

Selwyn College Fire Evacuation Scheme

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Selwyn College Fire Evacuation Scheme

Selwyn College | 560 Castle Street | Dunedin North | 9012

Introduction:

Selwyn College is required under the Fire Safety and Evacuation of Buildings Regulations 2006 to have in place an approved scheme for the safety and welfare of its occupants.

Selwyn College consists of 3 main buildings and 7 smaller loose standing properties which accommodate 190 students and 25 staff members.

The Selwyn College buildings are used for the following main purposes:

- The gathering together, for any purpose, of 100 or more persons.
- Providing employment facilities for 10 or more persons.
- Providing accommodation for more than 5 persons (other than in 3 or fewer household units).
- Storing hazardous substances.

Although, this means that some of the smaller buildings do not have to have an Evacuation scheme, Selwyn College prefers to include all buildings to manage total people safety on site.

In the event of a Fire, which requires the evacuation of any of the Selwyn College buildings; the prime consideration at all times shall be to protect the students, staff and visitors from any possibility of injury or death. To reduce the risk of injury and the effects of an emergency, a prompt, safe and orderly evacuation of the building(s) must be carried out. All staff, students and visitors must comply with the requirements of this Evacuation Scheme.

Scope of Procedures:

- What to do if you discover or are warned of a fire.
- Who are the Wardens in the different buildings?
- The duties and roles of Wardens appointed to supervise the evacuation.
- How to evacuate the buildings promptly to a place of safety.
- How all building occupants are accounted for during an evacuation?
- How to ensure that all persons with disabilities, including staff, students and visitors are assisted and accounted for during an evacuation.
- Fire Action Notices in the buildings.
- The maintenance of this Evacuation Scheme.
- The safe operation of firefighting equipment in the buildings.

The person responsible for maintaining this evacuation scheme is the Property Manager of Selwyn College. Copies will be issued to each department and also published on the College network drive.

The following table provides a summary of the different key aspects of each building and its main use.

Building	Occupancy	Building's Main Use	Sprinklers	Single Alarm System	Smoke detectors	Heat 4Detector
Sargood	44 Multi storey	Accommodation	Yes	Yes	No	Yes
Whitehead	67+25 Multi storey	Accommodation Employment Storage	Yes	Yes	No	Yes
Richardson	16 Multi storey	Accommodation	Yes	Yes	Yes	Yes
Woodthorpe	15 Single storey	Accommodation	No	No <i>Standalone System</i>	Yes	No
Neville	15 Multi storey	Accommodation	No	Yes	Yes	No
Dolls House Irvine	6 Multi storey	Accommodation	No	No Whistles/Verbally	Yes	No
Dolls House Millar	6 Multi storey	Accommodation	No	No Whistles/Verbally	Yes	No
Dolls House Newcombe	6 Multi storey	Accommodation	No	No Whistles/Verbally	Yes	No
Guest House	6 Multi storey	Accommodation	No	No Whistles/Verbally	Yes	No
69 Dundas	7 Single storey	Accommodation	No	No Whistles/Verbally	Yes	No
ASF unit 2	2	Accommodation			Yes	

In the event of a fire or upon hearing the continuous alarm sound:

- Sargood, Whitehead, Richardson & Neville are all connected to the single fire alarm system and will proceed to evacuate immediately upon hearing of the alarm throughout all of these buildings. Thus, if there is a fire in any of these buildings, all of these buildings shall be evacuated as they are all connected to a single fire alarm system.
- In, Woodthorpe, a Building Warden will be responsible for manually activating the alarms in this standalone building to inform occupants of a fire emergency to get them to evacuate.
- In the Dolls Houses (Irvine, Millar, Newcombe), the Guest House and 69 Dundas, a Warden will blow a whistle/verbally warn students to evacuate their buildings immediately. Thus, if there is a fire in any one of these buildings including Woodthorpe, only the applicable building shall be evacuated.
- All of these buildings will be evacuated simultaneously when practicing the trial evacuations.

Appointment and Training of Wardens:

There are 2 different types of Fire Wardens at Selwyn College that have clearly identified roles, and that work together as a close knit team to ensure the Fire Evacuation Scheme runs smoothly, in the event of a fire.

- Floor and Building Wardens are appointed to supervise evacuations.

- **Floor Wardens** are used where there are vast areas to be covered on a floor that would be too demanding for one individual. Floor Wardens are only available in Sargood and Whitehead. Identified by wearing an Orange armband.
- **Building Wardens** are appointed to supervise and oversee evacuations from buildings; this includes taking roll call & reporting of information on the evacuation status of a building to the Chief Fire Warden. Identified by wearing a Yellow vest and hardhat.
- Due to the small staffing structure at Selwyn College and student timetables, there are default hierarchies in place for the election of backup Wardens to ensure that these roles and responsibilities are fulfilled in the event of a fire. Staff assume Back up Warden duties during daytime.

Student Floor & Building Wardens:

Student Floor & Building Wardens are selected upon the basis of them being senior returning students that are on the Welfare Committee and are Sub Wardens or Senior Residents. Where this is not possible, students are selected based on their room locality on the floor or in the building. (Rooms at the furthest ends of the buildings/floors have been selected to ensure that these Wardens are able to check all rooms as they make their way out of the building, which ensures that the evacuation process proceeds in a fast and orderly manner). These rooms will be clearly identified with room signage (a Floor Warden/Building Warden sign on the inside of the room door) within each building. At the start of each year, the Daytime Chief Fire Warden in conjunction with the Senior Resident in charge of Health & Safety will ensure that these students are informed of their roles and responsibilities with regards to fire safety and that they attend the necessary training sessions as required. All of the buildings including all floors within the large buildings are equipped with a Red Fire Warden Box which contains the Warden Identification gear and whistles where applicable. These boxes are conveniently located at the main entrance doors or foyers on floors in the large buildings. They are also locked with a Cable tie that can be easily removed in an emergency situation.

Warden Duties:

- In the event of an emergency or evacuation: all Wardens & Backup Wardens are to check whether the Fire Box is open or not and whether the gear has been issued. If not, it means that the designated Fire Warden and/or Building Wardens are not available and therefore the default system kicks in and the Backup Wardens assume these responsibilities.
- Put on Orange “Fire Warden” Armband for identification. (Floor Wardens)
- Put on Yellow Vest and Yellow Hardhat for identification.(Building Wardens)
- In **Woodthorpe**, you are responsible for checking that the manual call point is activated to inform occupants to evacuate. In the **Dolls Houses, 69 Dundas & Guest House** you are responsible for ensuring that either the whistle has been blown or warning occupants verbally that there is a fire emergency and they are to evacuate. Part of this task is also to ensure a call is made to the Chief Fire Warden to inform him that there is a fire emergency in any one of these buildings. This can be done by using the telephone in the building or in the neighboring building and if this is not

possible a runner can be send. Included with these tasks is making the 111 call, clearly stating the name and address of the building as well as the nature of the emergency, or conducting this task if it has not yet been done.

- You are responsible to oversee the evacuation of all students and visitors from your designated floor/building to the assembly point.
- Every room is to be checked and doors left open. Knock on all the doors on your way out and call to check whether the room is occupied. In the event of a fire in a particular room/area, ensure the doors are closed to prevent the travel of smoke that may impede building occupants escape.
- On your way to the assembly point, remove your floor/building tag that is hanging at the main entrance doors/floor foyers & take it to the assembly point.
- You are responsible for taking roll call of all students in your designated area at the Assembly point.
- Remove the laminated floor sheets and a pen from the locked box underneath the Fire Evacuation Board on the tennis court. (These sheets are updated yearly).
- Building Wardens of large buildings: Wait for the Floor Warden to hand over the building tag and report to you on whether the area has been evacuated or if there are people unaccounted for. Make enquiries if no report is received from the Floor warden.
- You are also responsible for reporting to the Chief Fire Warden on whether your area has been completely evacuated or whether there are people unaccounted for.
- Students have been informed that should they be in any other part of the building such as the Dining room, they are to evacuate and assemble on the tennis court with their respective floor/building and report to their designated Floor Warden at the Assembly point outside.

