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Approval: Chief Financial Officer	Version: 12.1

Purpose

It is the policy of UCOL to provide and maintain, so far as reasonably practicable a safe environment for all its employees, visitors and students.

Scope

This policy applies to all buildings and places under the control of UCOL regardless of their location.

Responsibility

The overall responsibility for ensuring compliance with the legal requirements related to the Fire Services Act, S21A (1975) rests with UCOL.

UCOL discharges its responsibilities through the Chief Executive via the Chief Financial Officer with the Chief Financial Officer having overall responsibility for Fire Compliance, Fire Prevention, Fire Evacuation, and Fire Training.

Policy Statements

This policy covers the following areas.

1. Fire compliance
2. Fire detection
3. Fire prevention
4. Fire evacuation
5. Fire training

Fire Compliance

In accordance with the Sections 21B and 21C of the Fire Services Act 1975, the Chief Financial Officer or his/her designate will prepare, submit and have approved an Evacuation Scheme for safeguarding people who are lawful occupants of a UCOL building or who are otherwise lawfully entitled to be in that building.

In the case of buildings to which section 47A of the Building Act (2004) applies the evacuation of persons with disabilities will be included in the Evacuation Scheme.

UCOL will resubmit and seek re-approval of relevant Evacuation Scheme(s) whenever there are any changes to the use or physical structure of any building.

Additionally the Chief Financial Officer or their designate will take all possible and practical measures to:

- Ensure that all sites manage, use, store and dispose of hazardous and explosive substances in a manner that fully complies with the Hazardous Substances and New Organisms Act (1996); and
- When there are any alterations to an existing building these are undertaken in a manner that maintains the building's continuous compliance with all fire related provisions of the Building Act (2004).

Fire Detection

UCOL will regularly review, maintain, inspect and report on the status of each of its buildings fire detection equipment.

UCOL will ensure that all detection systems are regularly serviced and tested. When ordering new equipment, UCOL where possible, will purchase compatible equipment. This will allow for sounders and control panels to be of similar manufacture and sound throughout each campus.

Emergency lighting will be regularly serviced and tested.

Fire Prevention

The Director Facilities Management will ensure the regular inspection (where appropriate by specialist contractors) of the fire preparedness of all buildings on all sites. The inspection will be recorded and will include:-

- a) Fire Exits and Doors
- b) Fire extinguishers/hoses
- c) Escape routes and signs
- d) Security and compliance of hazardous material/equipment management, storage and disposal
- e) Housekeeping and maintenance of areas used for the short and long-term storage of combustible material.

All fire related equipment and systems will be checked annually by a qualified person and maintained to recognised industry and Fire Department standards.

The supply, management and use of flammable and volatile chemicals, substances and gases will be in accordance with the Hazardous Substances and New Organisms Act (1996), industry standards and manufacturer's recommendations.

The checking and maintenance of gas-lines will be in accordance with industry standards.

The checking and maintenance of electrical equipment will be in accordance with established standards.

Nothing will be placed in a corridor or staircase that obstructs access to fire exits.

Smoking can be a fire hazard and will be restricted as stated in the Smoking Policy.

Precaution against Fire and Panic in Places of Assembly

To meet its statutory obligation as outlined in Precautions against Fire and Panic in Cinemas, Theatres and Places of Assembly NZS 9232: 1991 Section 2.3.4 and Section 14 (b) Fire Safety and Evacuation of Buildings Regulations (2006) UCOL requires any member of its staff organising a UCOL

function expected to be attended by 450 or more people to notify the UCOL Health and Safety Manager when planning the event.

The Director Facilities Management will be responsible for (a) ensuring that the requirements outlined in Precautions against Fire and Panic in Cinemas, Theatres and Places of Assembly NZS 9232: 1991 Section 2.3.4 and Section 14 (b) Fire Safety and Evacuation of Buildings Regulations (2006) are complied with including the need to have at least 2 Proficiency Certificated Safety Wardens in attendance when more than 450 people congregate at a planned event.

Fire Evacuation

Each building will have written Fire Evacuation and After Hours' Emergency Evacuation Procedures which will be supplemented by directional fire exit signs and notices giving the location of the area's assembly point(s).

The Site Manager or equivalent on each site will act as Chief Fire Warden and will be trained in their role (see appendix 1 for roles and responsibilities).

A full-time staff member will act as Deputy Chief Fire Warden and will deputise for the Chief Fire Warden when he/she is off-site and will be trained for this role.

Building Wardens will be appointed for each building and will be trained in their role (see appendix 1 for roles and responsibilities).

