



HOW TO BE A Building Warden

Thankyou for taking on the role of Building warden.

The Building Warden role : If an emergency situation occurs, which by its occurrence endangers the lives of staff, students and visitors within the building and which requires an immediate response, the building warden ' role is one of coordination of the building until the arrival of emergency services.

Note: It is University policy that on hearing an evacuation tone or being informed to evacuate by a building warden all staff, students, visitors, contractors must leave the building and assemble at the allocated assembly area

An emergency situation could involve fire, gas leak, chemical spill or release, bomb threat, storm, flooding or civil disturbance. The majority of incidents will involve the activation of the University fire detector systems which require an immediate evacuation of the building. Other scenarios may require the manual evacuation of a building or area. In this situation the crisis management team will advise of the response you and you're building wardens will need to undertake.

Authority:

Building and floor wardens have the authority to direct staff at all levels of the University structure to comply with the emergency procedures following the sounding of the fire bell or during an emergency evacuation. Designated emergency evacuation personnel, who work within their level of training, shall not be held legally liable (including liability for personnel negligence) as a result of any act or omission on their part during the course of carrying out their designated function

BACKGROUND

Smoke and Fire Detectors

Smoke and particle detectors (#1) are located in most rooms and ceiling spaces (#2). These detectors are mapped (#5) and zoned to the local Fire Indicator Panel (FIP) (#4). Fire Indicator Panels are generally located on the ground floor of a building with the exception of Biol 1 (NW3), Biol 2 (NW7), R.L.Reid (NW6), and George Singer (NW8) at Bundoora Campus which are located on level 2. All building F.I.P.'s, are mimic panels of the main LTU F.I.P which is located at the Gatehouse. Fire Indicator Panels #3 are only operated by security or fire services.

Emergency Warning Intercommunication Systems (#4):

These communication systems are separate to the FIP and are located adjacent to the Fire Indicator Panel. The system allows the floor / building wardens to communicate via public address systems and warden phones, when in the "manual" position. (See attached)

EWIS Systems at Bundoora Campus are located in the Library, HS1, HS2, HS3, Lang Centre, Thomas Cherry, Beth Gleeson, Agora S/W, DMB and SE2



#1



#2



#3



#4



#5

Fire equipment, such as break glass alarms (#8), extinguishers (#6) and hose reels (#7) are located in corridors and areas where there is a specific fire hazard. Fire equipment is maintained through B&G on a 6 monthly basis.



#6



#7



#8



#9



#10

Break Glass Alarms (#8):

These are red colour and located generally at each end of a corridor. If the glass is broken the building alarms will be activated. A bell, an alert or an evacuation tone will sound, the FIP's will be alarmed and the Fire Brigade is notified.

Other systems which you should be aware of!

- Gas dumping system for ITS server, located in Peribolos West Building and a CO2 system located in PS3, and Co- Gen Plant. These systems are alarmed. If the alarm is activated **Do Not Enter**. Entry in an emergency is restricted to trained Self Containing Breathing Apparatus (SCBA) operators.
- Sprinkler systems, smoke doors and fire Isolated stairwells. The "isolated stairwells have fire doors leading to the stairwells which close when a building goes into alarm. These fire isolated stairwells can be a safe haven for up to 3 hours in a fire situation.
- Fire Bells are located outside the entrance to the building and also in corridors (#10).
- Signage. A3 framed signs (#9) are located in buildings. These are maintained through the drafting office and show floor plans, exits signs and location of assembly areas.
- Assembly areas: Allocated area, located away from buildings and away from emergency service access. Staff and students are requested to stay at the assembly area until instructed by the building or floor warden that it is safe to return to the building. Staff and students must not re enter or transverse through an alarmed building until the all clear is given.
- La Trobe University Emergency Personnel: LTU Crisis Management Team, Building Wardens, Floor Wardens, Security, Self Contained Breathing Apparatus. (SCBA).operators, First Aiders and Maintenance Personnel

Please Note: Bendigo, Albury- Wodonga and Beechworth Campus Drills are scheduled by the campus chief warden.

