

BUILDING FIRE WARDENS GUIDELINES

1.INTRODUCTION

USP Building fire wardens are USP Staff who have received fire warden training from the national fire and emergency services or an accredited training institution.

The role of building fire wardens is essential in the implementation of the university emergency management plan & procedures within all its campuses

Building fire wardens are designated as part of campus first responders to an emergency necessitating the evacuation of large numbers of occupants out of buildings and onto safe emergency assembly areas

Their primary role is the ensuring the safety of building occupants and removing them out of harm's way e.g. in response to fires, hazardous material spills , earthquakes and tsunamis.

2.SCOPE

This guideline applies to the selection, appointment and the responsibilities of building fire wardens within the University of the South Pacific.

3.DEFINITIONS

3.1 Emergency Assembly Area: The designated location or locations where people assemble during the course of an evacuation

In the University of the South Pacific an emergency assembly area is depicted on site by a green assembly area pictogram and green signboard with various pictograms and information.



3.2 Emergency: An event that arises within building or campus or from surrounding community which may adversely affect the occupants or visitors in the building , and whereby the event is serious enough to warrant an immediate response.

3.3 Building Emergency Response Team (BERT): A person or persons appointed by the campus disaster management team to direct and control the implementation of the facility’s emergency response procedures.

Building emergency response teams share a designated emergency assembly area.

Building emergency response team is led by a chief building warden.

These include

1. Chief Building Warden
2. Deputy Building wardens
3. Floor fire wardens
4. Security officers
5. First Aiders



Red 1 Building Emergency Response Teams

3.4 Evacuation: The orderly movement of people from a place of danger

3.5 Evacuation exercise: an emergency response exercise in which the exercise simulates an emergency that requires evacuation

3.6 Occupant; A person attending a facility on a permanent or temporary basis, such as an Employee, contractor, student or resident, but not a visitor.

4.AUTHORITY OF BUILDING WARDENS

Chief building warden reports directly to the resident Dean or Head of departments of the building under their responsibility.

Specifically building fire wardens have the following authority whilst engaged in their duties

- 1) To demand that egress routes are kept clear eg.roadside fire hydrants and fire exit doors
- 2) To instruct all persons within a building to evacuate in an emergency
- 3) To remove persons from immediate danger or where persons may be exposed to a hazardous condition in their building
- 4) To close off a location in their building deemed to be hazardous and pose imminent danger to persons using that area or building.
- 5) To refer persons for disciplinary action for infringing building safety protocols eg.lighting fires ,smoking within buildings or tampering with building fire protection equipment

During an emergency, instructions issued from personnel in the building emergency response team, shall take precedence over the normal management structure.

5.BUILDING WARDENS UNIFORMS

The approved uniforms for building wardens to be used in the University of the South pacific are as illustrated below.

Warden	Reflector vest	Hard Hat	Label on Uniform
Chief Building warden	Bright Yellow 	White 	Chief Building Warden
Deputy Chief Building Warden & Building Fire Warden	Bright Yellow 	Red 	Fire Warden

The USP OHS Unit is responsible for issuing building fire wardens their uniforms in Fiji campuses

The regional campus director is responsible for ensuring their campus fire wardens are issued their uniforms.

6. SELECTION OF BUILDING WARDENS

University personnel, who are appointed by the Faculty/Department, should be:-

- physically capable
- have good decision making skills and capable of remaining calm under pressure
- have good rapport with fellow staff and students
- be generally in high attendance at the University, i.e. on campus or in the building relatively frequently
- Be able to communicate effectively.

6.2 Number and Location

- It is recommended as a minimum that two (2) Building Wardens are identified for each floor, and (1) warden for each exit door or stairway of that floor
- The number and location of Building Wardens required for each University building will be dependent on the level of risk.
- The level of risk can be determined by assessing the number of potential occupants of the building, the 'types' of occupants (e.g. students, staff, members of public), occupant literacy levels, the logistics of the building (i.e. the larger the area the building covers the more Building Wardens it will need to ensure adequate coverage), nature of tasks carried out within the building (e.g. more hazardous areas may require more Building Wardens), using this library and science laboratory buildings will require higher numbers of floor fire wardens in the building.
- It is recommended that the Workplace Advisory Committee in each area assist with the risk assessment for emergency situations and input regarding Building Warden number and location. If further assistance is required contact the OHS Unit.

