

# Nottingham City Council's Fire Warden Training



# Aim and Objectives

The aim of this training is to provide Nottingham City Council with trained personnel who appreciate and understand the issues of fire safety within our premises.

These trained personnel will also be able to provide a safer working environment and facilitate the safe evacuation of staff, service users and visitors at our premises in the event of an emergency situation.

# Learning Outcomes

- **Role of the Nominated Fire Wardens in an emergency**
- **The importance of communication during an emergency situation**
- **Day to Day duties of a Fire Warden**
- **When and how to raise the alarm**
- **Features to aid the evacuation process**
- **Fire Fighting Equipment (FFE)**

# Role of the Nominated Fire Wardens



**Consider a single statement in no more than 15 words that encompasses what you consider the role of a nominated fire warden in the event of an emergency?**

## **Group Exercise**

**The role of the Nominated Fire Warden is**

**“to ensure the safe evacuation of all persons in their area.”**

**This means that fire wardens do not have time to go fighting fires, operating evac chairs or administering first aid.**

# Duties of a Nominated Fire Warden in the Event of an Emergency

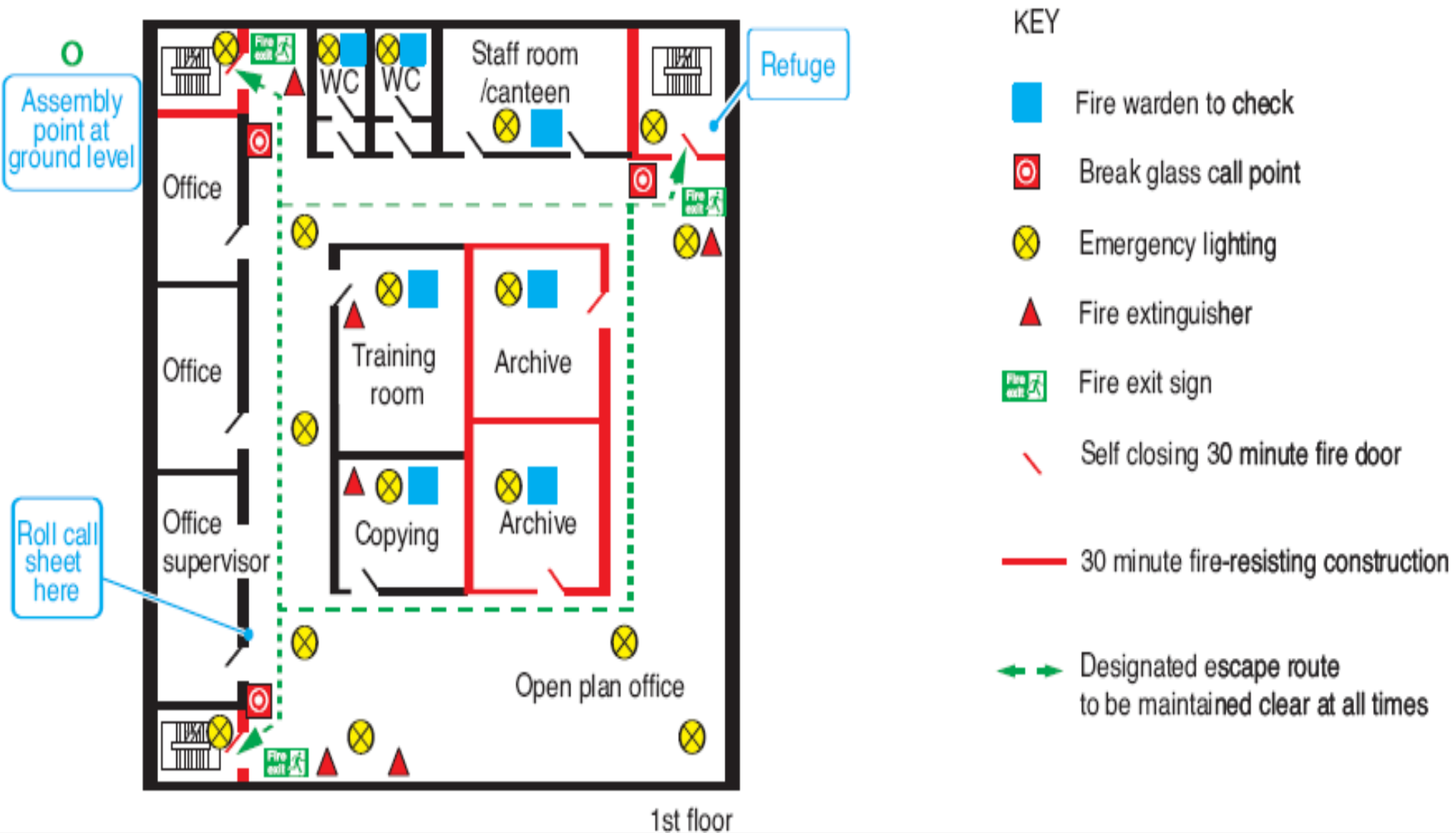
To feedback to the **Evacuation Control Officer** (ECO) on any issues that may require further investigation / action:

