



Assessor Assessment Guide Unit Standard 14559 Assess draft building evacuation schemes for approval (Level 4, Credit 4, Version 2)

In order to achieve competency in this unit standard a candidate must display an understanding of the knowledge components by completing an oral or written assessment and practically demonstrate knowledge of the application of legislation relevant to assessing draft building evacuation schemes for approval; initiate procedures for evacuation scheme approval and assess scheme approval documents; and monitor and report on a proposed evacuation scheme.

This assessment may take place at a real or at a simulated practical event.

The assessor may elect to question candidates during completion of the practical assessment to ensure theoretical knowledge can be applied during practice. This technique also provides the assessor with reinforcement that knowledge has been retained.

Where a candidate is being assessed on the basis of a RCC process evidence must be produced that indicates a candidate has successfully directed operations at a defensively controlled fire at both structure and vehicle fires in a safe manner without causing avoidable environmental or equipment damage.

Assessors may use this guide to record evidence of a candidates overall performance but should be aware that this may not, on its own be an adequate record for moderation purposes without appropriate notes or appendices. Notes should include a summary of the process used and a statement about the quality of the candidate's performance.

ASSESSORS SHOULD ALWAYS REVIEW THE REQUIREMENTS CONTAINED IN THE UNIT STANDARD DOCUMENT PRIOR TO CONDUCTING ASSESSMENTS

For this unit the following resources are available from FRSITO to assist Learners, Instructors and Assessors:

- Assessor Assessment Guide
- Learner Assessment Guide

Assessors: General Notes:

- Candidate must hold Unit Standard Unit 14558, *Organise and conduct a monitored building evacuation*, before this Unit Standard can be registered on their NZQA Record of Learning.

Assessors Name _____	Assessor No. _____
Candidate Name _____	NZQA No. _____
Date of Assessment _____	Final Result _____

Level Descriptor

Level	Process	Employing	Responsibility
4	Carrying out processes that: <ul style="list-style-type: none"> Require a wide range of scholastic skills Offer a considerable choice of procedures Are employed in a variety of familiar and unfamiliar contexts 	Employing: <ul style="list-style-type: none"> A broad knowledge base incorporating some theoretical concepts Analytical interpretation of information Informed judgement A range of sometimes innovative responses to concrete but often unfamiliar problems 	Applied: <ul style="list-style-type: none"> In directed activity Under broad guidance and evaluation With complete responsibility for the quantity and quality of output With possible responsibility for the quantity and quality of the output of others

	Information or actions that may provide support for competency	
General	Has the candidate: <ul style="list-style-type: none"> <input type="checkbox"/> Gained Unit Standard 14558? <input type="checkbox"/> Satisfactorily completed a pre course self test? <input type="checkbox"/> Satisfactorily completed an oral or written on course or post knowledge assessment? <input type="checkbox"/> Satisfactorily completed simulation exercises? <input type="checkbox"/> Attend a course covering the Unit Standard subject matter? <input type="checkbox"/> Provided proof of experience through records? <input type="checkbox"/> Practically demonstrated in a practical scenario? <input type="checkbox"/> Other (please list)? <hr/> <hr/>	Assessor Notes:

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1	Demonstrate knowledge of the application of legislation relevant to assessing draft building evacuation schemes for approval.		
1.1	<p>Candidate must list criteria for buildings requiring evacuation schemes in accordance with the requirements of section 21A (1 and 2) of the New Zealand Fire Service Act 1975.</p> <p>Consider the following:</p> <p>Candidate must explain the criteria and process for the National Commander to grant a waiver from requirement to have an evacuation scheme.</p> <p><i>Reference Fire Service Act 1975 Section 21(A) sub sections 1; 2</i> <i>Reference Fire Safety and Evacuation of Buildings Regulations 1992, Part 2 section 12;</i></p> <p>Reference to building criteria should include:</p> <ul style="list-style-type: none"> • Non sprinklered • Sprinkler deemed inadequate • Can hold 100 or more people • Provides facility for 10 employees • Provides accommodation for more than 5 people • Used for 2 or more of the purposes mentioned above • Fire cells • Household units <p>Reference to occupancy criteria should include:</p> <ul style="list-style-type: none"> • Storage or processing of hazardous substances • Provision of early childcare facilities • Specialist nursing, medical, or geriatric care • Specialised care for people with disabilities • People in lawful detention • Used for 2 or more of the purposes mentioned above <p>Did the candidate:</p> <p><input type="checkbox"/> List criteria for buildings requiring evacuation schemes?</p> <p>Assessor notes:</p>	<p>List criteria for buildings requiring evacuation schemes in accordance with the requirements of section 21A (1 and 2) of the New Zealand Fire Service Act 1975.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
1.2	<p>Candidate must state statutory responsibilities of the New Zealand Fire Service with respect to evacuation schemes in accordance with referenced legislation.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> State statutory responsibilities for evacuation?</p> <p>Assessor notes:</p>	<p>State statutory responsibilities of the New Zealand Fire Service with respect to evacuation schemes in accordance with referenced legislation.</p>	
1.3	<p>Candidate must state responsibilities of building owners and tenants with respect to an evacuation procedure in accordance with Fire Safety and Evacuation of Building Regulations 1992.</p> <p>Consider the following: <i>Reference Fire Safety and Evacuation of Buildings Regulations 1992, Part 1 section 5;</i></p> <p>Did the candidate:</p> <p><input type="checkbox"/> State legal responsibilities of building owners for evacuation?</p> <p>Assessor notes:</p>	<p>State responsibilities of building owners and tenants with respect to an evacuation procedure in accordance with Fire Safety and Evacuation of Building Regulations 1992.</p>	
1.4	<p>Candidate must explain Part 1 of the Fire Safety and Evacuation of Building Regulations 1992 in accordance with the referenced legislation.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> categories of buildings to which Part 1 applies <input type="checkbox"/> fire fighting equipment for use by building occupants <input type="checkbox"/> storage of goods and materials inside and outside buildings <input type="checkbox"/> packing and unpacking of goods <input type="checkbox"/> control of open flames <input type="checkbox"/> use of appliances in premises <input type="checkbox"/> management of means of escape <p>Did the candidate:</p> <p><input type="checkbox"/> Satisfy the requirements of the range?</p> <p>Assessor notes:</p>	<p>Explain Part 1 of the Fire Safety and Evacuation of Building Regulations 1992 in accordance with the referenced legislation.</p>	