6.3 Communication of Information

It is the Faculties/Departments workplace health and safety committee's responsibility to ensure that Building Wardens are reviewed on a regular basis and to identify replacement Building Wardens as required (i.e.: if a staff member is on extended leave or leaves the University).

Any change in Building Warden information, should be communicated to the USP OHS Unit as soon as possible, so that University records are maintained and appropriate training can be organised for the new Building Wardens.

6.4 Publication of Building Fire Wardens

Building fire wardens identification details will be published in designated areas within their buildings of responsibility

This will include their front face photo, name and contact extension number and floor level number.

FSTE MAIN BUILDING FIRE WARDENS 2013

CHIEF FIRE WARDEN



MR VUNI BLADROMO: SENIOR TECHNICIAN

PHYSICS LAB



GROUND FLOOR:

PHYSICS LABS & GROUNDS



Mr. AMIT .DEO



MR ROHITECH KUMAR



MR NEIL.SINGH



1st FLOOR

DIVISION BIOLOGICAL & CHEMICAL SCIENCES



Mr.Avinesh Prasad



Mr.Shelvin Prasad



Mr Hitesh. SINGH



Ms.Joslin.Lal



Mr.Villkesa.V



Mr.Thomas Dunn



2nd FLOOR:

ADMINISTRATION & DIVISION BIOLOGICAL & CHEMICAL SCIENCES



Mr DINESH KUMAR



MS.LAISAN.TAIKEI



MR THOMAS TUNIDAU



THESE ARE THE DESIGNATED AND TRAINED FIRE WARDENS FOR THE FSTE MAIN BUILDING
THEY WILL ASSIST YOU IN EVACUATING THE BUILDING AND DIRECTING YOU TO SAFE EMERGENCY
ASSEMBLY AREAS IN THE EVENT OF A FIRE, EARTHQUAKE AND TSUNAMI OR ANY OTHER EMERGENCY
REQUIRING EVACUATION OF THE FSTE MAIN BUILDING.

YOU MUST FOLLOW THE INSTRUCTIONS GIVEN TO YOU BY THEM!!

7. TRAINING OF BUILDING WARDENS

Those persons nominated as building wardens should attend the University's building warden training prior to commencement of the role.

In laucala and Fiji campuses this training is conducted by the National Fire Authority Commercial training department who conducts a 1 day Fire Warden Course on campus.

📄 NFA Commercial Training Webpage link

Annual Fire Warden Trainings for USP Staff and Students is conducted during mid semester breaks in April, July, and September annually.

This can be refresher for existing fire wardens or induction for new applicants and appointees.

Fill in USP Fire Warden Training Application form attached and send it to USP OHS email address below

📄 USP Fire warden training application form

The training will cover:

- duties as described in the emergency response procedures
- procedures for the specific emergencies in the Emergency Response Procedures
- responding to alarms and reports of emergencies
- reporting emergencies and initiating the installed emergency warning equipment
- communication during emergencies
- pre-emergency activities
- occupants and visitors with disabilities
- human behaviour during emergencies
- the use of installed emergency response equipment
- the performance of the building and its installations during a fire or other emergency.

All participants who've successfully completed this 1 day course will be awarded a national fire warden certificate by the Fiji national fire authority valid for 1 year.



8. FIRE PREVENTION DUTIES

Building Wardens should undertake an active role in monitoring the workplace for situations that may lead to a fire or inhibit the safe egress of occupants from a building.

This may include conducting regular inspections of the workplace to identify:

- that paths of egress are clear;
- there are no combustible materials stored at or near egress paths;
- activities occurring with the potential for a fire are conducted in appropriately designed areas.

Building Fire Wardens should be familiar with:

- emergency contact numbers for their building and campus
- the fire alarm system and emergency warning system;
- use of first attack fire fighting equipment eg. fire extinguishers
- the area they represent, including;
- means of egress;
 - any alternative egress routes;
 - potentially hazardous materials or operations undertaken in their zone;
 - the location and operation of fire doors, smoke doors and firefighting equipment;
 - The number and location of mobility-impaired persons in their area.