EVACUATIONS

LTU require two emergency evacuation drills per building per year. This provides fire wardens with practical experience in building evacuation and to identify any problems with fire safety and evacuation equipment .The objective of an emergency evacuation is to evacuate the building in an **orderly** and **efficient** manner

THE ROLE OF A BUILDING WARDEN.....

- Schedule and co-ordinate two evacuation drills per year. (Usually on the hour and between 9-2.30 pm)
- Notify Security to isolate the FIP for the drill, **two** weeks prior to the drill date
http://www.latrobe.edu.au/hr/forms/Evacuation_notice.pdf
- Maintain a list of floor wardens for the building
- Ensure floor warden's equipment is available.
- Report on drills and follow up on any recommendations
- Conduct regular fire and safety inspections. *Such as: Fire equipment is in place and adequately signed, exit signs and doors functioning, exit doors have clear access, emergency procedures displayed and current, electrical equipment tagged, correct storage of chemicals and flammables.*

Building Wardens - On hearing the evacuation bell / alert

- Proceed to the Main Emergency Control point or the Fire Indicator Panel.
- Identify which zone has been activated.
- Remain at the MECP and await reports from the floor wardens. Co-ordinate floor wardens as required.
- Liaise with emergency services on their arrival
- De- brief with wardens following evacuation.
- Complete an evacuation report

Floor Wardens - On hearing the evacuation alarm *DO NOT PUT YOURSELF AT RISK*****

- Sweep through your allocated area.
- Checking that all persons have heard the alarms and have left the area. (offices, bathrooms etc)

- Place “do not enter” signs to prevent entry
- Lock down lift.
- Report to the building warden at FIP when your area is cleared.
- Remain on standby to assist the building warden

Disabled personnel: Ensure their safety by moving them to a fire isolated stairwell, or move them safely to an adjoining building. The building warden and emergency services must be notified of their location.

CHECKLIST FOR NEW BUILDING WARDENS

	√	Comments
Assembly area: Identify where the building’s assembly area is Consider location of a second assembly area.		
Know what hazards are within the building/surrounds.		
Fire Indicator Panel (FIP): Where is the building FIP? Is there an EWIS system? Do you have /need a 003 key. (Access to detector maps or for operation of EWIS) Understand how to “read” the FIP and operate the EWIS.		
Maintain the Building and Floor warden list. Copy to zone OHS Committee		
Organising drill dates at beginning of year. Check when exams are scheduled. There may be problems if equipment is shut down in research areas (check with Head of School) Between 9-2.30pm.(As security have a change over)		
Organising the drill. Two weeks notice to security (Advanced Notice form available on OHS web page.		
Equipment Yellow bump caps for Building and deputy building warden Red bump caps for floor wardens Knowledge of where fire equipment is located.		
Entry prevention. Ensure hooks in place for ropes. That ropes or tape available. That signs “Do Not Enter”		
Lifts Key available to lock down lift		
Emergency Information signs –A3 Current? Located both ends of corridors and in teaching rooms.		
Drill report		
Housekeeping Fire equipment accessible and adequately signed		

SAMPLE: EVACUATION REPORT

Building Wardens are required to provide a record of emergency evacuations from University buildings.

Campus	Building Name	Building Code
Compiled by:	Position:	Phone No:
Evacuation Date & Time.		

CAUSE

Genuine Emergency *Please provide details below*

False Alarm *Please provide details below*

Evacuation Drill

DETAILS

Any parts of the building not evacuated?

Any mobility, impaired people present?

Did anyone remain in the building after the evacuation alarms were sounded?

Did the alarm system malfunction in any way?

Were other faults or deficiencies noted?