The following table provides information on the Locations of Floor, Building and Backup Wardens within each building.

Building	Floor Warden Room number	Backup Floor Warden Room number	Building Wardens Room number & Student Names	Backup Building Warden Room number & Names
Sargood Top floor Ground floor	7 29	24 43	00	26
Whitehead Attic Top floor Middle floor	1 13 67	10 40 43	11	65
Richardson			8	16
Woodthorpe			13	1
Neville			3	8/13
Dolls Houses Irvine Millar Newcombe			6 6 6	5 5 5
Guesthouse			1A	4
69 Dundas			4	7
ASF unit 2				

The following table provides an updated list of Warden Names & designations for 2017.

Building Name	Floor Warden	Backup Warden	Floor	Building Warden	Backup Building Warden
Sargood Top floor Ground floor	7 – Maddie Muldowney 29 – Rosa Glazebrook	24 – Sophie Qiu 43 – Zoe Lloyed		00 – William Mohammed	26 – Rita Alatimu
Whitehead Attic Top floor Middle floor	1 – Charlotte Whitlow 13 – Isla Hutching-Byrant 67 – Morgan Schuler	10 – Chloe Saxton 40 – Fiachra Cullen 43 – Mia Sohng		11 – Raheer Douglas	65 – Kelly Reid
Richardson				8 – Aaspreet Boparai	16 – Jack Weston
Woodthorpe				13 – Brad Watson	1 – Joe Garry
Neville				3 – Isabella Hawkins	8 – Nathan Lea 13 – Isaac Hay
Dolls Houses Irvine Millar Newcombe				6 – Sam Ewen 6 – Dominique Harrison 6 – Rachel Worthington	5 – Katie Mac 5 – Ranjith Ramesh 5 – Maria Van Kuijk
Guesthouse				1A – Maddie White	4 – Seb Simson
69 Dundas				4 – Cayla Ulyatt	7 – Lizzie Lowe

All Wardens are trained at the start of each academic year in the following areas:

- Selwyn College Evacuation Procedures – Building specific, this includes how to activate a manual call point, the exit routes and alternative routes and the location of the assembly point.
- Warden Duties during an evacuation, including the importance of making an emergency call to 111, the importance of making a call/sending a runner to the Chief Fire Warden to inform him that there is a fire (specifically in buildings not connected to the single fire alarm system), supervising the evacuation and assisting people with disabilities.
- How to use handheld firefighting equipment – Building specific.
- Reporting structure to Building Wardens (large buildings) or the Chief Fire Warden.

This training will be conducted by the Chief Fire Warden.

The appointment of Wardens will be reviewed yearly, at the start of the year in conjunction with the intake of new students and start of the academic year and training will coincide with appointment of Wardens and in conjunction with planned trial evacuations.

Staff Wardens:

Due to the small staffing structure at Selwyn College, all staff act as Daytime Fire Wardens and is responsible for overseeing the evacuation of all staff, students and visitors in their designated/immediate work area.

Due to the extensive student warden default system in place at Selwyn College, the staff will only act as Backup wardens to complete the last tier of the hierarchy. This is mainly due to the unpredictability of student schedules, thus a double check during the day.

However, most staff is concentrated in the main building (Whitehead) where the kitchen and offices are located, which leaves 9 buildings out of check. Therefore, each staff member will be designated a floor in a large building/a small building(s).

