Building Warden and Fire Warden Duties

Building warden

Whenever the evacuation alarm sounds, the building warden is responsible for:

- ensuring the Fire Service has been notified by a 1-111 telephone call
- ensuring Unisafe has been notified of the location and details of the incident
- putting on their building warden's jacket and going to the building's evacuation board
- ensuring all the floors on the board show the 'occupied' status
- receiving and recording reports from floor wardens on the current status of the evacuation from their areas
- reassigning floor wardens to prevent access at other entry points
- when the Fire Service arrives, passing on information on the incident and the evacuation progress
- following the instructions of the senior Fire Service officer and liaising between the Fire Service and University staff
- when the Fire Service gives approval for the building (or individual floors) to be re-occupied, passing this on to the floor wardens.

If the building warden is going to be absent from the building for more than a day, they should notify their deputy to ensure their duties are covered.

When the evacuation alarm sounds, the deputy warden goes to the building evacuation board in the building warden’s place.

Floor Warden

Floor wardens are primarily concerned with safely evacuating all the people on their floor, so they need to be familiar with the floor layout and all exit locations.

If you're a floor warden and the evacuation alarm sounds, you need to:

- put on your red floor warden’s jacket
- check your area, including toilets and offices, to make sure everyone has evacuated (this doesn't mean accounting for individuals; just make sure that everybody has left the floor) if there's a fire or other danger, start from that point and move to the exits
- shut down any equipment but don't turn off the lights
• as you leave close all doors but do not lock them, leave any windows as they are
• if anyone refuses to leave the building don’t waste your time arguing; you should note their name or room number and report them to the building warden
• if you think it's safe, ask someone else to try to control the spread of any fire by using the hose reels or extinguishers
• make sure all those that need assistance evacuating have assistance
• when everyone has been cleared from the floor, go to your building evacuation board and tell the building warden:
  o that the floor has (or hasn't) been completely evacuated
  o the location of anyone left on the floor
  o any information on the fire or other danger
  o follow the building warden's instructions
• if you're not required for other duties, go to the assembly point until the building warden tells you to return to the building.

If a floor warden is going to be absent from the building for more than a day, they should notify their deputy to ensure their duties are covered.

In any case, when the evacuation alarm sounds, the deputy warden should check that the floor warden is available. If not, they should undertake the floor warden's duties.

**Location for reporting**

Building 301: the location for reporting is at the fire-board in the foyer (near the first-aid room) on the Ground Floor (Symonds Street side). The current building warden

Building 733

Neil Edmonds is the building warden. Reporting location is at the fireboard outside ground floor exit of building 733