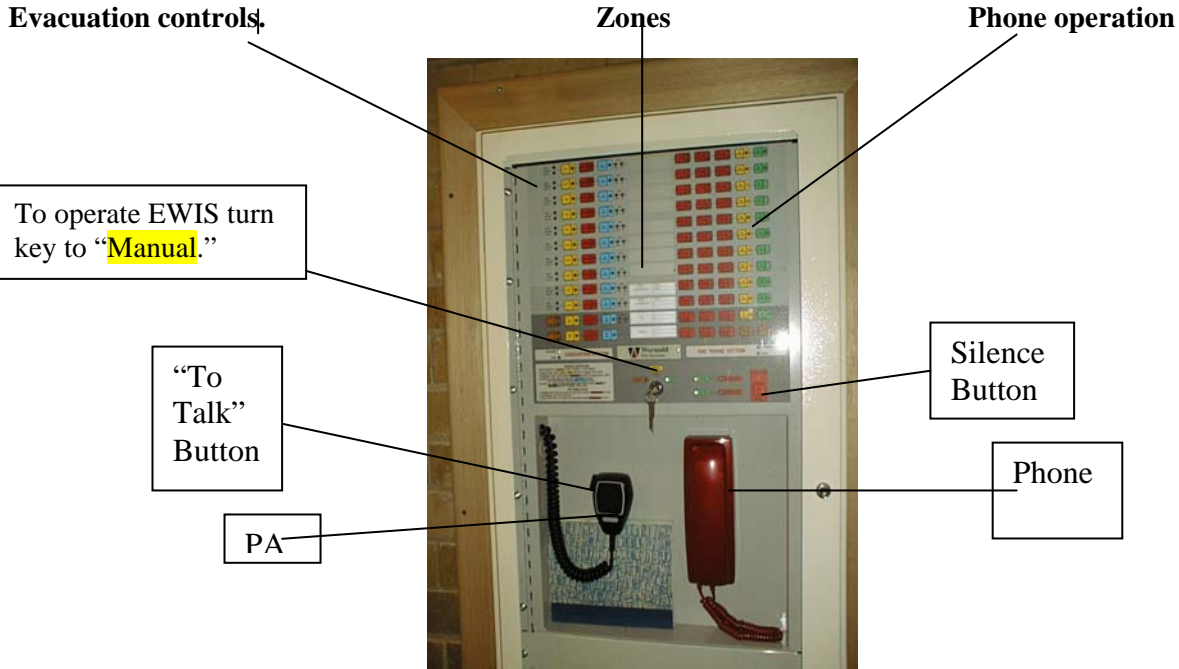
Were there any obstructions, stored materials, equipment in exit corridors, exit doors or stairs?

Additional information.

Please send completed information to OHS, Zone OHS Committee & Dean/Divisional Manage, within 1 week of evacuation.

EMERGENCY WARNING INTERCOMMUNICATION SYSTEM E.W.I.S.

The Emergency Warning Intercommunication Panel (EWIS) is separate to the FIP and is a communication panel which allows the Building Warden to address occupants in the building by the use of public address systems and warden intercommunication phones (WIP) phone. The EWIS panel sits adjacent to Fire Indicator Panel.



Note: The panel will automatically set the alert tone, (short whoop) followed by the evacuation tone (whooping) and the message saying *“please evacuate by the nearest emergency exit.”* when a detector goes into alarm.

OPERATING INSTRUCTIONS

Evacuation System. *Left side of panel.*

The panel allows manual operation to set off the alarms within a single zone or “All zones”

Turn key switch to **“Manual”** (centre of panel), to stop beeper press **“silence”**

- To alert a zone press desired **“alert”** button. To cancel press again
- To evacuate a zone press desired **“evacuation”** button. To cancel press again
- To speak to a zone press desired zone **PA/speech** button, pick up microphone operate press “to talk button”.
- To select all zones or a pre programmed group press desired **“group”** or **all zone**. To cancel press again.

Phone System. *Right hand side of panel*

- To answer a fire phone lift hand set and press the flashing **“fire phone”** button.
To disconnect phone press button again.
- To call a fire phone lift hand set and press desired **“fire phone button”**
- Zone **manned**
- Zone **cleared**

Remember to clear all lights and return the key position to **Auto when finished.**