SCHEDULE B
WARDEN UNIT ROLES AND RESPONSIBILITIES

1 Building Warden (White hat)

1.1 Hat must be worn during the evacuation. Have key available to unlock EWIS system, and ensure all other wardens within the building know where it is kept. If possible have small notebook and pencil with you in case you need to make a note of problem areas, locked rooms etc so that you can relay reliable information to Fire Officer/Emergency Response Officer.

1.2 Building Wardens are responsible for:
   - Ensuring that Campus Emergency Number is promptly informed of any incidents by Dialling 5 or applicable number for the campus
   - Coordination of evacuation of building/affected area until arrival of Security or Emergency Services
   - Confirming building/affected area has been evacuated and cordoned-off
   - Liaising with Security

1.3 If your building is a large building and/or WIP phones have been installed the Building Warden should appoint a warden as a Communications Officer to assist with maintaining a log of events. A checklist/template should be developed and used to assist with this task.

1.4 Role:
   - On hearing evacuation alarm obtain white warden hat and go to EWIS & Fire Panel
   - Check Fire Panel - it will indicate which zone is affected. Give instruction to use alternate route for exit, if required
   - Dial 5 or applicable number for the campus or delegate task to Floor Warden or other responsible person to confirm that fire brigade has been called, give additional information on emergency and to request additional emergency services or assistance as required
   - Take Warden Intercom Phone (WIP) calls or have Floor Warden report back when area is cleared
   - Designate available Floor Wardens or seek assistance from responsible others to set up guards outside exits/entrances at a safe distance from the emergency site to prevent re-entry into building
   - Report to and update Security and/or Fire Chief

2 Floor/Area Warden (Yellow hat)

2.1 Hat must be worn during the evacuation. If possible have small notebook and pencil with you in case you need to make a note of problem areas encountered.

2.2 Floor Wardens are responsible for:
   - Ensuring persons are evacuating floor/building/area
   - Checking designated area(s) to ensure all persons have evacuated
   - Where applicable, deploying persons to prevent access to affected area/building
   - Reporting results of evacuation to Building Warden
   - Assisting as required

2.3 Role:
   - On hearing evacuation alarm obtain your yellow warden hat
   - Take instruction from Building Warden, (if any)
- Assign guards to any entrance to your floor (other than emergency exits) eg. Cross bridge or adjoining building
- Instruct guards to remain in position until relieved or no longer safe to do so
- Commence clearing your floor with strong clear direction, closing doors behind you
- If a door is locked, knock hard and call out, do not waste time unlocking doors. Remember to check toilets, kitchens, meeting rooms, store cupboards etc.
- Instruct all evacuees to go immediately to the Assembly Area. No one may re-enter the building.
- Report back to Building Warden when floor cleared and inform Building Warden if any persons have refused to leave (name/room number) or if any room was locked and you believe a person may be trapped in the room
- Take further instruction from Building Warden or go to Assembly Area to re-assure evacuees.