

Learning Assessment Guide

Unit Standard 18408 – Version 3

Demonstrate knowledge of fire and emergency warden duties in the workplace

Level 3 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- Explain the duties of a Fire and Emergency Warden.
- This Learning Assessment Guide is made up of:
 - Tasks for you to complete.
 - Manager or Team Leader Verification form.
 - Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

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.

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.

Legislative requirements applying include but are 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 in Employment (HSE) Act 1992; Resource Management Act 1991.

Assessment Task One – Element 1

Introduction

This task assesses your knowledge of evacuation requirements for a particular workplace or site.

Instructions

Complete the following considering your own workplace or worksite.

Tasks

1. Describe the evacuation requirements for your workplace. Ensure you cover:
 - evacuation plans
 - evacuation schemes
 - how these meet legislative requirements.

2. Refer to relevant workplace documents such as evacuation plans. List them here.

3. Provide copies for your assessor and be prepared to discuss evacuation requirements.

Assessment Task Two – Element 2

Introduction

This task asks you to explain the duties of a Fire and Emergency Warden.

Instructions

Complete the following considering your own workplace or worksite.

Tasks

1. What are the roles and responsibilities of Fire and Emergency Wardens in total and staged evacuation? Describe any other roles and responsibilities too.

2. Describe the following factors for safe evacuation and how they operate in your workplace.

Factor	Description
Timing	
Use of assembly points	
Liaison with Fire Service and other relevant authorities	
Notification of location of disabled people in the building	
Reporting procedures	

3. What resources do you need to ensure safe evacuation from your workplace? Ensure you describe :

- radios
- staff identification
- signs.

4. What are the requirements and procedures for pre-warning other parties involved in emergency operation? Ensure you cover:

- alarm monitoring agents
- emergency service providers
- management.

5. Refer to relevant workplace documents such as emergency management policies, procedures or manuals. List them here.

6. Provide copies for your assessor and be prepared to discuss how they set out the duties of a Fire and Emergency Warden.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 18408 v3, Demonstrate knowledge of fire and emergency warden duties in the workplace.

Element	Task	Evidence required	Judgement	
1. Demonstrate knowledge of evacuation requirements for a particular workplace or site.	1	Completed responses for task 1.	Responses to tasks demonstrate knowledge of evacuation requirements for a particular workplace or site.	Yes / No
		Organisational documentation describing evacuation requirements.	Responses are in line with organisational documentation provided.	Yes / No
2. Explain the duties of a Fire and Emergency Warden.	2	Completed responses for task 2.	Responses to tasks demonstrate the ability to Explain the duties of a Fire and Emergency Warden.	Yes / No
		Organisational documentation describing duties of a Fire and Emergency Warden.	Responses are in line with organisational documentation provided.	Yes / No