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# Fire Steward Role and Duties

To comply with Health & safety regulations we require *Fire Stewards* to assist in the evacuation of the building in an emergency situation and in the regular checking of fire escape routes.

## Fire Steward Areas

The designated area for each FIRE STEWARD should be such that in an emergency,

1. It takes no longer than **3 minutes** to check.
2. Does not involve going *upstairs* from their normal place of work.
3. Should be covered by a deputy in case of their absence<sup>1</sup>.

## Fire Steward Duties

In an emergency evacuation *Fire Stewards* should,

1. Direct people in their immediate area towards the correct *Fire Exit* routes.
2. Re-direct to alternative routes if normal signed routes are severely congested or blocked.
3. Direct any disabled people toward the designated *Safe Areas*, and record their location.

Depending on the circumstances it may be appropriate to stay with a disabled person in a *Safe Area* or to assist them in moving to a safer part of the building. If this situation arises, report your location to *University Security*.

**This evacuation scheme is under review due to to introduction of Disabled Person Evacuation Teams.**

4. Perform a **Best Effort** check that their designated area is clear.
5. Report to the ASSEMBLY POINT CONTROLLER at the main entrance on the status of their area and location of any disabled people in *Safe Areas*.

The ASSEMBLY POINT CONTROLLER will be adjacent to the fire control panel, in level 2 foyer of main building or entrance foyer of EUCS entrance.

If you were not able to check your area, for example you were in a different part of the building, report your area as being *Unchecked*.

6. Make themselves available to the ASSEMBLY POINT CONTROLLER to assist in control of external assembly and to prevent re-occupation of the building until safe to do so.
7. After the “all clear” report any fire safety problems, such as blocked exits, slow to clear rooms, excessive congestion etc., found during the evacuation to School or Unit *Safety Officer* or to [firesafety@ph.ed.ac.uk](mailto:firesafety@ph.ed.ac.uk).

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<sup>1</sup>Ideally there should be deputy for all areas, but initially we should try deputy for “long term absences” from example holidays.

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In addition Fire Stewards should undertake the additional routine duties,

1. Weekly tour<sup>2</sup> of their area to ensure FIRE EXIT routes are clear, fire extinguishers are present and undamaged and fire signage has not been altered.

Report any problems to their School or Unit *Safety Officer*.

If practical this check should take place early on Wednesday mornings to coincide with the weekly alarm test.

2. Generally be aware of fire risks or evacuation risks in the building, for example obstructed escape routes etc, again report any problems to their School or Unit *Safety Officer*.

WJ Hossack  
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<sup>2</sup>In Informatics this task is managed centrally.