- e.g. person refusing to evacuate
- warden not located in the nominated area at the time of alarm activation
- to provide liaison between the ECO and the designated assembly point

# How to conduct a sweep?

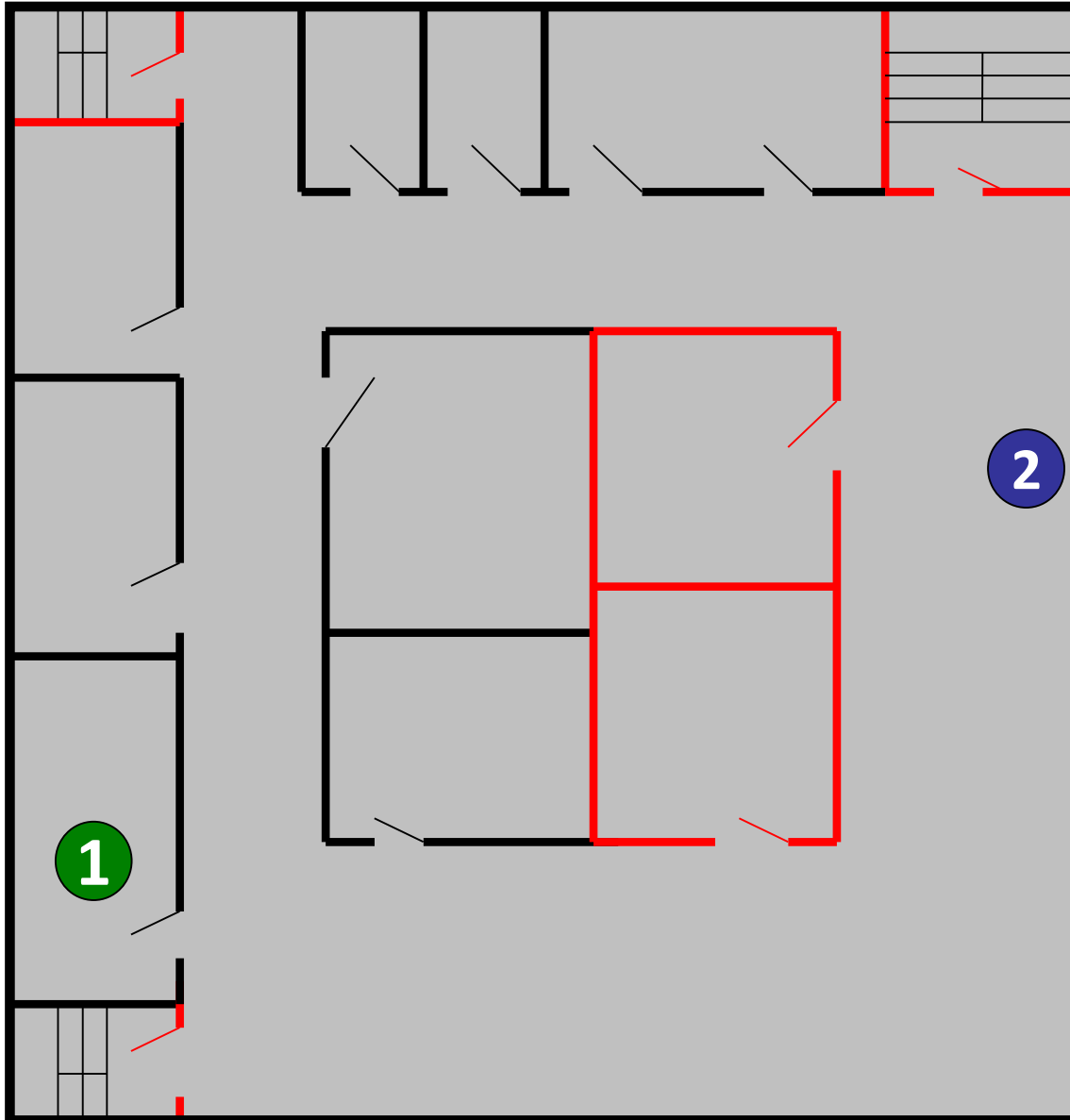
- The sweep of your area should not take more than **2 minutes** before you have commenced your own evacuation towards a point of safety
- The sweep should be completed next to a fire exit
- You should ensure that you visit all rooms within your area of control to check that they are clear of all persons
- You only sweep if you are located in the area when the alarm activates
- You **must not** put yourself in danger
- Feedback to the ECO



