Fire Warden Training

Program Overview

PLEASE SIGN IN! (YELLOW FOLDER)
PLEASE TAKE A COPY OF THE SHEETS PROVIDED (BLUE AND RED FOLDERS)
Welcome and thank you!

- Time
- Breaks
- Respect
- Questions
Purpose

• Review Fire Warden’s roles and responsibilities,

• Emphasize that the Fire Wardens are a very important element of the University’s Fire Life Safety program.
So…

- Where are the nearest exits from this floor and building?
- The fire alarm pull stations?
- Fire extinguishers?
- Muster points?
- Evacuation route maps?
U of M Fire Safety Procedure

• EVERYONE is expected to leave the building when the alarm sounds,
  – staff, faculty, students, visitors, contractors

• Require building-specific fire safety plans,

• Describes responsibilities,
Definitions

• **Exit** – leads from floor area to separate building, public thoroughfare, exterior area,

• **Access to Exit** – within floor area, serving that floor,

• **Means of Egress** – continuous path of travel provided for escape, any point

• **Supervisory Staff** – occupants of building with delegated responsibility: Fire Wardens
Responsibilities

Vice-President, Administration

• Ensure the University’s Fire Safety Procedure is in place and followed.
Responsibilities

Deans, Department Heads, Directors

• Ensure a specific fire safety program in place,
• Ensure staff and students and visitors are familiar with the fire emergency procedures,
• Providing the resources needed for implementing the Fire Safety program and associated procedures,
Responsibilities

Physical Plant

• Maintains the fire life systems, testing,

• Focus is on the building and equipment,

• Technical support for design, floor maps, etc.
Responsibilities

Environmental Health & Safety Office (EHSO)

• Facilitator,

• Focus is on the occupant and use of the building,

• Technical advice & consultation,
Fire Safety Programs

Are building-specific.

• Four parts:

  1. Fire Safety Plan,
  2. Fire Wardens and Chief Fire Warden,
  3. Fire Drills (building evacuation),
  4. Inspections.
Fire Safety Plans

Documentation that provides specific information required by MB Fire Code, e.g.:

- Evacuation procedures (emergency plan),
- Evacuation routes and muster areas,
- Fire Wardens,
- Diagrams of fire safety systems.
Emergency Plans

Includes:

• What to do when the alarm sounds,
  – Follow Fire Warden’s instructions,

• Muster (meeting) points,
  – Report

• “All clear” signal
Emergency Plans

Includes:

• all building occupants,

• consider people with disabilities
  – Visual, hearing, speech, learning, mobility, emotional, cognitive, health conditions, etc.

• consider renovation/construction - routes
Fire Wardens & Chief Fire Wardens

Expectations…
Fire Wardens

• Designated staff:

• From building, floors, work areas,
  – and special / challenging areas

• Selected by volunteering or appointed,

• ‘Supervisory Staff’ in Fire Code
Fire Wardens

Primary Duty:

• Fire Warden is to help ensure the safe and timely evacuation of a building…

Not rescue!

• You are not to put yourself in harm’s way!
Fire Wardens

Assist in building evacuations:

• Direct people out,
• Sweep assigned area,
• Report to Chief Fire Warden,
• Participate in debriefing
Fire Wardens

Secondary Duty:

• Assist in emergency planning,

• Inspect work area regularly for fire hazards.
Chief Fire Warden

• Coordinates Fire Warden’s activities
  – Requests training for Wardens,
• Call Fire Warden meetings,
• Organize inspections,
Chief Fire Warden

• Organize fire drills (building evacuations),

• Event / drill
  – Receive reports from Fire Wardens
  – Report to Fire Department
  – Share all-clear with Fire wardens
Chief Fire Warden

• Post-event debrief meeting:
  – Facilitate the de-briefing,
  – Prepare a post-event / drill summary

• Fire Safety Plan / Emergency Plan review

• Prepare annual program summary
The Evacuation...
Smell of Smoke, Seeing Smoke or Suspicion Of Fire

• **Remove yourself and others from immediate danger.**

• **Exit the building via the nearest emergency exit.**

• **Activate the nearest Pull Station as you exit the building, if alarm has not been automatically activated.**

• **Close Doors behind you as you leave areas. When you have reached the outside of the building, move away from the building.**

• **Telephone 911 to report the location of the fire once you are outside the building. This info can be shared with Fire Wardens or Security Services @ 555 or #555 from a Rogers or MTS cellphone.**
The Evacuation...

• The alarm sounds

• Fire Wardens – IF SAFE TO DO SO:
  – put on badge,
  – guide people out to the exits (alternates),
  – quickly ‘sweep’ the area telling people to leave now…
  – Inform them not to use the elevator!
The Evacuation...

- Close doors behind you on the way out.
- DO NOT LOCK DOORS!
- Leave the lights on.
What to do with this Guy?
The Evacuation...

• If someone is unable to leave the area:
  – Place them in a place of safe refuge,
  – Note the exact location where they are, (notepad),
  – Get out of the building,
  – Notify Fire Department directly or Chief Fire Warden (get the message to them!),
You may encounter this guy What Should you Do?
The Evacuation...

• If someone **does not want to leave** the area:
  – Do not waste time arguing,
  – Note the exact location where they are, (notepad),
  – Get out of the building,
  – Notify Fire Department directly or Chief Fire Warden (get the message to them!),
The Evacuation…

You are **NOT ABANDONING** them!

• You have done the best things possible…

• You are getting help to them as quickly and safely as possible.
Fire Drills

• Frequency set by the MB Fire Code (law),

• Opportunity to practice a life-saving exercise,

• Opportunity to learn and improve the plan,
Fire Drills

• Drills may not be a full evacuation:
  – by floor or work areas,
  – fire wardens only,

• Drill can include:
  – review or ‘table-top’ sessions,
  – False Alarms cannot be considered drills.

• Drills need a measurable goal.
De-briefing

- Critical - assess the emergency plan,
- Fire Wardens meeting immediately after the drill / evacuation,
- What went well & what needs improving,
- Form completed and given to DDDs and other responsible persons,
  - Copy given to EHSO
Inspections

• Documented inspections using short checklist,
• Looking for basic fire safety concerns:
  – Obstructed fire exits and paths,
  – Fire doors propped open or locked closed,
  – Buildup of flammable and combustible materials,
  – Alarm pull stations, sprinklers, heat and smoke sensors clear of obstructions,
  – Ceiling tiles in place (smoke control), etc…
Inspections

- Looking for changes that may affect evacuation routes:
  - Construction and renovation,
  - Special events: Organizer to submit safety plan
  - Increased number of people,

- Includes reviewing of fire safety plan and evacuation routes.
Fire Safety hazards to look for
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Fire Safety hazards to look for
So today in class a wasp flew into our room and was sitting on the ceiling and instead of just killing it with a ruler or book or something, my TEACHER SET IT ON FIRE.
IN CASE OF FIRE

EXIT BUILDING
BEFORE TWEETING
ABOUT IT
Wrapping up…

• Are there any questions?
• Comments?
• Critique of the presentation.
Thank you for participating!