

FLOOR WARDEN DUTIES

- ☀ ON ARRIVAL AT THE WARDEN POINT, FIRST WARDEN SHOULD PUT ON THE YELLOW HELMET.
- ☀ WAIT AT THE WARDEN PHONE FOR OTHER WARDENS TO ATTEND.
- ☀ DELEGATE RED HELMETS TO OTHER WARDENS. IF REQUIRED, ASK OTHER PERSONS TO ASSIST IF THERE ARE NOT ENOUGH WARDENS PRESENT.
- ☀ DO NOT PICK UP THE WARDEN PHONE UNLESS INSTRUCTED TO DO SO BY THE CHIEF WARDEN OR UNLESS IT RINGS. (LOUD HIGH PITCHED SQUEALING NOISE)
- ☀ FOLLOW ANY INSTRUCTIONS GIVEN BY THE CHIEF WARDEN.

IF EVACUATION IS REQUIRED:

- ☀ ENSURE REMAINING DEPUTY WARDENS HAVE CONDUCTED A FINAL SWEEP OF THE FLOOR AND REPORT BACK.
- ☀ ASSIST MOBILITY IMPAIRED PERSONS INTO THE EMERGENCY STAIRWELL. DELEGATE SOMEONE TO WAIT WITH THEM.
- ☀ LIFT HANDSET ON WARDEN PHONE TO COMMUNICATE WITH THE CHIEF WARDEN.
- ☀ ADVISE THE FLOOR HAS BEEN CLEARED AND IF THERE ARE ANY MOBILITY IMPAIRED PERSONS REMAINING AND THEIR LOCATION.
- ☀ 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.