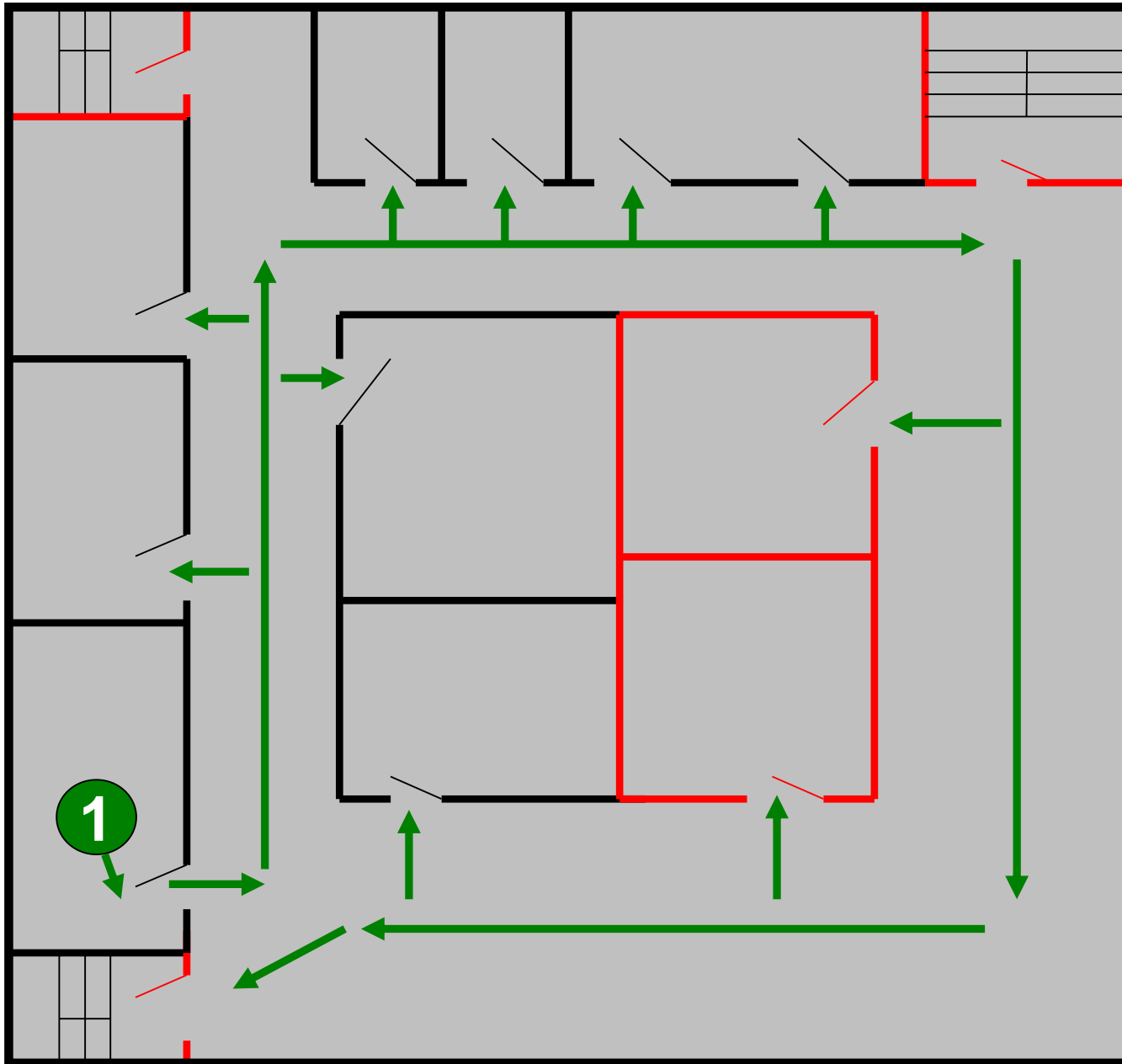


Line Drawing showing all fire precautions

