***TERMS OF REFERENCE***

**Fire Prevention and Safety Roles and Responsibilities for CMC Fire Warden**

**Background and Purpose**

1. In order to maintain the safety of residents within a respective IDP site, community fire safety procedures are being established in order to mitigate fire risks. With support from the CCCM partner, the fire warden will be equipped with training (all CMC members to have fire prevention training module #4), emergency contacts and ability to ensure that members of the community are adhering to safe cooking/fire measures.
2. Fire Wardens will be responsible for sensitising residents to fire hazards and fire prevention and response strategies. They will also be responsible for supporting with response in the case of an incident and communicating to the community about how they should proceed and evacuate.

**Fire Warden Roles and Responsibilities**

1. The following tasks and activities will be undertaken on a *one-off basis* by the Fire Warden:
   1. Attendance of a 1-day Fire Prevention training (#4), plus attendance at any refresher or comprehensive training by public fire response departments.
2. Fire Safety Wardens are responsible for undertaking the following on an *ongoing and regular basis*:
   1. Regularly monitoring fire hazards within their community with the settlement; advising households to reduce small risks, and reporting major fire risks to CCCM partners.
   2. Help the CCCM partner in conducting brief information sharing sessions for the residents in the site.
3. Fire Safety Warden are responsible for the following *in the event of a fire incident*:
   1. Immediately reporting the fire to the fire response referral entity or report to the CCCM partner. Emergency contacts should be provided to wardens.
   2. Assisting with the orderly movement of individuals in need of support to the agreed emergency assembly points in the case of a serious fire incident.
4. The Fire Safety Wardens agree to observe the below values and working principles at all times:
5. No favouritism or discrimination.
6. A positive and responsible attitude in the completion of tasks.
7. A cooperative attitude in interaction with CCCM partner staff and site residents.
8. The Fire Safety Warden will be supported by the CCCM partner with capacity building.

**Agreement**

1. We, the Fire Safety Warden of the IDP settlement, accept the above roles and responsibilities, and we will abide by the code of conduct:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Name** | **Position** | **Block** | **Signature** | **Date** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

1. Signed on behalf of CCCM partner:

Name: Position:

Signature: Date: