part C		Evacuation details	
Date of evacuation	17/12/18	Time of evacuation	2:00 am/pm
Time taken to evacuate	8 minutes		seconds

Part D		Assessment outcomes		
		Yes	No	N/A
1	Did any injuries occur during this trial evacuation? If yes, detail the injuries that occurred during the trial evacuation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 HAND HELD HOOTERS USED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Were all exit ways clear? If no, detail issue and action taken to remedy it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Continued on next page

Part D, continued **Assessment outcomes**

		Yes	No	N/A
4	Were 'FIRE ACTION NOTICES' in place? If no, detail issue and action taken to remedy it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Did any equipment to assist with the evacuation work as intended? If no, detail issue and action taken to remedy it	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	When was the last training session for permanent occupants held?	<i>6/12</i>		

Part E **Additional comments**

3 Separate areas evaluated

Ocean Park - 8 min

Pilot Park - 4 min

Harbour Park - 6 min

Contact person signature	s 7(2)(f)(ii) - Protection of public
Follow up	<input type="checkbox"/> Tick this box if you would like to speak to someone about this trial.