

# EVACUATION WARDEN RESPONSIBILITIES



The evacuation warden is responsible for a specific area of a building and works closely with the evacuation director to prepare for building emergency evacuations.

## EVACUATION PREPARATION

- Be familiar with the **Fire Safety & Evacuation Plan (FSEP)** for your area and all relevant emergency procedures.
- Know the locations of **building exits, evacuation assembly points** and campus mass assembly areas.
- Know the locations of **areas of refuge** (and/or evacuation waiting areas) for individuals who may not be able to exit the building.
- Be aware of locations that are likely to have **visitors** or **individuals with disabilities** who may need assistance during a building emergency.
- Be familiar with your building **alarm system** and safety features so that you may accurately interpret alarms.
- 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** as requested by the evacuation director.
- Inform persons with mobility disabilities about the guidelines for evacuation (refer to Section 5 of your FSEP).

## TRAINING

[Emergency Evacuation Warden Training](#) (Required)  
Schedules can be found on the EH&S [Training](#) webpage.

## DURING AN EMERGENCY

In the event of an emergency requiring building evacuation, the primary roles of the warden are to:

1. **Encourage occupants** to move towards exits quickly.
2. **Communicate with the evacuation director** at the evacuation assembly point.

Direct occupants (including students, visitors and other transient occupants) to the nearest exit and tell them where to assemble outside. Direct persons with disabilities to follow their individual plan; if they don't have a plan, direct them to an area of refuge or evacuation waiting area.

**Optional: 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.

If fire or smoke is observed, wardens must discontinue normal work activities and evacuate immediately before the space becomes unsafe. As a general rule, evacuation wardens should not use fire extinguishers or otherwise fight fires.

**Exit the building and communicate with exiting occupants where to assemble outside.**

**Direct people to the evacuation assembly point** so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building.

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## AT THE ASSEMBLY POINT

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**Report your floor status and any known information** about the nature and location of the emergency to the evacuation director 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 the evacuation director any missing persons** who you have reason to believe may be in the building or in jeopardy.

When notified by the evacuation director, **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

**Contact EH&S at (206) 685-0341 for more information.**