A Fire Warden has two roles, a day-to-day role and one for when the fire alarm sounds.

Day-to-day role:

- To check the general fire safety of the area, building or floor the warden has been allocated

- Check that corridors and stairwells to ensure combustible materials are not stored there

- Monitor escape routes to see they are kept free of obstructions,

- Check that fire doors are not tied, propped or wedged open where they should not be

- To check that final exit doors open, and are not obstructed,

- To check that extinguishers are where they should be and no obvious misuse or defect has occurred

- To check that smoke detectors are not covered

- During weekly fire alarm tests check that the alarm can be heard in their allocated area

This may seem like a lot of extra work but in reality it can be done as part of the normal job just by being a little more observant, any problems or defects need to be reported to the Premises Fire Officer or line management.

When the fire alarm sounds:

- Put on the yellow high-visibility surcoat

- Check their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit. Fire Wardens should normally be the last person off their floor

- Checking all accessible rooms including toilets and offices to make sure people are leaving

- Checking any refuge in their area in case someone is waiting for assistance to evacuate

- Reporting to the Evacuation Controller (EC) at the assembly area or just outside the building, to advise that their area is clear (or to report anyone who cannot or will not leave the building)

- To assist the EC with crowd control, encouraging people towards the assembly area

- To take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures