

RESPONSIBILITIES OF AN EMERGENCY WARDEN

Emergency wardens have a duty to assist in the safe evacuation of workers and visitors from the workplace immediately, and to ensure that their designated area has been cleared.

Key duties of fire wardens include:

- Be familiar with the University's [Emergency Response Manual](#)
- Know the locations of your building exits and evacuation assembly points.
- Know the locations of evacuation waiting areas for individuals who may not be able to exit the building.
- Ensure a PEEP ([Personal Emergency Evacuation Plan](#)) is issued to a person with a disability, whether it is a permanent or temporary disability.
- Become familiar with operations in your area that may require additional time to shut down that could delay occupants from exiting.
- Participate in evacuation drills organized by facilities management.
- During an emergency encourage occupants to move towards exits quickly.
- Check your area for visitors and others who may need assistance responding to the emergency. 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.
- Direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders.
- Report your floor status and any known information about the nature and location of the emergency to your chief warden 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 your chief warden any missing persons who you have reason to believe may be in the building or in jeopardy.
- When notified by your chief warden, 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

Training

Emergency wardens are required to attend and successfully complete a half day emergency training course prior to commencing their role. This certificate is required to be renewed every two years. Email hsim.safetywellbeing@unisa.edu.au for training details.