



THE UNIVERSITY OF WINNIPEG



Fire Warden Manual

Emergency Preparedness

October 2018



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Introduction

Emergency Planning and the ability to respond appropriately, significantly reduce occurrences of confusion during the course of an event, while also ensuring the essential priority of any type of emergency which is the preservation of life and property.

The University of Winnipeg endeavors to ensure the protection of its faculty, staff, students and visitors through recognizing and adopting procedures that minimize the risk of injury to people and the damage of property. The National/Manitoba Fire Code has developed and stipulates the necessity of Fire Warden Programs for facilities.

In the event of fire or other emergencies which may befall the campus or surrounding community, Fire Wardens play a critical role in assisting occupants to evacuate buildings in a safe, orderly and timely manner.

As a part of Emergency Response Planning, it is the responsibility of the University to identify, appoint and train individuals to assist with and aid in safety and evacuation related to fire situations.

This manual will provide you with an understanding of your role and specific responsibilities as a Fire Warden for your designated work location at the University Of Winnipeg.

Fire Safety Plans

All campus buildings are required to have available, a Fire Safety Plan. These plans are detailed documents which serve as a guideline to assist building managers, owners and those tasked with emergency planning and response activities to observe and identify measures to:

1. *Control* fire hazards in a building
2. *Ensure* a safe and orderly evacuation of a building in the event of fire
3. *Assure* effective use of fire protection systems and equipment in a building

Within the Fire Safety Plan, Fire Wardens are provided with step by step directions of their responsibilities.

Who can be a Fire Warden

Fire Wardens can be any University of Winnipeg employee, who has a workspace or office within a specific campus building, who can volunteer the required time for meetings and training, and who can immediately respond to emergency situations.

The purpose of the Fire Warden position for the University of Winnipeg is to aid in ensuring the protection of faculty, staff, students, visitors and facilities by assisting with evacuations related to fire situations (drills/real) which may affect building(s) on the University campus.

Training

All Wardens are required to participate in the joint Emergency Preparedness / Safety Office “Fire Identification and Control – Fire Warden Training Program”.

After initial training, annual refresher training will be provided to Fire Wardens in an effort to maintain knowledge and skills as well as provide new information and knowledge related to fire safety.

In addition to the initial training, Wardens are required throughout their tenure to:

1. Attend scheduled meetings related to specific operations regarding their role within their designated workspace.

****Typically, most meetings will only be of a short nature and involved with “after action” reporting post event**.**

2. Participate, where required, in pre-planned response exercises to evaluate operational readiness of University emergency plans.
3. Participate in additional training as required, to enhance knowledge and skills related to fire and evacuation.
4. Ensure a back-up Fire Warden is identified for times of personal absences (meetings, vacation or illness)
5. Review the university’s policies and guidelines on emergencies on a regular basis.

Equipment

Individuals with Fire Warden responsibilities must be readily identifiable to faculty, staff and students during any evacuation event. As such, the University will provide staff with necessary equipment for recognition and record keeping during these types of events. Typically, this will consist of a Red Ball cap, Safety Vest and Clipboard.



Key Responsibilities

Evacuations

The primary responsibility of a Fire Warden is to manage the safe evacuation of personnel from their designated work areas, during a fire situation or other emergency. As such, your specific accountabilities for this role will include:

- Wearing your Fire Warden Vest (and Ball cap) so that you are clearly identifiable to building occupants
- Checking your work area, including washrooms and advising occupants of the emergency.
- Guiding personnel from your designated work area to evacuate to the nearest safe exit during a fire situation or other emergency.
- Ensuring that personnel do not use the elevators as a means of egress
- Assisting in the evacuation of persons with disabilities, or if required, ensuring an appropriate location to shelter in place until emergency personnel can assist.
- Ensuring that all doors are closed as you vacate your work area (leaving lights on).
- Immediately reporting to a Warden Chief or Fire Officials any persons that have not left the building and their location in the building.
- Ensuring that building access points are free of congestion and that persons are directed away from the building. All persons “should” assemble at their designated marshalling area.
- Cooperate with Security / Fire Department officials and promptly follow any instructions being provided.

- Cooperate with Security and Facilities Management in monitoring the evacuation process and participating in “after action” meetings to evaluate processes.
- Remain outside of building or at the designated assembly point until you are advised that staff can safely return to their assigned work location.

*****It is essential to understand that in your role as a Fire Warden, that you are not expected to fight fires or place yourself in a position of risk.***

“If” you are able to contain and control a small fire with readily available equipment, such as a fire extinguisher and there is no immediate risk to you or other people, you may do so, however only to the level of your training.

