

# SECURITY & EMERGENCY SERVICES



## AWARENESS MESSAGE



**FIRE WARDEN**



### Fire Warden Responsibilities

**Fire Wardens and their alternates** (appointed by each Division, Directorate, Unit or Agency) on the SHAPE installation are **responsible** in **assisting** the Fire Chief for matters pertaining to **fire safety** within their designated area of responsibility (building, office or activity).

Fire Wardens must **ensure all** assigned personnel **are informed** of the following actions when a fire is discovered in their area:

- ✿ **Call** or have the nearest person **immediately** call the **Fire Station** (4107 or 27 from a military phone) or the **Military Police Desk** (3333) / **SHAPE Federal Police** (3334). In case of fire in the SCC, the Utility Control Centre should be contacted on 7450.
- ✿ **Fight the fire**, using whatever equipment is available, pending the arrival of the Fire Brigade.
- ✿ If the **fire cannot be extinguished** immediately, **order** the personnel of the wing, building or area to **take** necessary **security measures** and **safely evacuate** the area, distance is determined by the size/strength of the fire requiring the evacuation.
- ✿ In the event of evacuation, ensure all **windows and doors** are **closed** and left **UNLOCKED** and that **electricity** is **turned off** in all rooms and corridors when the evacuation is completed. In the SCC, the Utility Control Centre will control the electricity distribution and interruption.
- ✿ **Remain at the scene** of the fire to **assist, as directed**.

In the area of **fire prevention**, Fire Wardens are to:

- ✿ **Perform** monthly **inspections** and **report** findings to the Fire Chief. All fire fighting equipment in the building or area is to be inspected; **defective, missing or doubtful equipment** is to be **immediately reported** to the Fire Department.
- ✿ **Notify** the Fire Chief of **potential fire hazards**.
- ✿ **Conduct fire drills** either annually or semi-annually, as required, and coordinate drill with the Fire Chief **PRIOR** to the drill with time and location.

For more information contact Cmdt Doyen, SHAPE Fire Warden, ext. 3342.

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