

SOUTH AFRICAN FIRE & MEDICAL ACADEMY



Roles and Responsibilities of a Fire Warden

What is a Fire Warden:

- Fire Wardens will be selected from different areas in each building or floor by his /her employer.
- The Fire Warden's primary responsibility is to manage the evacuation of all persons from his/her designated area during a fire or other emergency.
- Obtaining and reviewing a copy of the Fire Safety Plan of their respective building or floor.

Key duties of fire wardens include:

- to assist in implementing and improving effective emergency procedures in your workplace;
- to help prevent emergencies by monitoring the adequacy of the fire risk control measures;
- to raise awareness with other staff about the fire hazards that exist in your workplace;
- to instruct workers in how to respond in an emergency;



Continues:

- to lead the fire drills and real evacuation procedures – they must be familiar with all escape routes and exits from their designated area;
- to ensure all workers are accounted for during an evacuation; and
- to assist all people in the workplace should an emergency occur, including assisting people with special needs, e.g. helping someone in a wheelchair to evacuate.



Securing and maintain a viable exit staircase

- On the instructions to evacuate the staircase should be used.
- Determine which staircase will be utilized for which floor area.
- Pressurized staircases are to provide a safer environment to removed trapped occupants and for firefighters to work from.

No one should return once building or floor has been cleared.

A Fire Wardens roles and responsibilities
fall broadly into 2 categories:

- Proactive day to day duties
- Reactive emergency duties

How many fire wardens do I need for my business?

- Well, there is no set amount; it depends on several factors relating to the nature of your business and its size.
- You need to use your discretion during a fire risk assessment to determine the level of risk and calculate the amount needed for your premises
- **As a rule of thumb, fire warden must be able to search their designated area within 2-3 minutes and all staff should have evacuated and be in a safety staircase/route within 1 minute.**

Elevators

- Buildings exceeding 30m in height are equipped with at least one Fireman's lift that serves any storey including the basement.
- Elevators are to be used only by firefighters when under the control of the fire department.
- The elevators should not be used for occupant evacuation until the fire control is achieved.



Assembly points

- Have a roll call of all occupants as per your Emergency Plan at the designated assembly points.
- Be aware of the wind direction as it could affect the positions of those assembly points.
- Occupants should not move between assembly points as it could affect the head count and then an unnecessary search by fire personnel in the building.



Area safe

- The fire service will declare the area safe and only then will occupants be able to return.
- The system must be reset to operational mode.
- All sprinkler heads actuated must be replaced, smoke alarms reset, fire sprinkler system drained and charged.

Reporting

- An Investigation as what happened, why, and how it must be conducted.
- A site visit with a fire inspector must be initiated with the assistance of the building management.
- A report must be compiled so the same incident can be prevented.
- All role players involved must be part of this investigation.

THANK YOU

