

To: Regional Directors, Regional Planning Managers

Cc: Operations Managers, Senior Rangers, Asset Planners

From: Karl Beckert and Henry Weston

Date: 28 September 2023

TASK ASSIGNMENT: Fire Evacuation Scheme for Huts, Wardens Quarters and Biodiversity Staff Accommodation
- including training and installation of fire detection devices, and application for Fire Evacuation Scheme for these facilities on a regional basis

Context	DOC is now required by Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 to apply for and maintain a compliant fire evacuation scheme, including training and appropriate fire detection devices installed where required.
Purpose	To undertake training and install fire detection devices in all Huts, Wardens Quarters and Biodiversity Staff Accommodation with sleeping capacity for 6 or more people, to meet the 2018 regulatory requirements for a Fire Evacuation Scheme for these facilities. Then, to apply to Fire and Emergency New Zealand (FENZ) for the Fire Evacuation Scheme for these facilities on a regional basis.
Output	<ol style="list-style-type: none">1. Appoint the regulatory role of 'permanent resident' in each district to be registered with FENZ with responsibility for the Fire Evacuation Scheme for these facilities in each district.2. Undertake the Fire Evacuation Scheme training in DOC Learn and refresh 6-monthly.3. Receive work orders for installation of fire detection devices in all Huts (FTBA-HUT), Wardens Quarters (FTBA-ACCOM - ACCOM-HUWA) and Biodiversity Staff Accommodation (FTBA-ACCOM - ACCOM-BISI / -BICO) sleeping 6 or more people; and, then to schedule and manage the completion of those work orders following current standard EAM processes.4. Store information on fire detection devices installed under the work orders (and other information) into EAM.

5. Check and collate required records for the Fire Evacuation Scheme including completion of training (from DOCLearn) and installed fire detection devices (from EAM).
6. Apply to FENZ for the Fire Evacuation Scheme for the Huts, Wardens Quarters and Biodiversity Staff Accommodation facilities in each region.
7. Store the Fire Evacuation Scheme approved by FENZ for each region as a key document in EAM, and raise certificate notifications to track 6-monthly renewal.

Resources

- For 1 (regulatory role of 'permanent resident'):
 - **Regional Directors** to identify a Senior Ranger (or other named individual) in each district to fulfil the regulatory role of 'permanent resident' to be registered with FENZ.
- For 2 (Fire Evacuation Scheme training):
 - **Senior Rangers** to undertake the Fire Evacuation Scheme training in DOCLearn; and to plan whether Supervisors and Rangers to additionally undertake the training in DOCLearn.
- For 3 (work orders for installation of fire detection devices):
 - **Senior Rangers** to follow current standard EAM processes to schedule the completion of work orders for installation of fire detection devices in Huts, Wardens Quarters and Biodiversity Staff Accommodation, including which devices are required, order and install devices, order and install signage if required, and provide records to the Asset Planner to be stored in EAM.
- For 4 (fire detection devices into EAM):
 - **Asset Planner** (or an Asset Planner in each region where there is more than one) to store records into EAM.
- For 5 (required records for the Fire Evacuation Scheme):
 - **Asset Planner** to obtain all records required to apply for the Fire Evacuation Scheme application, from DOCLearn and from EAM, and to work with Senior Ranger to assure completion of all records for the Fire Evacuation Scheme.
- For 6 (apply for the Fire Evacuation Scheme):
 - **Asset Planner** to apply online for the Fire Evacuation Scheme for Huts, Wardens Quarters and Biodiversity Staff Accommodation in each region.
- For 7 (store Fire Evacuation Scheme in EAM and track renewal):
 - **Asset Planner** to store the Fire Evacuation Scheme in EAM as a key document, and track 6-monthly renewal.

References

- Standard for Fire Detection Devices in docCM: [DOC-7452399](#)
- DOCLearn training link: [Fire Evacuation Scheme](#)
- Core EAM processes in ARIS: <https://aris.doc.govt.nz>
- Supplementary Information in Nintex: [Fire Evacuation Scheme](#)
- Order form: [Fire detection devices and signs for DOC facilities](#)
- Support and guidance:
 - National Fire Manager – for Fire Evacuation Scheme
 - Asset Management Manager – for Standards
 - Monette Paewhenua (AM team) – for Work Orders
 - **9(2)(a)**
 - Rob Burns (AM team) – for Data and Reporting

Timing

Work orders for Huts, Wardens Quarters and Biodiversity Staff Accommodation with sleeping capacity for 12 or more people are **“highest priority”** and are due by **31 December 2023**.

Work orders for Huts, Wardens Quarters and Biodiversity Staff Accommodation with sleeping capacity for 6 - 11 people (inclusive) are **“next priority”** and are due by **1 March 2024**.

Additionally, for the same principles to be followed for fire detection devices to be installed in any other buildings either owned by DOC or on PCL with sleeping capacity for 6 or more people, whenever and as soon as possible, noting that there are likely to be work orders issued for these once they are recorded in EAM.

Released under the Official Information Act

Addendum to Task Assignment: Fire Evacuation Scheme for Huts, Wardens Quarters and Biodiversity Staff Accommodation

To: Regional Directors, Regional Planning Managers
Cc: Operations Managers, Senior Rangers, Asset Planners
From: Karl Beckert
Date: 26 October 2024

Background

The Task Assignment for regional Fire Evacuation Schemes including installation of fire detection devices (heat detectors and smoke detectors), was issued by Karl Beckert to Regional Directors, Regional Planning Managers on 28 September 2023:

Fire Evacuation Scheme – Task Assignment - [DOC-7452493](#).

Output 3 in the Task Assignment was for the installation of fire detection devices in all Huts, Wardens Quarters and Biodiversity Staff Accommodation sleeping 6 or more people. The timing for completion of this activity was 31 December 2023 (if sleeping 12 or more people) and 1 March 2024 (if sleeping 6 – 11 people).

Critical Supply Issue

Supply and logistics issues have resulted in delayed delivery of the fire detection devices. The delay means that the due dates specified in the TA cannot be met.

Change to Due Dates

The timing to complete the installation of all fire detection devices is therefore now extended to 31 March 2023, or later if not reasonably practicable (to be determined by Operations SPA).

The final due date on the work orders that have been created for the installation of fire detection devices cannot be altered, but all monitoring, reporting and follow-up will recognise this addendum as authority to extend the timing to complete the installation of all fire detection devices to 31 March 2024, or later.

Next Steps

- If regions have critical arrangements such as volunteers or helicopters that cannot be rescheduled, contact firesupport@doc.govt.nz for alternative purchasing as there are limited retail stocks of the specified devices.
- Supplier is working to confirm delivery dates, and the project team will communicate with planners to enable scheduling as soon as possible.
- Planners and Senior Rangers should allow at least four weeks from placing order for delivery of the fire detection devices.
- Scheduling for installation of fire detection devices should utilise existing maintenance programmes to optimise resourcing wherever possible.