9. RESPONSIBILITIES

CHIEF BUILDING WARDEN

Ensure sufficient building wardens for area of responsibility and replace BERT members, when a position becomes vacant

CHIEF BUILDING WARDEN RESPONSIBILITIES	
1	Coordinate administrative functions as required including briefing and debriefing for Emergency and exercises and conducting inductions to new staff
2	Maintain a current register of Building wardens and first aiders for the building
3	Activate relevant emergency procedures depending on the type of emergency
4	Coordinate initial response to the emergency prior to USP Security Controller or Emergency Services arriving on scene
5	Allocate duties to building wardens
6	Organise emergency evacuation drill at least twice a year for the building Be the focal point in emergency assembly areas and managing evacuees in this area.
7	Conduct regular inspections in the workplace for checking building fire protection and emergency equipment eg. fire exit doors, first aid stations, etc.
8	Document & Investigate Building Safety near miss events eg. false fire alarms and report them to USP OHS Unit and Head of Department.
9	Submit Building Evacuation Report after building evacuations to USP OHS unit and head of department
10	Liaise with maintenance contractors who conduct maintenance of Building fire protection equipment and alarms in the building
11	Attend annual refresher fire warden and emergency training and exercises

DEPUTY CHIEF WARDEN

DEPUTY CHIEF BUILDING WARDEN RESPONSIBILITIES	
1	Undertake the Chief Building Warden responsibilities in their absence.
2	Conduct activities outlined in building warden responsibilities below.

BUILDING FIRE WARDEN

BUILDING WARDEN RESPONSIBILITIES	
1	To act in the capacity of Chief Building Warden if the Deputy and Chief Building Wardens are absent
2	Respond as instructed by the Chief Building Warden
3	Assess the situation and implement emergency procedures within an assigned area of control
4	Ensure occupants are aware of the emergency response procedures and that emergency procedures are displayed in key locations in their area of responsibility
5	Carry out regular inspections and ensure building safety protocols (e.g. clear egress paths, access to first-attack equipment and disposal of rubbish)
6	Competent in using First Attack Firefighting equipment and raising alarms in the building
7	Ensure occupants are evacuated outside of the building to emergency assembly areas as required
8	Submit Evacuation Report to Chief Building Warden during debrief sessions after building evacuations and exercises.
9	Liase with maintenance contractors who conduct maintenance of Building fire protection equipment and alarms in the building
10	Attend training and emergency exercises, as required by the EPC to ensure they are qualified and competent to perform their allocated roles and responsibilities

10. UNWILLING PERSONS

Building Wardens are to follow the steps below should they encounter people unwilling to evacuate a building in a real emergency or training exercise:

- inform the person of the hazard and the need to evacuate;
- if they refuse, repeat the request;
- if they continue to refuse to leave:

- note the location and number of people

- continue to sweep area.

- inform the Chief Building Warden of these unwilling persons to report for disciplinary action.

11. MOBILITY & SENSORY IMPAIRED PERSONS

11.1 Evacuating Mobility Impaired Persons

The Chief Building Warden, local Building Warden and designated assistants should be aware of those in the building that are mobility and sensorial impaired.

These persons should have a custom made Personal Emergency Response Plan.

A stretcher must be readily accessible in multistorey buildings for the easy evacuation of these persons.

Under no circumstances should Elevators be used to transfer these persons in times of building evacuations.

11.2 Personal Emergency Response Plan (PERP)

These are customised plans that provide a framework for the planning and provision of emergency evacuation of people with a disability.

The PERP should be followed when evacuating a mobility impaired person.

Where a PERP does not exist, procedures to be followed for evacuating mobility-impaired persons in an emergency include:

- Assembly of mobility impaired persons during an evacuation in a safe holding area such as fire isolated stair well landing, with constant attendance by a least one building warden or delegated person;
- Once evacuation of other occupants has been completed, evacuation of mobility impaired persons should commence, in descending order of mobility, i.e. most mobile to least mobile;
- Mobility impaired persons who cannot use the stairs to evacuate, should be evacuated under the control of the fire brigade.