Staff Warden Duties:

- Check whether the Fire Box is open and whether the gear has been issued. If the Yellow vest & hardhat is still there, you can assume the designated student is not available, thus put on the vest and hardhat & assume the following duties:
- In **Woodthorpe (Sarah)**, you are responsible for checking that the manual call point is activated to inform occupants to evacuate.
- In the **Dolls Houses (Karen)**, **69 Dundas (Karen)** & **Guest House (Richard)** you are responsible for ensuring that either the whistle has been blown or warning occupants verbally that there is a fire emergency and they are to evacuate. Part of this task is also to ensure a call is made to the **Chief Fire Warden (Paul)** to inform him that there is a fire emergency in any one of these buildings. This can be done by using the telephone in the building or in the neighbouring building and if this is not possible a runner can be send. Included with these tasks is making the 111 call, clearly stating the name and address of the building as well as the nature of the emergency, or conducting this task if it has not yet been done.
- You are responsible to oversee the evacuation of all students and visitors from your designated floor/building to the assembly point.
- **Every room is to be checked and doors left open.** Knock on all the doors on your way out and call to check whether the room is occupied. In the event of a fire in a particular room/area, ensure the doors are closed to prevent the travel of smoke that may impede building occupants escape.
- On your way to the assembly point, **remove the floor/building tag** that is hanging in the Fire Box & take it to the assembly point.
- You are responsible for **taking roll call** of all students in your designated area at the Assembly point. This task may be delegated.
- Remove the laminated floor sheets and a pen from the locked box underneath the Fire Evacuation Board on the tennis court. (These sheets are updated yearly).
- You are also responsible for reporting to the **Chief Fire Warden (Paul)** on whether your area has been completely evacuated or whether there are people unaccounted for.
- Students have been informed that should they be in any other part of the building such as the Dining room, they are to evacuate and assemble on the tennis court with their respective floor/building and report to their designated Floor Warden at the Assembly point outside.

The following table provides an updated list of Staff Wardens & Designations 2017.

Building	Building Warden
Sargood	
Top floor	Paul (Property)
Ground floor	Michelle (Domestic)
Whitehead	
Attic	Linda (Domestic)
Top floor	Sharon (Domestic)
Middle floor	Andrew (Kitchen)
Richardson	Paul R (Property)
Study Centre	Ashley Day (Admin)
The Shed	Ashley Day (Admin)
All Saints Flat 2	Ashley Day (Admin)
Woodthorpe	Sarah (Admin)
Neville	Sarah (Admin)
Dolls Houses	Karen (Domestic)
Irvine	
Millar	
Newcombe	
Guesthouse	Richard (kitchen)
69 Dundas	Karen (Domestic)

All staff, including new staff appointments will be trained in the Evacuation Procedures and the location of firefighting equipment in their prospective work areas and in conjunction with planned trial evacuations and in response to a gap identified after an evacuation.

Staff Wardens will be trained with regards to the Use of Fire Extinguishers and this includes: classes of fire, how to operate extinguishers, types of extinguishers and practical use.

Chief Fire Warden:

The Property Manager (Chief Fire Warden during the day) of Selwyn College is responsible for ensuring that the Evacuation Scheme is maintained and all the requirements of the Evacuation Scheme are complied with.

The Chief Fire Warden will be the Property Manager during day time and the Night Porter at night time. The Chief Fire Warden will be identified by wearing an Orange Vest and Red Hard Hat.

The Chief Fire Warden will be alerted to a fire in a building (not connected to the single fire alarm system) either by a telephone call from someone within that building or from a neighbouring building or this task may be delegated to a runner.

The Chief Fire Warden will be situated at the Assembly Point in the event of a fire, which is accessible from all buildings, where all information and data will be collated and reported to the Fire Department.

The Chief Fire Warden will be trained in the area of Fire evacuation, covering topics such as: crowd control, evacuation warden responsibilities, and likely reactions of people in an emergency and location of services.

