Summary
Fire wardens are an essential component of Lone Star College’s fire safety plans to support the safe evacuation of students, employees, and visitors. Campus/location fire warden designees are verified on a quarterly basis and are required to participate in training on an annual basis.

Assignment and Designation of Fire Wardens
When the floor area of a tenancy exceeds 7,500 square feet of occupiable space, a fire warden shall be assigned for each 7,500 square feet. Each floor of a building shall have a minimum of two (2) fire wardens.

Campus/location leadership will provide the EHLS department the names of employees who have volunteered to assume the responsibility of a fire warden for a specified building area. It is a requirement for the names of a location’s fire wardens to be documented in the campus/location’s fire safety plan.

Responsibilities of Fire Wardens:
• In the event of a fire, fire alarm, and fire drill, the Fire Warden has the following responsibilities for their assigned area(s):
  o Wear required safety vest.
  o Alert occupants and facilitate evacuation.
  o Instruct occupants to use the safest exit and stairwells, not the elevators, to evacuate the floor.
  o Be familiar with the location of all exits and stairwells. If the exit or stairwell is obstructed, an alternate exit/stairwell shall be selected.
  o Close the doors to all rooms if it is safe to do so.
  o Mobility-Impaired occupants may require special assistance in the event of an evacuation. In your area, ask what assistance each person requires. Identify the individuals and the area of refuge to the fire department.
  o Exit the building and communicate by directing exiting occupants to the safe assembly area outside the building (a minimum of 50 feet away from the building).
  o Report any known conditions on the fire floor or alarm floor to the fire department upon their arrival.
  o Follow instructions given by the fire department.
  o Inform Emergency Responders of anybody left in the building.
  o Do not re-enter the building until notified to do so by the Fire Department.

General Responsibilities
• Inform your supervisor in the event of vacation, leave of absence, transfers, sickness, etc., in order to make necessary provisions regarding replacements or substitutes.
• Attend Fire Warden Training on an annual basis.
• Maintain awareness of individuals in your area with a mobility impairment.
• Discuss evacuation procedures with all personnel in your area at the beginning of each semester.
• Raise awareness with other staff about the fire hazards that exist in the workplace.
• Communicate any potential hazards or fire safety concerns to campus leadership and the EHLS department at LSC-EHLS@LoneStar.edu.