



# SAFETY MATTERS

March 2014  
Version 1/2014

## Role of Fire Wardens

*In carrying out the following actions Fire Wardens should not put themselves in any danger.*

**On hearing the alarm each fire warden is requested to:**

1. Immediately leave his/her place of work and encourage others to evacuate.
2. Check rooms within previously agreed area to ensure all people have left.\*
3. Spur on people to leave their place of work and to direct them to appropriate exit.
4. Note which rooms or areas were not checked due to smoke/fires and to inform fire brigade upon its arrival without delay.
5. Encourage people to move quickly down stairwell and out of building.
6. Move people away from building exits to the assembly point.
7. Report any problems (missing persons, non-evacuated staff etc.) to the Fire Officer of the Fire Brigade in charge of the operation directly and without delay.
8. Identify key holders should the fire brigade wish to enter locked rooms.
9. A fire warden should under no circumstances be responsible for more than one floor. Appoint sufficient fire wardens for additional floors.

**N.B.** \* If some people are unwilling to leave – do not delay but continue to search other rooms.

/ P.T.O.

***Fire wardens can consider the following points for the planning of fire evacuation.***

1. Bring fire safety issues to the attention of your supervisor/Dept Head.
2. Keep contact with the other fire wardens/safety representatives on your floor.
3. Identify who checks common areas or rooms belonging to departments located elsewhere on campus.
4. Identify colleague who would be willing to act as deputies or assistants in fire warden activities.
5. Ensure that all persons on your floor are kept updated of the actions to be taken in the event of a fire by circulating the fire procedures to them at least twice yearly.
6. Inform the new comers to your Dept./Unit, the “**Action in Case of Fire and Evacuation Procedures**” of the University.
7. If the population in your department is generally static and a roll call is practicable at the assembly point, prepare a list for use.
8. Identify any needs for special arrangements for persons (e.g. mobility impaired, visually impaired, pregnancy) who may require particular attention in the event of a fire.
9. If there are physically handicapped persons in your area, evaluate beforehand whether the handicapped person can negotiate the escape route without undue risk. If they cannot, staircase landings offer well protected temporary refuges where physically handicapped persons can wait for the assistance of the fireman. When such arrangement is in force, fire warden shall inform the fire brigade upon its arrival, and the handicapped person shall dial 2859 2882 to inform the Security Unit of Estates Office.
10. Watch out for any fire hazards that occur e.g. locked exits, blockage of fire escape routes, unsafe or excessive storage of flammable solvents, damaged fire services installations regularly. If any problem is found, please report to the Head or Safety Office as soon as possible.
11. Report defaced, out of date or missing fire notices to Safety Office for replacement.

LKP/ii  
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