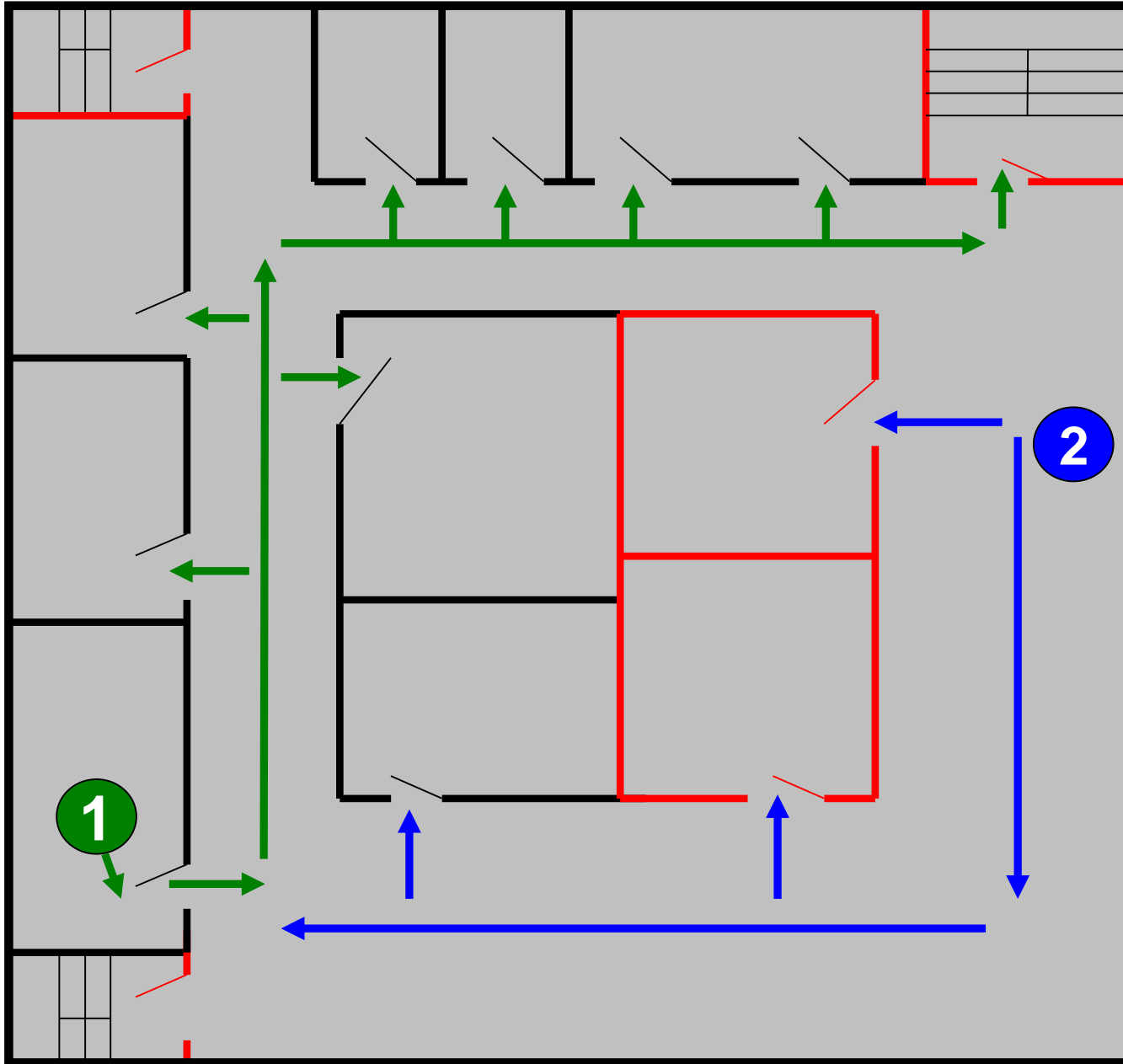
## How would you sweep this area?



