

## FIRE WARDENS RESPONSIBILITIES

- Regular checks of all fire escape routes.
- Daily checks of the fire alarm panel.
- Weekly fire alarm checks.
- Monthly checks on emergency lighting.
- Checking all safety signs are secure and in good order.
- Checking that the assembly points are not obstructed and will not, in use, obstruct the emergency services.
- Regular fire drills to be carried out (at least every six months).
- Training on the use of fire equipment to be carried out (at least annually).
- Ensuring that the company fire plan (in the event of a fire) is known by all members of staff, and that any special needs have been accounted for i.e. disabled people.

ENSURE THAT ALL THE ABOVE CHECKS HAVE BEEN RECORDED IN THE FIRE LOG BOOK.

Daily> Check fire alarm panel is on, not at fault, no zones show fire.  
Check LED is lit on emergency light units.  
Check fire exits are unlocked and not blocked inside or outside.

Weekly> Test alarm by setting off a different call point each week. Do this test at the same time, and same day.  
Carry out a visual inspection of all fire extinguishers. Checking that there are none missing, none have been used or damaged, and tamper tags are present.

Monthly> Check each emergency light unit operates by switching off the power.

Any problems found should be immediately reported to the companies responsible for the matenance of that piece of equipment.

If the fire alarm is activated, check the panel to see which zone, identify the area concerned from the drawing.

If safe to do so, investigate further, looking for a broken glass in a call point, or a lit led on an automatic detector.

DO NOT RESET THE ALARM PANEL

## ROLE OF THE FIRE WARDEN

On hearing the fire alarm, check that the fire evacuation procedure has been initiated and ensure that the area under your responsibility is fully evacuated. Ensure that all toilets, rest rooms, tearooms, and offices are checked.

Determine the location of the fire, where safe, provide assistance or instruct employees to leave the premises as appropriate, then evacuating staff before you proceed to the assembly point, closing fire doors on route. If anyone is not accounted for notify the officer in charge as soon as the fire brigade arrives.

If the assembly point is affected by fire, move all persons to another safe area further from the fire, remember to keep access clear at all times for the fire service.

Remember evacuating people can be difficult, especially if they cannot see the smoke or fire, so they may be reluctant to leave the building.

If you cannot persuade staff, visitors, members of the public to leave immediately then proceed to the assembly point and notify the officer in charge as soon as the fire brigade arrives of their numbers and location.

Do not allow anyone to turn off the alarm or re-enter the building until informed that it is safe to do so by the fire officer in charge.

It is essential to remain firm but calm during this process, setting examples to others will minimize possible injury caused by panic.

Wearing high visibility vests or arm bands identifying you as a fire warden is also recommended, this will help to comfort escaping personal, and easily identify you to the fire brigade on their arrival, helping to speed things up, and make them run more smoothly.

When you carry out your checks, chose a system that suits you, but try to change the route around your area of responsibility, so you get to see it from different angles (with your wardens eyes.) Also change the days and times for your patrols, you may find things that are only there on certain days.

Don't be afraid to ask personal questions about procedures, they should know the answers, if they don't, you know its time for a refresher course.

Remember, when the alarm goes off, they all look to you.

If you have any questions just phone Devon & Cornwall Fire Protection  
0800 389 7050.