BUILDING WARDEN DUTIES & CHECKLIST

When the Fire Alarm Operates:

➢ **Wear** your building warden identification

➢ **Ensure** the fire service has been called using **1-111**
  - This may be delegated and reported back to you
  - This may be done using a telephone in neighbouring premises, cell phone from outside or, if it is safe to do so, from within the building
  - Clearly state **EIT, Building Name, Street Address, City** and the **nature of the emergency** (fire, bells ringing, etc)

➢ Proceed to the nearest **Assembly Point or Area of Safety**

➢ **Receive** Floor Warden reports. Maintain the Evacuation Checklist

➢ Make enquiries if no report is received from any Warden

➢ Ensure the building occupants are assembling at the designated safe assembly areas. If there are any problems, instruct the Floor Wardens to direct building occupants

➢ **Meet** the Fire Service on their arrival and advise them of the evacuation status of the building(s), including the location of any person not evacuated or with disabilities and the location and type of emergency.

DO NOT attempt to fight fires unless you have been trained

EVACUATION CHECKLIST	√			√
All Floor Warden Reports Received	Yes		All Floors Fully Evacuated	Yes
	No			No

FLOOR WARDEN DUTIES & CHECKLIST

When the Fire Alarm Operates:

➢ **Ring** the switchboard operator by dialing **777**

➢ **Wear** your floor warden identification

➢ **Direct** and Assist all occupants in your area to evacuate the building(s) via the nearest safe exit, to the nearest assembly point or area of safety

➢ **Ensure** Fire/Smoke control doors are closed – if it is safe to do so

➢ **Leave lights on**

➢ **Check** all rooms and spaces in your area are clear (classrooms, offices, toilets, store rooms etc)

➢ **Check** your area's Assistance points

➢ **Assist** people with disabilities or appoint a suitable person to assist them

➢ **Assign** a person to monitor each exit to prevent people re-entering the building

➢ **Report** to the building warden when your area is clear

➢ **Ensure** building occupants are assembling at the Assembly Points or Areas of Safety

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