

DEPUTY WARDEN DUTIES

- ☀ ON ARRIVAL AT THE WARDEN POINT, RECEIVE RED HELMET FROM FLOOR WARDEN.
- ☀ ENSURE THERE ARE ENOUGH DEPUTY WARDENS TO HELP CHECK THE FLOOR.
- ☀ FOLLOW ANY INSTRUCTIONS GIVEN BY THE FLOOR WARDEN.
- ☀ IF REQUIRED, CHECK FLOOR FOR ANY OBVIOUS SIGNS OF SMOKE OR FIRE.
- ☀ ADVISE ALL OCCUPANTS TO PREPARE FOR POSSIBLE EVACUATION. OCCUPANTS SHOULD REMAIN AT THEIR WORKSTATION UNLESS IN IMMEDIATE DANGER.

IF EVACUATION IS REQUIRED:

- ☀ REMAINING DEPUTY WARDENS CONDUCT A SWEEP OF THE FLOOR TO CONFIRM ALL OCCUPANTS ARE MOVING TO THE NEAREST SAFE EXIT STAIR.
- ☀ CHECK ALL TOILETS, MEETING ROOMS AND PAUSE AREAS. WHEN CLEAR, REPORT BACK TO THE FLOOR WARDEN WHO SHOULD BE WAITING AT THE WARDEN POINT (FIRE CABINET).
- ☀ ASSIST MOBILITY IMPAIRED PERSONS INTO THE EMERGENCY STAIRWELL AND ADVISE FLOOR WARDEN. SOMEONE SHOULD WAIT WITH THEM.
- ☀ PROCEED DOWN THE STAIR TO THE EMERGENCY ASSEMBLY AREA (MUSTER POINT)
- ☀ REMAIN AT THE ASSEMBLY AREA UNTIL GIVEN THE “ALL CLEAR” BY THE CHIEF WARDEN.