

# Fire warden guidance



## 1. What is the role of a fire warden?

Fire wardens, also known as fire marshals or floor wardens, are needed in University buildings to encourage people to leave the building if a fire alarm sounds.

The role involves,

- Checking everyone has left the building if a fire alarm is heard,
- Reporting findings to the chief fire marshal or officer in charge at the front of the building,
- Crowd control outside the building,
- Potential door guarding to prevent people re-entering the building before the all clear is given,
- Being the last to leave a building and helping people from the building who are unable to evacuate without assistance,
- Reporting safety or fire safety hazards discovered to managers during day-to-day building use.

## 2. How many fire wardens are needed in a building?

Ideally there will be a trained fire warden and trained deputy to cover absences for all parts of the building. The building's facilities manager (FM) decides how many fire wardens are needed and encourages managers in the building to find volunteers for training.

## 3. What if a fire warden is not around when the fire alarm sounds?

All staff should act as unofficial fire wardens and encourage others they meet during their own evacuation to escape with them. This good citizen approach relies on everyone in the building taking responsibility for their own safety and complying with the fire alarm correctly.

## 4. What if someone refuses to leave the building when the fire alarm sounds?

The fire warden, deputy, or good citizen should not waste time trying to convince people to leave. If they can, they should get a name. At the least, they should note where they are and tell the chief fire marshal or officer in charge. If the fire brigade arrives, they will send officers to bring the people out of the building. This will reduce their effectiveness at fighting the fire in the short term. The people failing to comply with the fire alarm will face the University disciplinary procedure.

## 5. Where can I get fire warden training?

Fire warden training can be booked on [Develop](#). The training takes approximately three hours and refresher training takes one hour. Fire wardens should take refresher training every two years. Training for five or more people in the same building can be booked directly with the University's Fire Safety Advisor. Safety and Health Services keep a record of trained

fire wardens. You will be emailed before your training expires so that you can book a refresher course.

## 6. Fire warden training

<b>Training</b>	<b>Duration</b>	<b>Refresher training</b>	<b>Duration</b>
Fire warden training	3 hours	Refresher 1, 2 or 3 depending on what has already been taken	1 hour
Fire extinguisher training	1 hour	Annual refresher training	30-45 minutes
Evacuation chair training, undertaken at the building using the chair installed there	1 hour	No refresher training unless requested. Instead, individual or group practice is key	
Evacuation lift training, undertaken at the building where the lift is installed	1 hour	No refresher training unless requested	
Fire safety awareness training	1 hour	No refresher training unless requested	

## 7. Where can I get more information?

Other fire warden or fire-related information can be obtained from the University's Fire Safety Adviser:

**Kevin McSweeney**

Safety and Health Services,

1-9 Old Park Hill, Bristol BS2 8BB

Mobile: 07811088143

Kevins email: [kevin.mcsweeney@bristol.ac.uk](mailto:kevin.mcsweeney@bristol.ac.uk)

Training courses can be arranged by Safety and Health Services:

Website: [Training | Safety and Health Services | University of Bristol](#)

Email: [bristol-safety@bristol.ac.uk](mailto:bristol-safety@bristol.ac.uk)