Due to the small staffing structure at Selwyn College and staff rosters in some departments, there is a default hierarchy in place for the management team members to act as the Chief Fire Warden in the event of a fire:

- 1 is the Property Manager
- 2 is the Catering Manager

Assembly Point:

- The assembly point is the tennis court, outside in the Quad.
- All students, staff and visitors are to assemble here.
- Keep clear of buildings and roadways.
- Ensure visitors do not enter the building.
- Remain at the assembly point until the all clear is given.

Trial Evacuations:

Trial Evacuations will be conducted twice yearly; one-night time drill and one daytime drill will be conducted. A night time drill has been conducted on 12/03/2011 and a day time drill will be scheduled for 6 months after the night time drill which is September and trial evacuations are determined with consultation of relevant parties, and are timed to be cognizant of the academic timetable.

The Catering Manager is responsible for managing and coordinating trial evacuations during day time and the Night Porter for trial evacuations at night time.

The Fire Department will be notified of trial evacuations in writing, 14 days prior to the planned date and time. A logbook will be maintained of all evacuations (including drills) by the Chief Fire Warden and this will contain copies of completed evacuation reports.

Display of Fire Action Notices:

Notices explaining the procedures and escape routes to be followed in an evacuation will be displayed in the following areas of the buildings:

- Main entrances/foyers and corridors of buildings adjacent to the Building Tag (each escape route is different as it is building specific).
- Fire alarm operating instructions adjacent to all fire alarm panels.
- Fire extinguishing operating instructions adjacent to all fire extinguishers. And fire hose reels operating instructions adjacent to these in those buildings who have them).
- Exit signs, in all passageways/stairways in buildings that lead the way to emergency escapes.
- Smoke control doors adjacent to all such doors.

Means of Escape to be monitored:

Regular checks of the means of escape will be carried out monthly by the Catering Manager in conjunction with the Property Manager to ensure that:

- They are kept clear of obstacles at all times.
- Exit doors are not locked, barred or blocked so as to prevent occupants from leaving the building at any time.
- Smoke control and fire stop doors are to be kept closed and not wedged open.
- Stairways and passageways that are designed for means of escape from fire are not to be used as places for storage or places where refuse is allowed to accumulate.
- Emergency lighting is in working order.
- Flammable liquids or materials shall not be stored near or within any part of the building used as a means of escape from fire.

Any fault affecting the means of escape will be reported immediately to the Property Manager to ensure that it is rectified immediately. A log of these inspections is maintained by the Chief Fire Warden.

Evacuation of persons with disabilities:

An Assistance Register for disabled persons who occupy or visit the site will be available in the Main Office with the Office Administrator. They will be identifiable by either their name or location.

This register lists:

- Those responsible for assisting known disabled people (if any) in the premises.
- Those responsible for assisting disabled visitors in the building.

If a person with a disability is discovered while evacuating the building, ask if they require assistance. Arrange for another person to provide the assistance required and to stay with the disabled person until they reach the assembly area. All staff will be generally responsible to ensure disabled visitors are assisted from the building to the assembly point. Any difficulties in carrying out this function will be reported to the relevant Building Warden so that they can nominate someone to assist the person in the event of an evacuation. If it is not possible to move the disabled person out of the building, move them to the designated area on each floor or within each building (the foyer/area by the telephone and entrance).

Risk Management:

Safe Use of Appliances in the Building:

Reasonable fire safety precautions are taken with regard to:

- Electrical wiring and appliances –Periodic inspections of electrical equipment by a qualified electrician.

- Gas reticulation.
- Appliances fuelled by flammable liquid.

Control of open flames:

Any appliance that has an open flame or is fuelled by flammable liquid/gas is constructed, secured and protected to minimize the risk of fire to the buildings or contents in accordance with Hazardous Substance Location Test Certificate.

Packing and Unpacking of Goods:

The unpacking areas of the buildings are kept clean and tidy.

The public is excluded from these areas.

Smoking is not permitted in these areas.