Floor Wardens will be appointed for each floor and will be trained in their role (see appendix 1 for roles and responsibilities including the nature, location and management of any specific hazards in their area).

The Chief Finance Officer or their designate will work collaboratively with Faculty/Section Managers and Principals to appoint Floor and Building Wardens and will maintain a list of current Wardens.

A Trial Evacuation(s) will be held each semester (refer to Trial Evacuation Procedure –and Trial Evacuation Report – appendix 2). This evacuation will cover all buildings occupied by staff or students. A record will be kept of these evacuations, which will include date, time, building, time taken to evacuate, issues and details of follow up action taken to resolve these.

Fire assembly points will be established and all staff and students will be informed of their location.

The Chief Financial Officer will require the compilation, maintenance and ready access to the following information:

- Utility Plans - detailing the locations of all utility shut off valves including water, power, gas, and sprinkler system main and sectional valves for buildings on all UCOL campus and locations.
- A description of any non-standard or unusual operating mechanisms associated with the above.
- Floor Plans - showing the type of occupancy of floors in all buildings, use and configuration of all spaces, location of specialist and high risk areas ie labs, kitchens, as chemical, fuel, gas and dangerous/noxious goods storage areas, workshops, workshops, labs, doorways, stairways, fire cells and fire exits.

Evacuation of Disabled Persons

Floor wardens will allocate an able bodied person (minder) to remain with a disabled person in a fire cell and report their whereabouts to the Building Fire Warden who in turn will advise the Chief Fire Warden.

Programme Leaders/Course Coordinators and Section Managers will be responsible for ensuring all disabled staff and students who work in or use their area are aware of and comply with this requirement.

The Manager will meet with the disabled person to identify the assistance they will require in the event of an emergency. Generally the Manager will assign at least two persons who work with or share classes with the disabled person to assist them in the event of an emergency evacuation (where training is required the Manager will liaise with the Director Facilities Management or Campus Principal and whenever practical and feasible set this up).

Disabled students and staff using the buildings after hours will be responsible for ensuring they are accompanied by an able-bodied person able to assist them evacuate the building or locate to a Safety Cell and summons assistance in the event of an emergency.

Fire Training

The fire training standard will be set by the Chief Financial Officer in collaboration with the Fire Service and will include the role specific and other training requirements outlined in the New Zealand Fire Service Fire and Emergency Evacuation (1999) publication.

The Chief Fire Warden for each campus, UCOL Managers, Building Wardens; and Floor Wardens will be required to complete and support fire training as requested by the Director Facilities Management. Fire training will be a component of each new staff and student's orientation.

All faculty and section heads will be responsible for ensuring that;

- Staff and students in their areas attend organisational level fire education; and
- Staff and students know of and comply with UCOL's Fire Policy and its associated documents; and
- For overseeing the development, implementation and monitoring of faculty/section and programme level fire prevention policies, processes and education that recognise and reflect all fire related industry, workshop and laboratory standards and codes, statutes or other requirements governing or arising from the use of the area.

Contractors and Visitors

Visitors/Contractors will be required to report to reception/the facility office or to a named staff member when they come onto and before they leave the premises.

Staff will take any visitors to the area's assembly point in the event of the fire alarm being sounded.

Definitions

Assistance Register (Register): This Register which is located near the main ground floor entrance of each building identifies the names of people with disabilities who use the building and details of the assistance they require in the event of an emergency evacuation of the build.

Building Fire Warden: See appendix 1 for roles and responsibilities.

Chief Fire Warden: See appendix 1 for roles and responsibilities.

Disabled Person Assistance Register (Register): A requirement under the Fire Safety and Evacuation of Buildings Regulations (2006) this Register is located near the ground floor entrance of each building identifies the names of people with disabilities who use the building and the form of assistance they may require in the event of an emergency.

Evacuation Scheme: A plan approved by the Fire Commissioner that details the actions and procedures to be followed in the event of a building(s) needing to be evacuated in the event of a fire emergency.

Fire Emergency: A fire emergency exists when:

- An uncontrolled fire or imminent fire hazard occurs (presence of smoke or smell of burning material).
- A building evacuation (fire) alarm is activated.
- There is a spontaneous or abnormal heating of any material.
- An uncontrolled release of a combustible or toxic gas occurs.
- A flammable liquid spill occurs.

Fire Safety Cell: The stair well landing at the level of each floor of stairwells that exit at the ground floor to the outside of the building are designated Fire Safety Cells. These areas are walled with concrete blocks and have self-closing doors and have been designed to withstand fire for up to 3 hours.

Floor Fire Warden: See appendix 1 for roles and responsibilities.

