

TRIAL EVACUATION ASSESSMENT REPORT



Building Name: Drummond Street Complex
Address: 19-23 Drummond Street, Mount Cook, Wellington
Building Owner: Drummond Street Body Corporate
Postal Address: C/-Total Home & Property Services Ltd
 5 Macaulay Street, Johnsonville
 Karori 6012
Contact Person Details: Lucas Goodwin, Safety First

Trial Evacuation Details		
Date Of Trial Evacuation:	14/03/2023	
Start Time:	09:40 AM	
Time Taken to Evacuate:	05 min 45 sec	
Anyone Injured?	No	
Section A - Pre-Trial Evacuation Inspection		
1	Was an inspection carried out of assembly areas and external egress routes from the building?	Yes
2	Were contractors entering or remaining in the building accounted for?	NA
Section A - Trial Evacuation Outcome		
1	Did any injuries occur during this trial evacuation?	No
2	Was a 111 Call made to FENZ?	No
111 calls are the chief warden's responsibility (first adult occupant to the evacuation hook board), and whoever discovers smoke or fire should that be the situation. Apartment residents should ask if a call has been made when reporting clearance at the evacuation board. Anyone making a 111 call should do so after evacuating using a cell phone.		
3	Did occupants use the correct fire egress routes (i.e. nearest exit, not lifts)?	Yes
4	Was the building evacuated immediately?	Yes
5	Were occupants carrying drinks/food/large items?	No
6	Are there procedures in place for anyone who cannot self-evacuate, and if so, were the procedures followed?	Yes
There are procedures in place for anyone who cannot self-evacuate, but at the time of the trial evacuation no one needed assistance.		
7	Were the Chief Wardens duties carried out correctly?	No
All apartment residents are reminded that, the first adult occupant to the evacuation board is to remain there and carry out the chief wardens' duties including, ensuring a 111 call to Fire and Emergency NZ is made, adjusting the evacuation board with reports from apartment residents, appointing monitors and liaising with Fire and Emergency NZ on their arrival.		
8	Did Wardens carry out their duties correctly (e.g. Clear designated area, Report, Remain Available)?	No
The majority of apartment residents did not put their tags on the evacuation hook board, therefore these apartments remained showing occupied.		
9	Was the building determined to be clear in accordance with the evacuation scheme (i.e all areas reported as physically checked or otherwise including toilets)?	Yes
10	Was Chief Warden/Warden ID worn (e.g. hardhats, armbands, vests)?	No

Section A - Trial Evacuation Outcome		
11	Was the correct assembly area/s used?	Yes
12	Were building and/or car park entrances monitored?	Yes
13	Was the method of accounting for areas cleared (e.g evacuation board/tags/folder) used correctly and re-instated following the evacuation?	Yes
14	Was the assistance register available?	No
There are currently no persons requiring assistance living in the building. Please note that the register is accessible through SFMS should it be required.		
15	Did any equipment to assist with the evacuation work as intended?	NA
Section B - Building Assessment		
1	Were emergency procedures/fire action notices displayed in the building?	Yes
2	Was the fire alarm/method of alerting clearly heard in all areas of the building?	Yes
3	Were there any hazards or obstructions in exit ways noted during the trial evacuation?	No
4	Were all doors (including fire/smoke stop) closed during the evacuation?	Yes
Section C - General Comments		
1	Are there any further observations/comments regarding the trial evacuation?	Yes
Apartment owners are required to ensure that FENZ approved apartment instructions are provided to and understood by any tenants leasing their apartments (short term or long term).		
Please ensure this report is distributed to all Body Corporate Members, apartment owners and apartment occupants.		
5	When was the last training session for permanent occupants held?	Yes
The last scheduled trial evacuation and wardens debrief was held on 29/08/2022.		