# Group Exercise







# The importance of communication during an emergency situation



# Communication

As the **Nominated Fire Warden** you must clearly inform the **Evacuation Control Officer** that your area is clear or if this is not the case, where the problems are so that they can be dealt with upon the arrival of the Emergency Services.

If the warden is to be absent from the workplace for a prolonged period, this information must also be passed to the person responsible for fire safety management so that alternative arrangements can be considered.

# Communication

**What information does the fire brigade require when they attend an incident**



# Communication

Nottinghamshire Fire & Rescue Service require:

- Is it a confirmed fire or other unplanned incident
- Is the premises clear of people
  - If not, where are they located
- Identified hazards (compressed gas / L.P.G)
- Access issues
- Unusual design features
- Asbestos or other known building hazards
- Door codes (?)

# Day to Day Duties of a Fire Warden



# Day to day duties of a Nominated Fire Warden

- Liaise and feedback to facilities / building managers / people in charge of fire safety on any matters that impact on the fire safety within the area of their responsibility
- Attend any relevant meetings and debriefings on fire related matters
- To monitor the frequency of fire drills and fire alarm tests
- Undertake formal periodic inspections of their areas

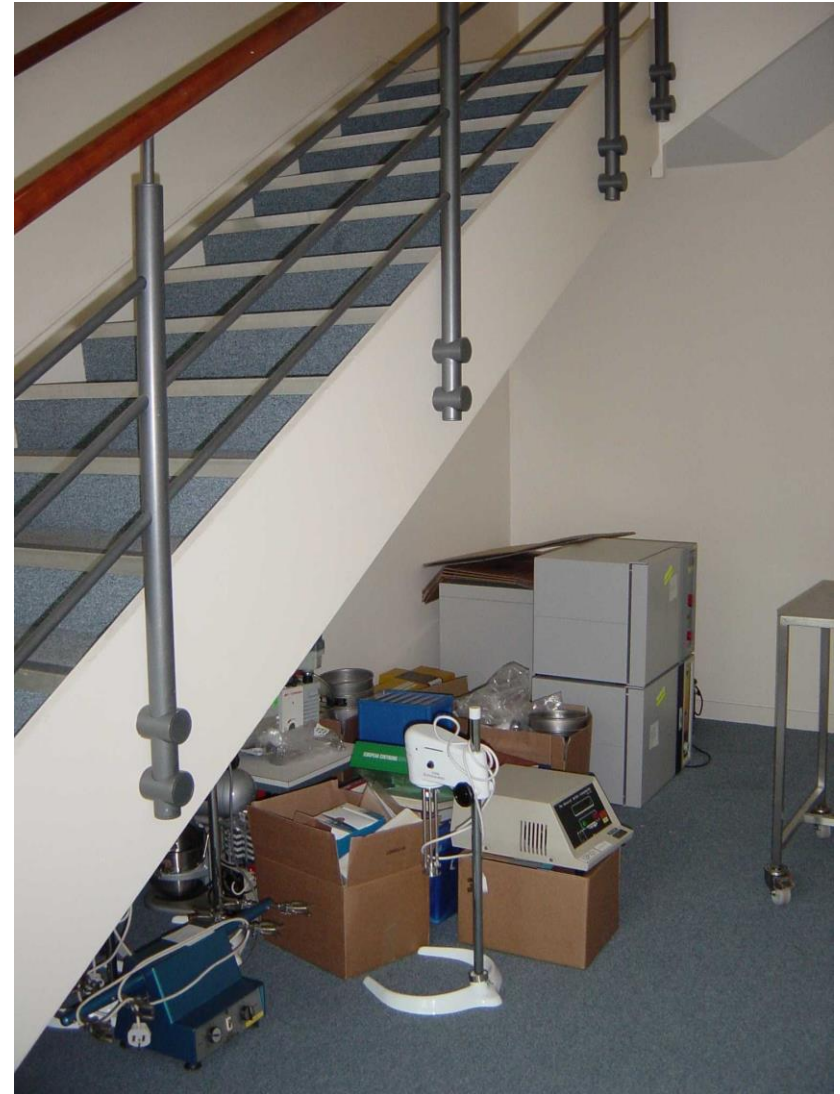
# Day to day duties of a Nominated Fire Warden

- Fire exit doors are free from obstruction and operate correctly
- Fire protection equipment is in its correct location
- Escape routes are free from obstruction
- Good housekeeping is maintained and combustible material is kept to a minimum and stored correctly