Proficiency Certificated Safety Warden: A person of not less than 18 years who is a holder of a Certificate of Proficiency issued by a Fire Safety Inspector on behalf of the Local Authority.

At least 2 Proficiency Certificated Safety Wardens are required to be in attendance when more than 450 people congregate at a planned event.

Relevant Legislation

Legislation

- Building Act S47A (2004)
- Disabled Persons Community Welfare Act S25 (1975)
- Fire Safety and Evacuation of Buildings Regulation P2, S17 (2006)
- Fire Services Act, P2, S21 (1975)
- Hazardous Substances and New Organisms Act (1996)

Fire Department Guidelines

- Fire and Emergency Evacuation (April 1999)

Codes

- New Zealand Building Code and Amendments

Standards

- NZS 9232: 1991 Precautions Against Fire and Panic in Cinemas, Theatres and Places of Assembly

Related Documentation

- Building fire compliance checking procedure (held by Director Facilities Management/equivalent)
- Emergency Evacuation of Disabled Persons Procedure
- Activity Planning and Risk Assessment Management System – RAMS – Guidelines and Forms
- List of building and floor wardens
- Staff fire and health and safety orientation booklet (available form HR)
- [Fire Trial Evacuation Procedure](#)
- UCOL fire safety evacuation scheme for each building (copy held by each campus' Facilities Manager/equivalent and complete set held by Chief Finance Officer)

This policy will be reviewed on a regular basis and updated or amended as necessary.

Appendices

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| Appendix 1. | Warden Roles and Responsibilities |
| Appendix 2. | Trial Evacuation Report Template |
| Appendix 3. | Disabled Person Assistance Register (Register) |

FIRE WARDEN EMERGENCY EVACUATION RESPONSIBILITIES AND DUTIES

(This document is to be read in conjunction with the Emergency Evacuation Procedure Flowchart and UCOL Fire Policy)

Fire Wardens are responsible for the safe emergency evacuation of occupants. There are three Fire Warden positions:

- **Chief Fire Warden**
- **Building Fire Warden**
- **Floor Fire Warden**

CHIEF FIRE WARDEN

The Chief Fire Warden is in charge of the emergency evacuation from the point when the alarm is raised until the emergency services arrive.

- (1) When the Fire Alarm sounds or on otherwise becoming aware of an emergency the Chief Fire Warden should:
 - a) Don Chief Fire Warden YELLOW Vest and YELLOW helmet
 - b) Proceed to the main fire alarm panel wearing the yellow Chief Fire Warden vest
 - c) Commence the emergency evacuation procedures
 - d) Gather and record all incoming information from the Fire Wardens on the progress of the evacuation, the location of injured or trapped occupants and of evacuees needing assistance;
 - e) Gather and record all incoming information on the location and extent of the fire.

- (2) When the Fire Department arrives the Chief Fire Warden should:
 - a) Explain nature of the emergency, the location and extent of the fire;
 - b) Explain the progress of the evacuation, the location of injured or trapped occupants and of evacuees needing assistance;
 - c) Provide floor plans if requested
 - d) Provide information on the elevators and elevator controls, standpipe, hose cabinets and fire extinguisher locations, and evacuation routes if available; and
 - e) Provide information on special hazards, radioactive or restricted areas which require special consideration during firefighting operations.

FLOOR FIRE WARDEN

The Floor Fire Warden is responsible for the orderly evacuation of occupants from a designated floor or area.

1. Before fire or emergency Floor Fire Wardens should:
 - a) Familiarise themselves with the floor area, in particular with potential problem areas such as rooms leading off blind passages, doors leading to dead ends, or areas from which people will require special assistance during an evacuation.

2. When the fire alarm sounds:
 - a) Proceed to the floor hose reel cupboard and don RED Floor Fire Warden Vest.
 - b) Make all occupants of the floor aware that evacuation of the floor is necessary, and direct them to the nearest accessible exit or escape stairs.
 - c) Ensure that evacuation from the floor is orderly and by means of the stairs - NOT THE LIFTS.
 - d) Arrange help to assist people with disabilities to evacuate or if this requires expert assistance move the disabled person to the floor fire safety cell and arrange for a person to stay with them (record the name of both the disabled person and the person accompanying them).
 - e) Make a thorough and systematic search (provided that it is safe to do so) of the area to ensure that no persons remain. Knock loudly on locked storage, switchboard and utility service cupboards but do not enter these unless they are unlocked.
 - f) Turn off gas supplies, stoves etc if practicable
 - g) Exit the building immediately giving the Building Fire Warden your area Floor Tag and details of the location and names of any people awaiting evacuation from a Fire Safety Cell.
 - h) Assure occupants from your floor assemble in the correct assembly area(s)
 - i) Provide clearways for emergency services vehicles
 - j) Once authorised to do so by the Chief Fire Warden/emergency services officer allow people to re-enter the building in the following order, Fire Wardens FIRST then staff, then students.

