



WARDEN EVACUATION PROCEDURE

In the event of an emergency

1. DO NOT PANIC

- Put on a RED hat.

2. WARDEN EVACUATION PROCEDURE

A Warden appointed to assist in the evacuation should do the following:

- Maintain contact with the Chief Warden.
- If a fire is found, only attempt to control it if it is safe to do so.
- Ensure an orderly flow of persons to the assembly areas:

Assembly Area (preferred):	McCracken St cul-de-sac
Alternative for mobility impaired:	Bottom carpark on Broadwater Rd

- Search the floor areas to ensure all persons have been evacuated. Ensure office and upper store room are checked.
- Assist persons with special needs such as children, visually impaired or other disability.
- Check to ensure the doors and windows are properly closed, if safe to do so.
- Act as a leader of groups moving to the assembly areas.

3. WARDEN ROLL CALL PROCEDURE

A Warden in charge of an assembly area should organise the following:

- Form groups based on family units and relationships or activity area.
- One person from each group to report to the warden in charge of assembly area.
- Report all that are present.
- Report if a member can not be located and where they were last seen.
- Visitors to be identified.
- Report a status summary to the Chief Warden on completion of required activities, including last known location of missing persons.