

## Fire Watch Warden Responsibilities

Whenever the fire alarm is isolated in a studio and other ancillary areas, the Fire Watch Warden is responsible for monitoring the area for potential fire hazards, and quickly reporting any signs of fire or smoke.

Specific responsibilities include:

- 1. Vigilance**  
Maintaining constant vigilance and attentiveness while on duty to detect any signs of fire or smoke
- 2. Patrolling**  
Conducting regular patrols of the designated area to ensure fire safety compliance, identify potential fire hazards, and detect any unusual activities or conditions.
- 3. Fire Detection**  
Promptly reporting the presence and location of fire, smoke, or any other fire-related incidents to the Resource Manager, site/event security and emergency services, when in attendance
- 4. Fire Alarm System Management**  
Where applicable, have a good understanding of the fire alarm panel. Recognising activations, faults, pre-alarms, other indicators and being able to assess which zone/area/room require direct investigation.
- 5. Alarm Response**  
Activating call points, sprinkler systems or any other fire suppression equipment as required and follow the emergency procedures
- 6. Fire Suppression**  
Where possible, and only when it is safe to do so, use fire equipment to extinguish small fires
- 7. Evacuation Assistance**  
Assisting occupants in evacuating the building safely during a fire emergency, directing them to escape routes, fire exits and assembly points. Assisting occupants with mobility issues, directing them to refuge points, helping them to evacuate using Evac Chairs, where possible, and reporting the location of any occupants who remain in the building to the emergency services
- 8. Communication**  
Maintaining clear and effective communication with the Resource Manager and site/event security to relay information about fire hazards or incidents
- 9. Documentation**  
Keeping records of patrol logs, incident reports and any other relevant information
- 10. Fire Prevention**  
Taking proactive measures to prevent fire incidents by enforcing fire safety regulations, raising awareness amongst occupants about fire safety protocols and reporting any compliance issues to the Resource Manager
- 11. Emergency Response Coordination**  
Collaborating with the Fire and Rescue Service or other emergency personnel during fire incidents, providing them with any relevant information
- 12. Training**  
Be competent to carry out their duties, having attended accredited Fire Warden training and refresher courses and staying updated on fire safety protocols

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