Storage of Goods Inside and Outside:

Flammable materials are kept in a suitable and protected area and not close to any neighboring building such as Maintenance materials and cleaning chemicals.

Hazardous materials are clearly identified.

Firefighting Equipment:

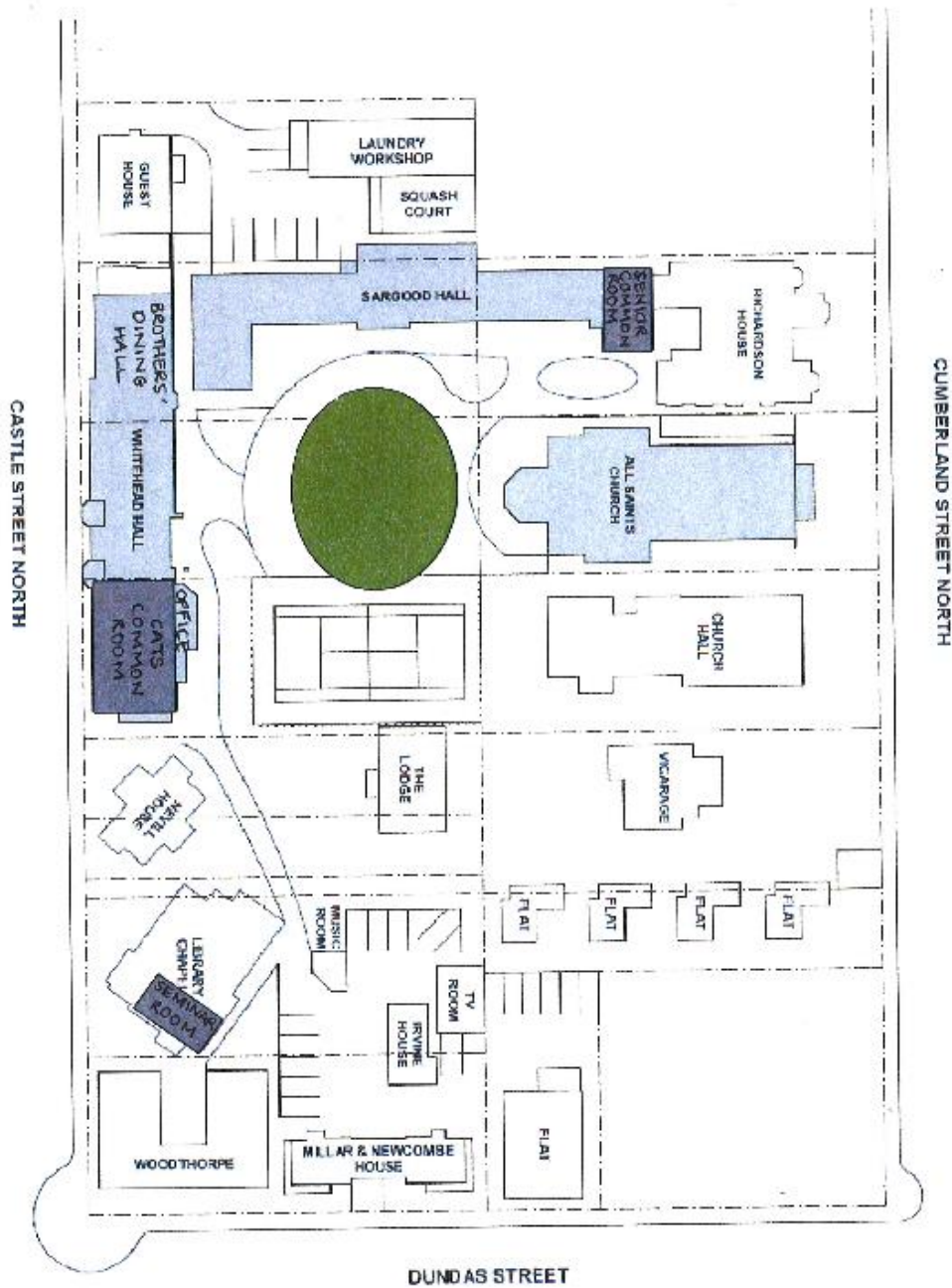
All buildings are equipped with firefighting equipment such as Fire hose reels and Extinguishers and they are maintained and serviced annually.

