

# Guidance for Fire Wardens

Dec 2020



DCU Fire Warden is voluntary role carried out by staff across all units/schools and departments on all DCU Campuses. Fire Wardens will attend a training course on campus preparing them for the duties of the role.

A list of current Fire Wardens is maintained on the [Health and Safety Office](#) Website.

## Fire Wardens are responsible for:

- Attending Fire Warden Training
- Carrying out their duties in the event of an emergency as described below
- Attending a debrief with the DCU Health and Safety Office following annual fire drills
- Reporting to your Head of School/Unit , Estates or DCU Health and Safety Office any observed fire or evacuation hazards or unsafe conditions
- Familiarizing themselves with the Fire Assembly points locations

## On hearing the Fire Alarm Fire Wardens shall:

- Don high visibility 'Fire Warden' vests
- Enter all accessible rooms on their floor and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor
- Direct building occupants to their nearest emergency escape routes
- Proceed to the Fire Assembly Point when the floor has been evacuated
- Take control at the assembly point and ensure that no one reenters the building until the alarm has stopped ringing. Once the alarm has been silenced it is safe to re-enter.
- Attend the post evacuation debrief (if held) and report any particular difficulties encountered during the evacuation to [safety@dcu.ie](mailto:safety@dcu.ie)

## Evacuation Drill Frequency

The DCU Health and Safety Office shall arrange and conduct at least one evacuation drill per year. These are usually held in late September or early October. After each building drill, a debrief will be held on front of the building with the local fire wardens to discuss the effectiveness of the drill. The Health and Safety office will use the drills as an opportunity to check all the Fire Safety Systems in the building which may take some minutes.

## Reporting Fire Alarm Activation

All fire alarm activations should be reported, in a timely manner to the DCU Health and Safety Office for further investigation via the [online reporting](#) function on the DCU Website