

EVACUATION WARDEN RESPONSIBILITIES

The evacuation warden is responsible for a specific area of a building and works closely with the evacuation director to prepare for building emergency evacuations.

FIRE SAFETY & EVACUATION PREPARATION

- Be familiar with the Fire Safety & Evacuation Plan (FSEP) for your area and all relevant emergency procedures.
- Familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need assistance during a building emergency.
- Be familiar with your building alarm system and building safety features so that you may accurately interpret alarms.
- Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
- Participate in evacuation drills as requested by the evacuation director.
- Inform persons with acknowledged mobility disabilities about the guidelines for evacuation (see Section 5 of your FSEP).

TRAINING

Evacuation Warden Training (Required) Fire Extinguisher Training (Optional)

Schedules can be found on the EH&S website.

EMERGENCY EVACUATION

In the event of an emergency requiring building evacuation, the primary role of the warden is to:

1. Encourage occupants to move towards exits quickly.
2. Communicate with the evacuation director at the evacuation assembly point.

Check your area for visitors and others who may need assistance responding to the emergency.

Inform students, visitors and other transient occupants the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside. Direct persons with disabilities to follow their individual plan. If they don't have one direct them to an area of refuge.

Optional: Sweep your area by walking, calling out, knocking on doors, and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate.

If fire or smoke is observed, wardens must discontinue their activities and evacuate immediately before the space becomes untenable. As a general rule, evacuation wardens should not use fire extinguishers or otherwise fight fires.

Exit the building and communicate with exiting occupants where to assemble outside.

AT THE ASSEMBLY POINT

Direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building.

Report any known information about the nature and location of the emergency to the evacuation director who will relay the information to first responders.

Attempt to identify persons who may have remained behind, especially if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans. Immediately report to the evacuation director any missing persons who you have reason to believe may be in the building or in jeopardy.

When notified by the evacuation director, **help communicate the all-clear message** so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced. Await a definitive message.