

## Appendix B

### Fire Wardens

#### Definitions

*Fire Warden* – is a staff member appointed by a faculty or unit to implement the steps established in the Emergency Plan (which describes steps to be taken in a fire emergency).

*Chief Fire Warden* – is a staff member appointed to ensure that fire wardens' activities are coordinated during a fire emergency.

#### Requirements

A Chief Fire Warden and an appropriate number of Fire Wardens shall be appointed by faculties and/or units located in a particular building for each building at the University of Manitoba.

A Chief Fire Warden and an appropriate number of Fire Wardens shall be appointed for special events that take place at the University of Manitoba. In the case of special events, the fire wardens may be staff members or volunteers.

#### Implementation

EHSO will:

- assist faculties and departments in each building to determine the appropriate number of fire wardens for that building. This number will depend on several factors including the number of faculties or units present, building layout, the number of floors, etc.
- provide training to all fire wardens on fire safety and review the specifics of a building's Emergency Plan at least every three (3) years
- assist organizers of special events in establishing an emergency plan, determining the appropriate number of fire wardens and providing training for those fire wardens

Deans, Directors and Department Heads of faculties and units present in a building will work cooperatively to ensure that:

- a Chief Fire Warden is appointed for a building
- the appropriate number of Fire Wardens, based on recommendations from the Environmental Health and Safety Office (EHSO), are appointed for a building
- that fire warden positions are re-filled when appointed staff vacate positions
- fire wardens are given time to attend meetings or training associated with their duties

The Chief Fire Warden will:

- request training from EHSO for fire wardens in a building – at minimum every three (3) years
- call meetings, as required, of Fire Wardens for a building to:
  - review the emergency procedure for the building
  - debrief fire wardens after a fire drill or emergency to determine the effectiveness of the emergency plan and recommend changes
- prepare a summary report for EHSO and faculties or units after an emergency or fire drill
- prepare an annual report on the status of the fire safety program for a building that will be submitted to EHSO and the faculties and units present in the building