# Day to day duties of a Nominated Fire Warden – Fire Drills

- Fire Drills need to take place at regular, predetermined intervals (as identified within fire risk assessment)
- Fire drills should take place on different days of the week and at different times
- Consider the blocking of fire exits and routes to encourage staff to find alternatives
- To check understanding of specific evacuation procedures (lateral / horizontal evacuations)

# Premises Fire issues





# Premises Fire issues



# Premises Fire issues

**What is the biggest cause of non malicious fires in the workplace and how would you control them?**






# Electrical Issues

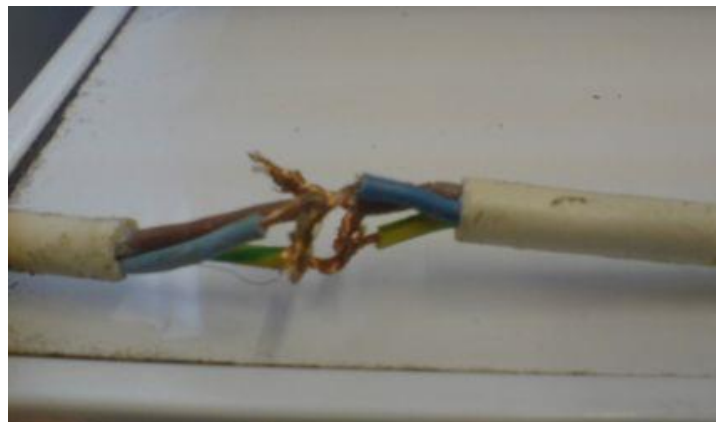
70% of all fires that are non malicious have some electrical equipment involved:

The **user** should visually inspect their equipment prior to use

- PAT testing

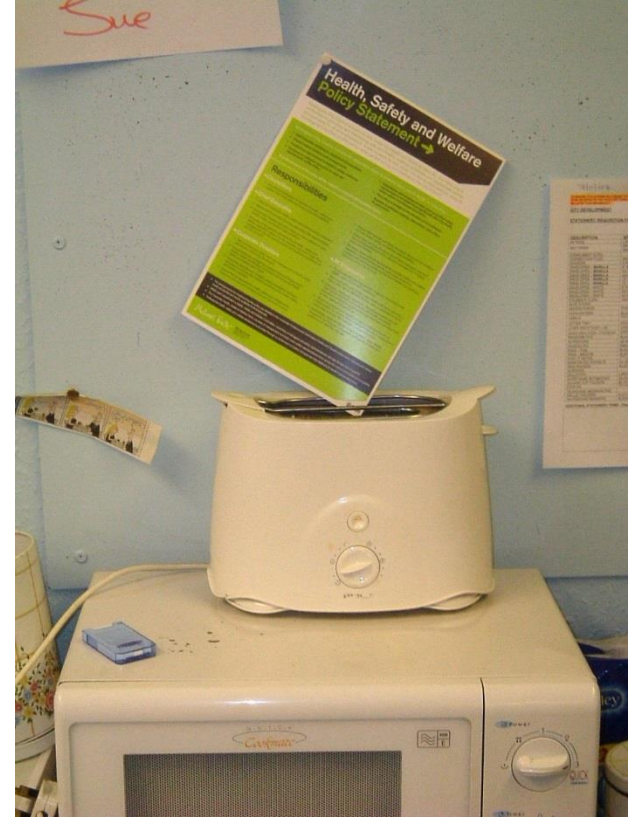
<b>PASS</b>	Appliance ID:	
	Pass Date:	Next Due:
	Test Engineer	
<b>ELECTRICAL SAFETY TEST</b>		

- Signs of overheated equipment: burns, stains, melted cables
- Loose / damaged cables



# Summary of day to day duties

- Look at sources of ignition and fuel in your workplace- try to keep separate
- Good housekeeping is maintained and combustible material is kept to a minimum and stored correctly
- **Report** any fire hazards



# When and how to raise the alarm



# When to Raise the Alarm

**Minimum  
Risk**

**Maximum  
Risk**

## UNCERTAINTY

Small fire that  
can be dealt  
with without  
the need for a  
fire  
extinguisher

Small fire in a  
paper bin  
requiring an  
extinguisher to  
put it out

Small fire that  
will cause  
serious smoke  
damage

Large fire  
which will  
damage the  
fabric of the  
premises  
through smoke  
and flame

Significant fire.  
Immediate  
danger to  
people and  
premises

# Fire Alarm Operation?

What would make **YOU**  
operate the Fire Alarm?



