

Role of a Fire Warden

Purpose

If in the event of a fire, Fire Wardens assist in the safe and swift evacuation of a designated area to area of safety.

Responsibilities

Fire Wardens are responsible for:

On a day-to-day basis:

- Keeping an eye on the general fire safety of the area, building or floor the warden has been allocated,
- Keeping an eye on corridors and walkways to ensure combustible materials are not stored there,
- Monitoring escape routes to see they are kept free of obstructions,
- Checking that fire doors are not tied, propped or wedged open where they should not be,
- Checking that final exit doors are not obstructed,
- Checking that extinguishers are where they should be and no obvious misuse or defect has occurred,
- During scheduled fire alarm tests over a period of weeks or months, check that the alarm can be heard in all rooms and all parts of their allocated area,
- Reporting any problems or defects immediately to their Manager.

When the alarm sounds:

- Putting on the yellow/orange high-visibility jerkin or armband,
- Sweep through their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route. The Fire Warden should normally be the last person off their floor.
- Checking all accessible rooms including toilets and offices to make sure people are beginning their evacuation,
- Checking any refuge in their area in case someone is waiting for assistance to evacuate
- Reporting to the person in charge of the evacuation, at the assembly area or just outside the building, to advise their area is clear (or to report anyone who can't or won't leave the building)
- In assisting the officer in charge with crowd control, verbally encouraging people towards the assembly area.
- Taking part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures.

Managers are responsible for:

- Day-to-day fire safety and the practical actions of fire safety and ensuring that there are adequate fire wardens in a given area/building.
- Finding a replacement if a fire warden permanently leaves.
- Assuming the role of fire warden if the designated fire warden is not in their given area when the alarm sounds.

Number of Fire Wardens Required

Ideally there should be sufficient wardens to cover all areas of a building.

As a rule of thumb, if a floor or area takes longer than three minutes to sweep, there needs to be more Fire Wardens.

What to do in the event of a Fire Warden not being in their designated area

If the Fire Warden is out of their given area when the alarm sounds they must report to the Building Warden first, if not available to the Fire Officer in charge to advise they have not swept their area.

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I _____ confirm that I understand and accept my roles and responsibilities as a Fire Warden.

Signature: _____

Date: _____