They are kept clear of obstruction and are able to be used at all times.

Signs and labels indicating the location of firefighting equipment is not removed or obstructed.

If an extinguisher has been used, it is recharged as soon as is possible.

Appendix 1 – Building Layout



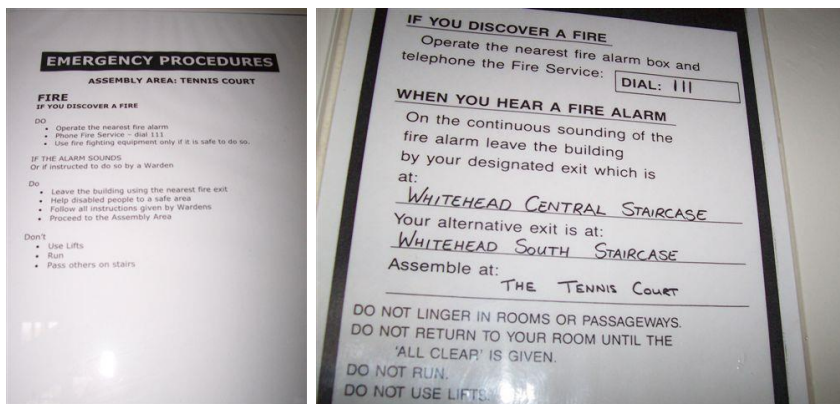
Appendix 2 – Signs and Notices



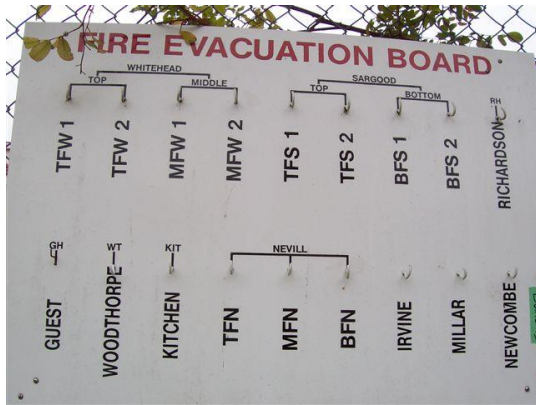
Fire Alarm Instructions



Fire Extinguisher Instruction



Fire Evacuation Procedures



Fire Evacuation Board and Building Tag



Exit Signs



Fire Hose Reels



Smoke Control Doors



Disabled Persons Assembly Area



Fire Room Signage



Fire Warden Boxes

EMERGENCY PROCEDURES

ASSEMBLY AREA: TENNIS COURT

FIRE

IF YOU DISCOVER A FIRE

DO

- Operate the nearest Fire alarm
- Phone Fire Service – dial 111
- Use firefighting equipment only if it is safe to do so.

IF THE ALARM SOUNDS

OR if instructed to do so by a Warden

DO

- Leave the building using the nearest fire exit
- Help disabled people to a safe area
- Follow all instructions given by Wardens
- Proceed to Assembly Area

DON'T

- Use Lifts
- Run
- Pass other on stairs

EMERGENCY PROCEDURES

ASSEMBLY AREA: TENNIS COURT

FIRE

IF YOU DISCOVER A FIRE

DO

- Blow the whistle/warn occupants verbally
- Inform Chief Fire Warden by phone call/runner
- Phone Fire Service – dial 111
- Use firefighting equipment only if it is safe to do so.