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2	Initiate procedures for evacuation scheme approval and assess scheme approval documents.		
2.1	<p>Candidate must provide building owners and/or representatives with access to required documentation in accordance with the SOPs.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> evacuation scheme template and application forms <input type="checkbox"/> information outlining regulatory requirements <p>Consider the following: Documentation must include:</p> <ul style="list-style-type: none"> • Standard application form • Sample evacuation procedure • Sample Action Notice • Sample Building Assistance Register • Sample building inspection checklist • Sample evacuation report • Sample notification forms <p><i>Reference Fire Service publication "Fire and Emergency Evacuation" or</i></p> <p><i>Fire Service Website www.fire.org.nz</i></p> <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Demonstrate that they follow Fire Service guidelines and use standard Fire Service documentation when serving the building owner with documentation for an Approved Evacuation Scheme? <input type="checkbox"/> Demonstrate that they give the building owner clear, concise and accurate instructions regarding the documentation content and requirements? <p>Assessor notes:</p>	<p>Provide building owners and/or representatives with access to required documentation in accordance with the SOPs.</p>	
2.2	<p>Candidate must check that documentation for legislative compliance is completed in accordance with the SOPs.</p> <p>Range:</p> <ul style="list-style-type: none"> <input type="checkbox"/> draft scheme document <input type="checkbox"/> application form <p>Did the candidate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Satisfy the requirements of the range? <p>Assessor notes:</p>	<p>Check that documentation for legislative compliance is completed in accordance with the SOPs.</p>	

Element and PC	Evidence Typical answer/product/performance expected from the learner/candidate(s)	Judgement Statement (A statement that defines the standard to be achieved)	Result C/NYC
2.3	<p>Candidate must ensure advice given to the building representative enables completed documentation to meet legislative requirements in accordance with Fire Safety and Evacuation of Building Regulations 1992 section 17 (2) b.</p> <p>Did the candidate:</p> <p><input type="checkbox"/> Give advice in line with legal requirements?</p> <p>Assessor notes:</p>	<p>Advice given to the building representative enables completed documentation to meet legislative requirements in accordance with Fire Safety and Evacuation of Building Regulations 1992 section 17 (2) b.</p>	

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3	Monitor and report on a proposed evacuation scheme.		
3.1	<p>Candidate must complete building inspection in accordance with the SOPs.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • Is the building compliant with the Evacuation of Buildings regulations 1992 • Signage compliant and complete • IQP tests on fire suppression/detection installations etc complete <p>Did the candidate:</p> <p><input type="checkbox"/> Complete building inspection in terms of SOPs?</p> <p>Assessor notes:</p>	<p>Complete building inspection in accordance with the SOPs.</p>	

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3.2	<p>Candidate must monitor the trial evacuation in accordance with the SOPs.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • Trial conducted in accordance with the procedures as found in the evacuation scheme? • The evacuation is safe expeditious and efficient? <p>Did the candidate:</p> <p><input type="checkbox"/> Monitor evacuation in terms of SOPs?</p> <p>Assessor notes:</p>	Monitor the trial evacuation in accordance with the SOPs.	
3.3	<p>Candidate must complete reporting in accordance with the requirements of the SOPs.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • The legal requirements for notification • Processing and recording of reports • Where the reports terminate <p>Reports should include:</p> <ul style="list-style-type: none"> • Notification of trial evacuation • Trial evacuation report • Building inspection report <p>Did the candidate:</p> <p><input type="checkbox"/> Complete reporting in terms of SOPs?</p> <p>Assessor notes:</p>	Complete reporting in accordance with the requirements of the SOPs.	

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3.4	<p>Candidate must check documentation for the draft scheme for compliance and forward to the Chief Fire Officer for approval in accordance with the SOPs.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> • Completeness and accuracy of the application • Legal compliance <p>Did the candidate:</p> <p><input type="checkbox"/> Demonstrate a methodical, accurate and complete process of checking the application for an approved evacuation scheme, ensuring completeness, legal compliance and accuracy prior to forwarding to the Chief Fire Officer with a recommendation?</p> <p>Assessor notes:</p>	<p>Documentation for the draft scheme for compliance and forward to the Chief Fire Officer for approval in accordance with the SOPs.</p>	