# When Would You Operate the Fire Alarm?

- When you see flames
- When you see smoke
- When you smell smoke
- If you feel heat
- If you hear someone shout “fire”
- If you are told to
- When you would need to use any form of extinguisher to put out the fire



# Fire Alarm Operation?

**Why do we Hesitate in  
Operating the Alarm?**



# Why do we Hesitate in Operating the Alarm?

- Fear of disciplinary action
- Panic and fear of fire
- Think we can deal with it ourselves
- We may have caused the fire
- Believe it is not worth calling the Emergency Services
- Fear of disruption to the Council or its services
- Fear of looking foolish if it turns out to be false
- May be dangerous to do so

# Methods of Raising the Alarm?

**How would you raise the alarm if the automatic alarm system failed?**

# Methods of Raising the Alarm

- Automatic Detection – Smoke and Heat
- Call Points
- Hand Bells
- Rotary Gongs
- Verbal – Shout fire
- Mega-phone
- Fire Triangles
- Air Horns
- Whistles
- Metal Poles in ground
- Tannoy system
- Anything as long as it is in the procedures and people will evacuate upon hearing the signal



# Unwanted Fire Signals (UFS)

- What is an Unwanted Fire Signal
- An alarm that is triggered by other things other than a fire

i.e.

- deliberate,
- cooking smoke
- steam,
- cigarettes

# Are UFS a problem?

- Only 3% of responses from Nottinghamshire Fire Rescue Service (NFRS) were real fires
- Unwanted fire signals tie up fire engines when they could be going to real emergencies or fire fighters could be carrying out vital training.
- They can cause disruption to businesses affecting efficiency, profitability and services.
- Frequent false alarms in a building cause staff to become complacent and less willing to act quickly when the alarm activates.

# Features to aid the evacuation process



# Features to Aid Evacuation

**What is in place to aid the evacuation process in your workplace?**

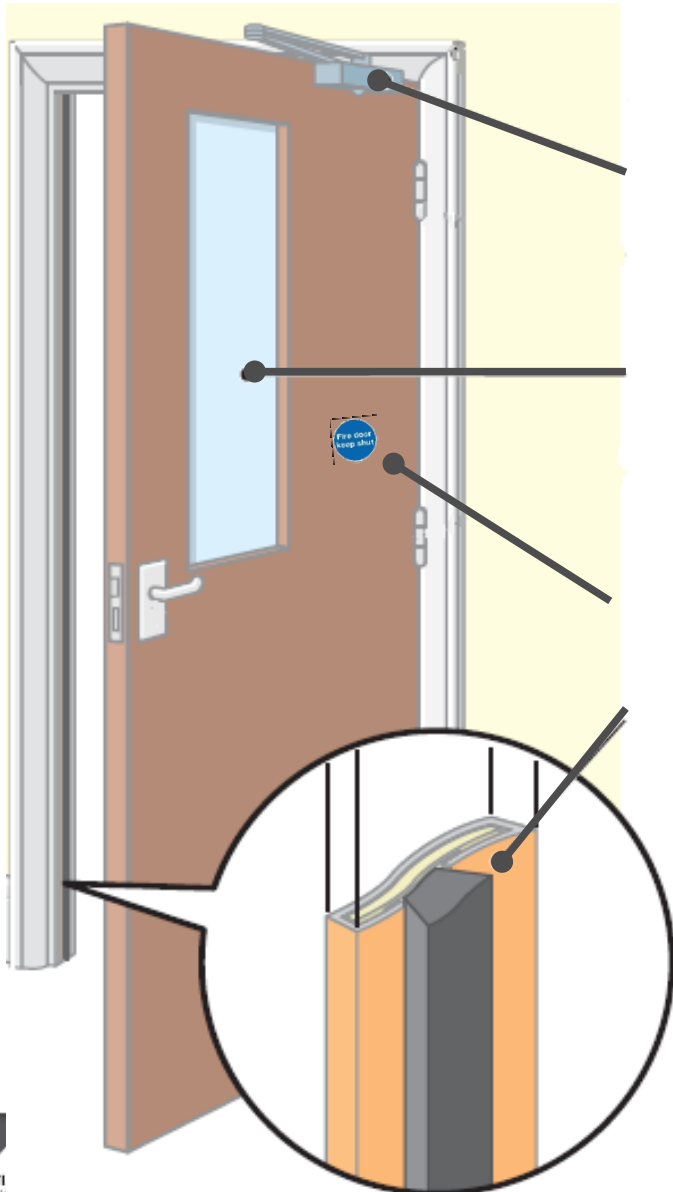
# Features to Aid Evacuation

- Designated escape routes
  - Unimpeded fire exits
  - Door release systems
  - Fire alarm system
  - Fire doors
  - Evac chairs
  - Emergency lighting
  - Fire safety signs
  - Building compartmentalization
- 
- Fire Risk Assessment identifying the management systems in place to control fire risks