IF THE ALARM SOUNDS

OR if instructed to do so by a Warden

DO

- Leave the building using the nearest fire exit
- Help disabled people to a safe area
- Follow all instructions given by Wardens
- Proceed to Assembly Area

DON'T

- Use Lifts
- Run
- Pass other on stairs

Appendix 3 – Warden Self Test

Name:

Questions	Answers
What do I do 1 st when I see flames/smell smoke?	
Where is the nearest fire alarm call point?	
Who dials 111?	
Where is the nearest fire hose reel?	
Do I know how to operate a fire hose reel?	
Where is the nearest fire extinguisher, what type is it and what type of fire will it extinguish?	
Do I know how to operate a fire extinguisher?	
Where is the assembly point outside?	
Who is the Floor Warden? Who is the Building Warden? Who is the Chief Fire Warden?	
Where do I meet the Building Warden during an evacuation?	
How do I recognize an Exit door?	
What do I do if the smoke is thick?	
If the lighting is off, where is the nearest torch?	
My personal belongings are left in my room during an evacuation, what do I do about that?	
An occupant asks to collect their personal belongings during an evacuation, what do I say to them?	
Who meets the fire service when they arrive?	
Where is the fire alarm panel?	
Do I shut doors during an evacuation?	

Appendix 4 – Monthly Safety Checklist

Building Name:

Date:

Item	Yes	No
Smoke, exit and fire doors move freely, are in good working order, and not held open by non-complying devices	Yes	No
Escape routes are clear of obstructions(rubbish/storage)	Yes	No
Exit signs are in place and visible	Yes	No
Emergency Lighting is in working condition.	Yes	No
Exit doors open easily without use of a key	Yes	No
Fire hose reels are in good condition, and not obstructed	Yes	No
Fire extinguishers are in place, not obstructed and in clear view	Yes	No
Fire extinguisher seals are intact	Yes	No
Manual call points not obstructed, glass intact	Yes	No
Housekeeping:	Yes	No
Flammable storage is appropriate	Yes	No
Floor/area is neat and tidy	Yes	No
Rubbish removed	Yes	No
Previous faults connected	Yes	No
Does this building have a current Warrant of Fitness(WOF)	Yes	No

Faults:

Date reported:

Date rectified:

Signature:

Appendix 5 – Fire Evacuation Report:

Building Name:

Name of person supervising evacuation:

Phone no:

Was evacuation an emergency or planned? Emergency

☐

Planned

☐

Date of Evacuation:

Time of evacuation:

Time taken to evacuate the building:

Did all occupants evacuate safely, expeditiously and efficiently?	Yes	No
Could the alarm be heard in all areas?	Yes	No
Were all smoke and fire control doors closed?	Yes	No
Were all wardens and staff familiar with the procedure?	Yes	No
Did all wardens wear identification in accordance with the scheme?	Yes	No
Was the correct assembly area used?	Yes	No
Was the building assistance register available?	Yes	No
Are all evacuation procedure notices in place?	Yes	No
Are all exiting ways clear and all doors able to open?	Yes	No
Has firefighting equipment been serviced in the last 12 months?	Yes	No
Did the person responsible know to make a call to the fire service?	Yes	No
Is a copy of the approved evacuation scheme available?	Yes	No
Has the appointment of wardens been reviewed in the past 6 months?	Yes	No
Have all wardens been trained in their duties?	Yes	No
Does the building have a current warrant of fitness?	Yes	No

Comments:

Signed:

Next Scheduled Evacuation Date:

Appendix 6 – Building Assistance Register

Building Name:

The following locations have been identified as areas where regular/occasional users of the building who would require assistance to evacuate the building in the event of an emergency will most likely be found.

Date	Likely Location	Assistance Required	Person assigned to assist
	Sargood Top floor Ground floor		
	Whitehead Attic Top floor Middle floor		
	Richardson		
	Woodthorpe		
	Neville Top floor Middle floor Bottom floor		
	Dolls Houses Irvine Millar Newcombe		
	Guesthouse		
	69 Dundas		
	ASF 2		