Specific Considerations

Persons Requiring Assistance

During an emergency event and where there is a requirement to evacuate the floor or building, it is critical to identify “persons requiring assistance” (PRA). During an emergency, some people may not be readily aware of the onset of an emergency situation, or become concerned about their ability to be safe due to health conditions or physical limitations which may impede the evacuation process. It is important that these persons can rely on a point of contact to provide assurance and ensure that during an emergency event, that their safety needs will be met and until such a time that emergency personnel can assist in their safe evacuation, where required.

Some instances of Persons Requiring Assistance include:

- Individuals requiring the use of wheelchairs, walkers, crutches, can or other mobility assisting device.

- Individuals with temporary conditions and are under recovery, such as; post-surgery, breaks and/or sprains.
- Persons with Vision and/or hearing impairment
- Those whom are pregnant
- Individuals with breathing related health concerns (asthma, etc.)
- Individuals with not readily identifiable health concerns (arthritis, etc.)
- Individuals whom have any limitation which would limit their ability to descend stairs or be a part of an evacuation process.
- Although it is important to identify in advance persons whom may have difficulty with an evacuation process, you may not have this known to you until an actual emergency/evacuation event.
- It is imperative that all persons, regardless of their disability and/or limitation, be afforded all necessary measures to ensure their protection and safety in situations of risk.
- The list of persons whom have not been evacuated as a result of requiring assistance should be provided to Emergency Personnel immediately.

Protect In Place

For those individuals that require special assistance or whom are not readily able to evacuate the building or area, Fire Wardens will determine a safe area in the designated work space or general area, which will serve as Protect in Place (P.I.P.) location.

- Relocate to an entry to an evacuation stairwell, marked by a red EXIT sign.

- Advise Campus Security and Fire Personnel of the P.I.P. location, identifying the stairwell number or a nearby room number.
- Wait NEAR the enclosed exit stairwell if there is NO smoke or other immediate threats to your safety. Most fire alarm activations are brief, allowing occupants to return within a few minutes.
- If smoke, fire, or other threat is imminent, move into the stairwell.
- After the flow of evacuees has passed below your floor level, enter the stairwell with assistant(s) and wait on the stair landing. Make sure that the door is securely closed.
- Wait for assistance. First responders will be assigned to assist you if an evacuation is necessary.

Persons Refusing to Comply

In some situations, you may be faced with individuals, especially during a fire drill, whom do not wish to comply with and/or participate in the evacuation exercise.

Although not the desired response, do not argue with the individual(s). Ensure that they are aware that you are the designated Fire Warden and are required to advise that it is necessary to evacuate the building.

Ensure that you make a note of the name and location of the person(s) and ensure that Campus Security is notified in order that they may advise the Fire Marshal and where applicable, Emergency Services.

In the event of refusal during a real event, where there are no prevailing circumstances and plans to protect in place until such a time that assisted evacuation through Emergency Services occurs, it is especially critical to ensure

that names and locations of those staying behind is documented and communicated.

Hazard Awareness

Inclusive of responsibilities related to building evacuations, Fire Wardens also have a special role in assisting with the identification of potential Hazards in their areas of work, with a focus on mitigating issues which may contribute to a fire or other hazard and pose as a risk to the safe evacuation from a building.

- Ensure that on a regular basis, checking to see that your evacuation routes are unobstructed.
- Periodically checking for fire hazards in your work area such as an accumulation of garbage, paper or other combustible items or improperly stored combustible liquids.
- Ensure that floor exits are functional and readily open and close.
- Check that exit lights (Emergency Exit Signs) are illuminated, reporting any deficiency or damage to facility maintenance as soon as possible
- Ensure that fire suppression equipment, i.e.: fire hose, cabinet and extinguishers appear to be in good order and unobstructed.

While the above is not an exhaustive list of potential hazards, the checking of these items on a regular basis will go a long way to ensuring that fire hazards are mitigated, and further that emergency egress is unimpeded should an evacuation event occur.

Post Event Analysis

At the close of an evacuation event, whether a drill or real scenario, Fire Wardens will be asked to provide feedback as to their observations. This information will be documented on the Evacuation Drill Evaluation Form and which will be supplied with your issued clip board.

The ability to provide feedback to these events, in a thoughtful, open discussion will allow for a process to identify:

1. What we did right
2. What did not go as planned
3. How can we improve

This exercise is non-accusatory and focused on improving response in order to meet the ultimate objective of any evacuation, whether planned or real, which is ensuring the safety of all.

Additional Resources

Government of Canada – Planning for Safety

<https://www.canada.ca/en/employment-social-development/programs/disability/arc/planning-safety.html#h2.7-h3.2>

NFPA – National Fire Protection Association

<http://www.nfpa.org/safety-information/for-consumers>

Fire Prevention Canada – Fire Protection Fact Sheet (upper tab bar)

<http://www.fiprecan.ca/>