The primary role of Floor Fire Wardens is not to deal with the fire, but to ensure as far as is practicable, the safety of occupants and their orderly evacuation from the building.

Appendix 1

BUILDING FIRE WARDEN

The Building Fire Warden is responsible for coordinating the overall evacuation of a designated building(s).

1. Before fire or emergency the Building Fire Wardens should:

- a) familiarise themselves with the location of their own buildings exterior fire alarm panel, the location of the campus/site fire emergency control centre, the location of their building's Disabled Person Assistance Register and floor plan.

2. When the Fire Alarm sounds the Building Fire Wardens should:

- a) Don YELLOW Building Fire Warden vest
- b) Collect Disabled Person Assistance Register and building floor plan
- c) Leave the building and locate yourself beside the building's exterior fire alarm panel
- d) Ask 3 people to use an alternative location or cell phone to notify the Fire Service of the emergency - **1-111** if ringing from a UCOL PHONE or **111** if using a CELL PHONE.
- e) Receive the Floor Tag and a report from each Floor Fire Warden as they exit the building. If the Floor Fire Warden reports that people have been moved to a Fire Cell to await evacuation record their names, exact location and circumstances eg mobility status.
- f) Once they have heard from all the Floor Fire Wardens* send a responsible person to give the Chief Fire Warden the Building's Tag and to inform him/her that the building has been successfully evacuated or with details of the name, location and circumstances of people needing assistance to evacuate.

****If all floors have not been evacuated within 10 minutes or sooner if you become aware of problems send someone to notify the Chief Fire Warden.***

Appendix 2

TRIAL EVACUATION REPORT (based on NZ Fire Services Template)

To be completed and forwarded to the local Fire Safety Officer of the Fire Service.

Building Name: _____

Building Address: _____

Name of Person Supervising Trial: _____ Phone No: _____

Local Fire Station Advised: Yes No NZ Fire Service Comms Centre phoned
(14 days notice) (5 to 10 minutes prior to commencement)

Date Trial Conducted: _____ Time of Trial: _____

- | | | | | | |
|-----|---|------|--------------------------|--------------------------|--------------------------|
| 1. | Time taken to complete evacuation of building. | Mins | <input type="checkbox"/> | Secs | <input type="checkbox"/> |
| 2. | Did all Floor Wardens report promptly to the Building Warden stating their area and the evacuation status? | | | YES | NO |
| 3. | Did Floor Wardens ensure the use of the nearest safe exit? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Could alarm be heard in all areas? (ask Wardens) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Were all smoke and fire control doors closed?
(These may not always close on trial evacuation, if they are held open by approved hold open devices). | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Were all Wardens and staff members familiar with the Evacuation Scheme? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Did all Wardens wear identification in accordance with the scheme? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Was a call made to the Fire Service using 111? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Was the correct Assembly Point used? (refer to scheme) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Was the correct Building Assistance Register used? (refer to scheme) | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Are all evacuation procedure notices in place? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Are all exit-ways clear and all doors able to be opened without the use of a key? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Has all fire fighting equipment been serviced in the last 12 months? | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Next T/E scheduled Date and Time. | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Are Wardens adequately trained? | | | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Signed:

BUILDING ASSISTANCE REGISTER FOR PERSONS WITH DISABILITIES

NAME OF BUILDING	
ADDRESS OF BUILDING	

THE FORM BELOW IS TO BE COMPLETED BY THE PERSON WITH A DISABILITY OR THEIR AGENT.

<i>I am a regular of this building and will require assistance to evacuate the building in the event of an emergency.</i>				
Date	Name	Likely location	Assistance required	Person(s) assigned to assist

THE ABOVE INFORMATION TO BE CHECKED REGULARLY (AT LEAST EACH SEMESTER) BY THE PROGRAMME LEADERS, COURSE COORDINATORS OR SECTION MANAGERS WHO ARE LOCATED IN OR USE THE BUILDING

<i>I have (a) checked/corrected the above information. (b) Reminded students and staff in my area with permanent or temporary disabilities that will/may cause them to require assistance to evacuate the building in an emergency to record their details in this Register.</i>					
Date	Programme Leader, Course Coordinator or Section Manager	Date	Programme Leader, Course Coordinator or Section Manager	Date	Programme Leader, Course Coordinator or Section Manager