

FIRE WARDEN SAFETY HANDBOOK

1. Introduction

The Lakehead University Office of Human Resources – Health and Safety in consultation with Security Services and Thunder Bay Fire / Rescue has produced this handbook. The handbook outlines the procedures to be taken by fire wardens during an evacuation. The material contained in this handbook is meant to introduce the responsibilities for fire wardens and assist them with training to fill this crucial role.

Fire wardens provide vital support to both the University and all members of the Campus community. Through volunteering for this role, they make Lakehead University a safer place to study and work.

2. Fire Alarm Procedures

When the fire alarm sounds, proceed as follows:

1. Don your Fire Warden Vest.
2. Move immediately to your designated area.
3. Assess whether the cause of the alarm is in your area.
4. Gently but firmly encourage people to leave the area.
5. Bang loudly on locked doors, and shout to occupants to evacuate. Do not spend unnecessary time waiting at a locked door for a response.
6. Should an individual refuse to leave, note their location.
7. Assist to direct building occupants to their closest emergency exit. Should the exit be blocked, direct the occupants to a secondary exit.
8. Follow the last person from your zone and close any fire doors behind you.
9. Do not use elevators.
10. Direct people down stairways single file on the right hand side, to allow access for responding emergency personnel.
11. Try to keep occupants calm during and after the evacuation.
12. Once outside of the building, direct the occupants from your zone to stand a safe distance away from the building. This distance should be a minimum of 100 metres.
13. Should you have important information for Security officers, such as location of individuals unable or unwilling to leave, location of the fire, or materials involved in the fire, appoint a trusted person to take charge of the occupants of your zone and report to the nearest Security officer or Fire Fighter.
14. Do not allow anyone to return to the building, even if the alarm stops. You will be directed to return by a Security officer or the Fire department.

15. During your evacuation, you may encounter an individual who will be unable to exit down stairs. Assist these individuals to a “safe” location (ie. stairwell landing, or an area behind a fire door). Note this location and inform Security and/or Fire personnel to rescue.

3. Fighting Fire

Fire wardens may choose to fight small fires due to their special position and training. Fire wardens should only fight fires to assist in the evacuation process.

The first consideration when fighting a fire is personal safety. No one should attempt to fight a fire if they have not been trained to do so, or if they doubt that they will be able to contain the fire. Before attempting to fight a fire, you must notify security with the location of the fire and that you are attempting to contain it. In compliance with Fire Code requirements, portable fire extinguishers, fire blankets and fire hoses are placed strategically around University buildings.









Fire blankets should be used when an individual's clothing is on fire. Instruct the individual to **STOP, DROP** and **ROLL**. The blanket can be used to help smother the fire.

Fire hoses are supplied to be used by Fire fighters and should not be used by Lakehead University employees. Use of water is only appropriate for some fires and the local Fire Department has the training required to determine their applicability.

Fire extinguishers can be used on small fires, never on a person. Keep in mind that the average fire extinguisher supplies about 30 seconds (or less) of fire suppression. If the fire is too large to be smothered in this time, leave the fire fighting to the professionals!

There are four types of fire and different types of fire extinguishers are made to combat them.

Table One – Portable Fire Extinguisher Types

Extinguisher Type	Materials	Symbols
A	Ordinary combustibles: wood, paper, fabric, plastic and rubber products etc.	 
B	Flammable liquids: grease, oil, alcohol etc.	 
C	Electrically energized equipment: fuse boxes, extension cords, motors etc.	 
D	Combustible metals: Sodium, magnesium found in chemical store rooms	 

Very few areas on campus have Type D materials, those areas are equipped with the appropriate extinguisher and the occupants are trained for their use. All other areas on campus are equipped with ABC combination fire extinguishers.

Proper operation of fire extinguishers is as follows:

- Get as close to the fire as is possible to do so safely, holding the fire extinguisher by the bottom handle.
- **P** Pull the pin to release the handle.
- **A** Aim the extinguisher nozzle at the base of the fire.
- **S** Squeeze the top handle to the bottom handle, gently.
- **S** Sweep the nozzle from side to side moving forward as you extinguish the flames.

Ensure that the fire does not reignite from a “hot spot”, if it does, repeat the above sequence.

DON'T attempt to fight a fire if you have not received FIRE EXTINGUISHER TRAINING!

**When in doubt, DON'T attempt to fight the fire.
EVACUATE the area and leave the fire fighting to the FIRE DEPARTMENT!**

After a fire extinguisher has been discharged, notify Security at extension 8569. Security will arrange to replace the extinguisher.

4. Post Evacuation Role

Upon completion of the evacuation all fire wardens must fill out the evacuation evaluation form, attached. Should any points not be met, more detailed information should be supplied on the back of the form. Completed forms should be forwarded to the Office of Human Resources – Health and Safety. Completion of these forms is an essential part of the continuing maintenance of the fire warden program.

5. On-Going Fire Safety

Fire wardens are an important part of Lakehead University's Health and Safety program in between drills and evacuations. As zone occupants with an interest in fire safety, wardens can watch for fire safety concerns in their area. Reporting these problems promptly to Physical Plant or the Office of Human Resources – Health & Safety will help address unsafe conditions. Some of the fire safety concerns include:

- Blocked exit doors
- Obstructed hallways, stairs, entrances and exits
- Accumulation of combustible materials
- Fire separation doors that are wedged open
- Missing fire extinguishers
- Burnt out light
- Burnt out exit signs
- Over-loaded electrical circuits
- Extension cords instead of permanent wiring
- Damaged fire monitoring equipment i.e. smoke sensors, heat detectors, pull stations
- Obstructed (within 0.5 m) sprinkler heads, pull station, fire extinguisher, fire hose, or any other fire detection or suppression equipment

If any conditions that cause concern that recur or persist, contact the Office of Human Resources – Health and Safety with the details.

6. Training

All fire wardens are required to attend the following training:

- Fire warden orientation
- Fire extinguisher
- WHMIS
- Other procedures as required

Fire warden review materials are available on the health and safety website <http://hr.lakeheadu.ca/wp/?pg=140>. Contact Tiffany Moore, Office of Human Resources, extension 8806 for further information.

Drill/Evacuation Success Report

1. Were you in your area/zone when the alarm sounded?
2. Using a copy of your zone, mark:
 - a. The route that you took through your area, and
 - b. The exit door through which you left the building.
3. Did you encounter any people who would not leave the building?
4. If yes, did you contact security?
5. Did you encounter any challenges/difficulties?
6. Did you hold open any doors, or assign someone to hold open doors?
☐ During the exit
☐ During the re-entry
7. Was the training provided to you adequate for the drill/evacuation?
8. Any additional comments.
9. Please check the most accurate observation from the drill/evacuation.
☐ People seemed to be prompt in leaving the building.
☐ Upon leaving the building, however, they tended to crowd very closely to the exits.
☐ In most cases, people stayed outside until being advised to re-enter.
☐ At a few locations, people had already re-entered the building by the time Security came around to tell them to re-enter the building.
☐ People followed the directions of the clearly visible fire wardens.
☐ The evacuation did not proceed smoothly, serious problems were encountered.