

The Buckley Hall Fire Wardens are

1. Dave Walsh
2. Prateek Rastogi
3. Martin Doran

Fire Wardens Role

Fire wardens provide a vital element of any organisations fire defence system. Their duties are recognised under the 2005 Safety Health and Welfare at Work Act where Section 11 of the Act states that employers are required to prepare and revise adequate emergency plans and procedures and provide the necessary measures for fire-fighting and the evacuation of the workplace.

Fire wardens are those staff members that would normally know the general layout of premises, the location and operation of fire-fighting /fire detection equipment such as fire extinguishers, hoses and break glass units (where fitted), along with the location of emergency exits. One of the key roles of the fire warden is the safe and swift evacuation of their fellow employees and visitors to their place of business.

Fire Drills and Fire Wardens Role

A Fire Drill is generally an evacuation exercise aimed at evacuating the building utilising designated / alternative escape routes. Fire drills are a legal requirement under the Fire Services Act 1981 - 2003 and Section 11 (Emergency Planning) of the Safety, Health and welfare at Work Act 2005. All staff and occupants should ideally take part in the fire drill. It is particularly important for persons in authority such as management to comply and take full part to ensure an example is being set.

The Buckley Hall Fire Drill is held on the 2nd Tuesday of every quarter (being Jan/April/July/Oct) around 11am and it is the Fire Wardens role to run the fire drill. A fire drill should occur no less than twice per year.

Monitoring Services

The Buckley Hall fire alarm is monitored 24X7 by a Monitoring Company.

The Fire Warden is the escalation point for fire alarm 24X7 monitoring by the Monitoring Company whereby the Monitoring Company will contact the Fire Wardens via phone 1st to determine if the fire alarm is a false activation. In the absence of a positive response from the Fire Warden the Monitoring Company will attend on site and inspect the property directly. If a fire is detected the Monitoring Company will unset the alarm. Where a fire is detected the Monitoring Company will call the fire brigade as required.

The Fire Warden should warn the Monitoring Company in advance of Fire Drills.

Fire Procedure for General Staff and Tenants

In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. The magnitude of the outbreak must dictate whether attacking the fire should take priority over reporting and evacuation. All staff and tenants should be familiar with the exit routes and should also know the location and type of fire extinguishers in the building.

If you discover a fire you should:

- Activate the fire alarm.
- If there is a reasonable hope of extinguishing the blaze, attack the fire immediately.
- Do not under any circumstances, expose yourself to danger.
- Leave the building by the nearest fire exit and proceed to your designated assembly point.

If you hear the alarm you should:

- Switch off any equipment under your control and leave the building by the nearest fire exit.
- Do not stop to collect personal belongings.
- Once outside, do not enter the building until you are told it is safe to do so.
- Management will on occasion perform fire drills to ensure that procedures are known and followed in the event of a real fire.

Fire Wardens Role During Alarm Activation if on site

The Fire Warden should firstly follow general advice for staff and tenants above, never putting themselves at risk. However the Fire Warden has specific roles which are to

1. Inspect the Fire Alarm Panel to determine which zone activated.
2. Inspect the zone activated and determine if a fire is present, and determine what activated the alarm
3. Advice all tenants/staff to exit the building immediately and assemble at the Fire Assembly Point on Railway Street
4. If no fire is present and it is determined that a false activation has occurred
 - a. the Fire Warden should silence the Fire Alarm
 - b. if the fire was triggered by a break glass accident/misuse, the Fire Warden should reset the break-glass and re-set the fire alarm
 - c. Advice the tenants/staff that they can re-enter the building based on a false activation
5. If a fire is detected the Fire Warden should
 - a. Attempt to extinguish the fire without putting themselves at risk
 - b. Call the fire brigade as required
 - c. Ensure all tenants/staff have vacated the building, knocking on doors if required
 - d. Ensuring all tenants/staff wait at Assembly Point and making a count
 - e. Ensuring no tenants/staff re-enter the building until advised safe by the Fire Brigade
6. The Fire Warden should advice the Fire Maintenance company of any damaged fire equipment
7. The Fire Warden should ensure all recommendations by the Fire Maintenance company are completed

Fire Equipment on Site to be maintained

Alarm Panels (managed by GFS)

1. Main Fire Alarm Panel in Block A Stair Well. This is connected to monitored Intruder Alarm in Office and if Fire Alarm is activated it activates the intruder Alarm contacting monitoring service 24X7 (Top Security). When Fire Alarm panel triggered the intruder alarm must also be unset, and if false call then call must be made to monitoring service to stand down.
2. Repeater Fire Alarm Panel in Office, this activates the Main Fire Alarm panel and also allows for independent control, reset etc.

Each Apartment has

Managed and Certified equipment connected for main fire system (managed by GFS)

1. Ceiling mounted Sounder in apartment main corridor
2. Ceiling mounted Heat detector head in apartment main corridor

Not covered under existing contract with GFS

3. LD - Interlinked main powered, battery backed up EI Detectors, 1 smoke in hall, 1 heat in kitchen They are not linked to main fire alarm. This should be tested by maintenance and confirmed in operation before each main semester letting (03 Sept)
4. 2kg Fire Extinguisher in Kitchen – these should be serviced annually
5. Fire Blanket In Kitchen – these should be confirmed as in place before each main semester letting (03 Sept)

Common Areas (managed by GFS) have

1. Fire Extinguishers
2. Heat/Smoke (which?) Detectors
3. Sounders interior and exterior
4. Red Break Glass Units (activate alarms)
5. Green Break Glass Units (open emergency exits)
6. AOV Doors X 9 (doors to gangways at rear from common corridors)

Floor	Block A	Block B
4	AOV	AOV
3	AOV	AOV
2	AOV	AOV
1	AOV	AOV
UP	AOV	N/A
LG	N/A	N/A

7. AOV Skylights X 2(top of stairwell A and B)
8. Emergency Lights
9. Emergency Signs