

## RESPONSIBILITIES OF A CHIEF WARDEN

A chief warden is generally appointed by the heads of department whose staff occupies the building. Chief wardens have both emergency planning and emergency response duties as described below.

### Emergency planning duties

- Prevent emergencies wherever possible by regularly assessing the current condition of the workplace and its hazards.
- Make staff in the building aware of any hazards within the building, as well as the control measures and management procedures for said hazards.
- Know the location of your building's fire panel, exits and evacuation routes. If you are unsure, enlist the guidance of your campus Asset and Facilities Coordinator/Security Officer.
- Refer to the [ECO Register](#) located on the facilities management SharePoint site to keep track of emergency wardens and first aid officers in your building.
- Hold regular meetings of the ECO and conduct regular orientation sessions.
- Regularly attend the ECO meetings organised and facilitated by the Emergency Planning Committee (EPC).
- Regularly report to local management on building emergency management issues.
- Debrief emergency wardens after every emergency evacuation.
- Complete the [WHS80 Building Evacuation Report](#) after an evacuation.
- Liaise with local management, security, and campus facilities managers/asset and facilities coordinators to resolve any emergency issues.

### Emergency response duties

When notified of an emergency the chief warden or deputy chief warden will respond in accordance with the [Emergency Response Manual](#). In summary, the chief warden will:

- Determine the location and the type of emergency.
- Ensure that the appropriate emergency services and security are notified.
- Where appropriate, operate the building's fire indicator panel.
- Accept reports from and delegate tasks to emergency wardens.
- Liaise with security and emergency service on arrival at the scene, providing as much information as possible about the type and location of the emergency, and the progress of the evacuation or other initial response.
- Remain available to assist security and emergency services until the situation is resolved.
- Assist security and emergency services to announce when the building is clear for re-entry.

The deputy chief warden will assist the chief warden and take on the responsibilities of the chief warden's role in their absence.

### Training

Chief wardens and deputy chief wardens are required to attend and successfully complete a full day training course before commencing their role. This certificate is required to be renewed every two years. Email [hsim.safetywellbeing@unisa.edu.au](mailto:hsim.safetywellbeing@unisa.edu.au) for training details.