

The University of Texas at Brownsville and Texas Southmost College



Fire Warden Building Evacuation Plan

Last modified:
January 15, 2008



Environmental Health and Safety

80 Fort Brown ♦ Brownsville, Texas 78520 ♦ Phone: (956) 882-5930 ♦ Fax: (956) 882-5932
The University of Texas at Brownsville and Texas Southmost College

Fire Wardens

Certain members of faculty and/or staff are designated as Fire Wardens. Fire Wardens are responsible to help evacuate a building in case of a fire as well provide training to employees in their designated area.

In order to become a Fire Warden, the following must be first established:

Training

1. Fire Warden must take the online "Fire Warden" training.
2. Fire Warden must attend the "Building Evacuation Plan" meeting to learn about the areas they are responsible for.
3. Attend the hands-on training provided by the Safety Specialist.

What Fire Wardens Must Know

1. Know and understand the Building Evacuation Procedures in your area.
2. Know location of Emergency Exits
3. Know location and how to activate the alarm (usually located at exits)
4. Recognize the sound of the alarm
5. Know the emergency number (911)

What Fire Wardens Must Do

1. Train employees and communicate about fire safety and what do to in case of a fire. Fire Warden must fill out the Fire Warden Acknowledgment Form. Fire Wardens complete this form by providing training to the employees they are responsible for. The employees then sign the Fire Warden Acknowledgment Form to indicate that they have received the training.

Note: There are two forms that a Fire Warden can use: The Group Training or Individual Training. The Group Training form is used when the Fire Wardens train the employees as a group. The Fire Wardens then simply turns in this one form with the names of the employees and their signature. The Individual Training is used by the Fire Wardens when the training is done on an individual basis, such as in the case of a new employee needed to be trained.

2. Inform Environmental Health and Safety (EH&S) in the event of a department transfer or termination of an employee so that the Safety Specialist may make necessary adjustments regarding substitutes or replacements.
3. Participate in Fire Drills.
4. Report any fire hazards to the EH&S at 882-5930.



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Fire Warden's Evacuation Procedures

1. Call UTB/TSC Campus Police at (956) 882-2222 and provide the nature and location of the emergency. In the case of fire or other emergency that requires evacuation of the building, activate the fire alarm.

Note: Depending on the severity of the emergency, the initial notification may be made from an alternate location.

2. Keep calm and, if available and time permits, put on your Fire Warden Orange vest and use the red megaphone.
3. Notify individuals on the floor to evacuate the building. Direct individuals to the nearest safe exit. Have the building occupants congregate at the designated area (**minimum of 150 feet away and out of the pathway of fire trucks**).
4. As you clear the floor, turn off the lights, unlock and close the doors behind you.
5. Once everyone on the floor has been notified to evacuate, assist with the evacuation of individuals with disabilities. If this is a multi-story building, assist individuals with disabilities to the nearest "area of refuge." If there is no immediate danger, consider leaving the individual in the area of refuge, after reassuring them that you are going for help, and immediately inform the UTB/TSC Police and/or Fire Department personnel of the individual's location.

You will need to exercise judgment in certain situations. For example, a badly hurt individual should normally not be moved – but remaining in the building may pose a greater risk of increased injury during evacuation.

6. Do not let anyone enter the building until told to do so by the Fire Department, UTB/TSC Police, Physical Plant, or Environmental Health and Safety (EH&S) personnel.

Building Occupants

In case of a fire, even if you are not a Fire Warden, for your safety, you need to be aware of the following:

1. Know the evacuation strategy in your area as instructed by your Fire Warden.
2. Stay calm. Stop what you are doing and leave the building immediately.
3. Follow the directions given by the Fire Wardens in the orange vests.
4. Individuals with disabilities (particularly those who are vision, hearing, or mobility impaired) should be encouraged to establish a buddy system. This will ensure that anyone needing evacuation assistance will have someone available to help them during an emergency.
5. Exit the building using the stairs. **DO NOT USE THE ELEVATORS.**



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6. Once outside, go to your designated area and remain there while the Fire Warden does a head count. Do not leave the designated area until cleared to do so.
7. **DO NOT RE-ENTER THE BUILDING** until the all-clear is given by the Fire Department, UTB/TSC Police, or Environmental Health and Safety personnel.

Safety Tips

At work:

- Know and practice *at least* two ways out of your building.
- Make sure all exits are unobstructed and clearly marked—report dangerous conditions to your immediate supervisor.
- When you hear a fire alarm, get out!
- Avoid overloading circuits and outlets with office equipment. If you see any, report it to your Fire Warden.
- Avoid storing combustibles underneath stairwells. If you see any, report it to your Fire Warden.
- Avoid excessive clutter in your workspace. If you see any, talk to your Fire Warden to find a way to reduce this.
- Report any of the above discrepancies to EH&S at 882-5930.



If you are in any other building on campus:

- When entering a building on campus, take note of *at least* two exits.
- Take note of how you can reach these exits.



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Fire Warden Responsibilities: Building Evacuation Plan

Enter room number and specify if it is a classrooms, office (include department name, if applicable), conference room, restroom, door entrance/exit monitoring, or any other area where students, faculty, staff, and/or visitors might need to be evacuated from.

Building Name: TANDY This plan was last revised on: January 15, 2008

Floor		Room Number	Responsible Fire Warden	
1 st	2 nd		Primary	Secondary
X	X	Restrooms:		
X		T106/107 ITNET Side	John Doe	Jane Dell
	X	T102/104 Lobby side	Albert Eistein	Michael Jord
	X	T221/222	Janet Smith	Joe Dell
	X	T202/203	Julie Jole	Donald Ross
X	X	Classrooms:		
X		T113		
X		T114		
	X	T211		
	X	T212B		
	X	215&215A		
X	X	Door Monitoring		
		McDonald's North side		
		ITNET East side		
		Paseo East side		
		Parking lot South side		
		Street west side		
		Other areas etc...		



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ATTACHED 2 FORMS

FIRE WARDEN ACKNOWLEDGEMENT FORM (GROUP TRAINING)

FIRE WARDEN ACKNOWLEDGEMENT FORM (INDIVIDUAL TRAINING)

These forms are found at:

<http://www.utbtsc.edu/safety/manuals/fire-evacuation-procedures.pdf>