# Fire Door Features



Self-closer

Vision Panel

3 Hinges

Signed

Intumescent strip / smoke seal

Solid Wood Construction



# Means of Escape

Means of escape is a fire protected route for persons to travel from any point in a building to a place of safety beyond the building, without outside assistance

It can include the measures previously identified to protect this route from smoke and fire, e.g. fire resisting construction and smoke seals.



# Disability Considerations




























The Equalities Act 2010 requires 'reasonable adjustments' to be made if disabled persons could realistically expect to use your premises.

If disabled people are going to be in your premises then you must also provide a safe means for them to leave if there is a fire.

Management need to develop individual 'personal emergency evacuation plans' (PEEPs) for disabled persons who frequently use a building.



# Fire Fighting Equipment (FFE)

 <b>KNOW YOUR FIRE EXTINGUISHER CODE</b> 				
CO <sub>2</sub>	DRY POWDER	AFFF FOAM	WATER	VAPOURISING LIQUIDS
				
 <b>FOR USE ON:</b> Flammable Liquids	 <b>FOR USE ON:</b> Wood, Paper and Textiles	 <b>FOR USE ON:</b> Wood, Paper and Textiles	 <b>FOR USE ON:</b> Wood, Paper and Textiles	 <b>FOR USE ON:</b> Wood, Paper and Textiles
 <b>FOR USE ON:</b> Live Electrical Equipment	 <b>FOR USE ON:</b> Flammable Liquids	 <b>FOR USE ON:</b> Flammable Liquids	 <b>DO NOT USE ON:</b> Live Electrical Equipment	 <b>FOR USE ON:</b> Flammable Liquids
 <b>DO NOT USE ON:</b> Wood, Paper and Textiles	 <b>FOR USE ON:</b> Gaseous Fires	 <b>DO NOT USE ON:</b> Live Electrical Equipment	 <b>DO NOT USE ON:</b> Flammable Liquids	 <b>FOR USE ON:</b> Gaseous Fires
 <b>DO NOT</b> Use in a confined space	 <b>FOR USE ON:</b> Live Electrical Equipment	 <b>DO NOT USE ON:</b> Flammable Metal Fires	 <b>DO NOT USE ON:</b> Flammable Metal Fires	 <b>FOR USE ON:</b> Live Electrical Equipment

# Fire Fighting Equipment (FFE)

**What are the reasons for Not Using a Fire Extinguisher?**

# Reasons why you shouldn't use a Fire Extinguisher?

- Too heavy
- Wrong sort
- Put yourself at risk- you need to be in close proximity to the fire
- Not trained
- Toxic fumes, even in a paper bin fire
- Fire too big to be extinguished safely
- Possible explosive material

# Classifications of fire



Solid materials, usually of organic nature

Liquids or liquefiable solids such as petrol, oil, grease and fats.

Gases such as hydrogen, propane, butane

Fires involving metals such as magnesium, aluminium

Cooking oils and fats

Electrical fires



# Fire Fighting Equipment (FFE)

## Water



## CO<sub>2</sub>



## Foam





# Fire Fighting Equipment (FFE)

## Powder



























## Class F



## Fire blankets



# Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	<b>Water</b>	 Yes	 No	 No	 No	 No
	<b>Foam</b>	 Yes	 Yes	 No	 No	 Yes
	<b>Dry Powder</b>	 Yes	 Yes	 Yes	 Yes	 No
	<b>Carbon Dioxide (CO2)</b>	 No	 Yes	 No	 Yes	 Yes





# Fire Extinguisher – Location issues



Water extinguisher located beneath a main fuse-board and electrical distribution box!

Smoke was seen in this area and a employee was about to use the extinguisher to put it out

# Final Test

Having attended this course, you will be sent a link to a test which you are required to pass in order to be a nominated fire warden

# Feedback and Questions

