

<b>Title</b>	<b>Demonstrate knowledge of fire and emergency warden duties in the workplace</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to demonstrate knowledge of evacuation requirements for a particular workplace or site; and explain the duties of a Fire and Emergency Warden.
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<b>Classification</b>	Occupational Health and Safety > Occupational Health and Safety Practice
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<b>Available grade</b>	Achieved
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### Guidance Information

#### Definitions

*Emergency* refers to other events such as civil emergency, gas leak, bio-security alert, boiler plant explosion where the warden would normally have a similar role to play in ensuring staff safety and movement controls.

*Organisational requirements* refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, approved codes of practice and guidelines, and legislative requirements.

*Legislative requirements* include but is not limited to – Fire Safety and Evacuation of Buildings Regulations 2006, Fire Service Act 1975, Biosecurity Act 1993, Hazardous Substances and New Organisms Act 1996, Health and Safety at Work Act 2015 (HSWA), Resource Management Act 1991, local body regulations, Approved Codes of Practice, and any subsequent amendments and replacements.

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### Outcomes and performance criteria

#### Outcome 1

Demonstrate knowledge of evacuation requirements for a particular workplace or site.

#### Performance criteria

1.1 Evacuation requirements pertaining to the identified workplace or site are met according to legislative requirements.

Range evacuation plans, evacuation schemes.

- 1.2 Evacuation requirements are identified and confirmed according to organisational requirements.

## Outcome 2

Explain the duties of a Fire and Emergency Warden.

### Performance criteria

- 2.1 The explanation establishes the roles and responsibilities of Fire and Emergency Wardens.
- Range total evacuation, staged evacuation.
- 2.2 Factors pertaining to safe evacuation are identified.
- Range timing, use of assembly points, liaison of warden with Fire Service and other relevant authorities, notification of location of disabled people within the building, reporting procedures.
- 2.3 Resources required to ensure safe evacuation from a workplace or site are identified.
- Range radios, staff identification, signs.
- 2.4 The explanation establishes the requirements and procedures to pre-warn other parties involved in emergency operations.
- Range alarm monitoring agents, emergency service providers, company management.

<b>Planned review date</b>	31 December 2022
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	31 July 2001	N/A
Revision	2	16 May 2005	N/A
Review	3	25 May 2007	N/A
Rollover and Revision	4	22 May 2014	N/A
Rollover and Revision	5	22 August 2019	N/A
Rollover and Revision	6	25 March 2021	N/A

**Consent and Moderation Requirements (CMR) reference**

0121

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.