

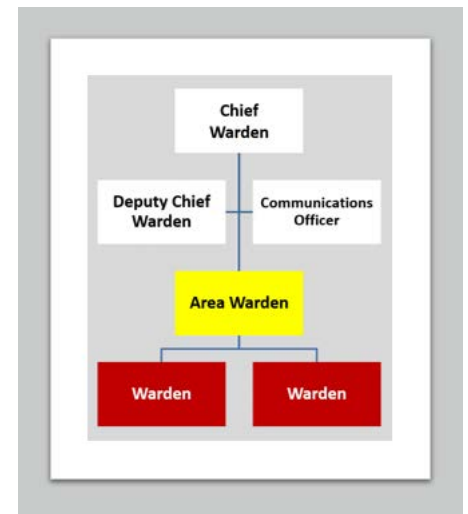
CHIEF WARDEN – QUICK ACTION GUIDE v1.1

ROLE SUMMARY

- Leads the Emergency Control Organisation (ECO) during emergencies. Directs evacuation/relocation/shelter-in-place and coordinates wardens.
- Primary liaison with emergency services and building management.

BEFORE AN EMERGENCY

- Maintain ECO structure; appoint/train wardens; keep contact list current.
- Review Emergency Plan, evacuation diagrams, PA/WIP/radio function checks.
- Plan and run drills, record outcomes and corrective actions.
- Identify mobility-impaired occupants (PEEPs) and assistance plans.



DURING AN EMERGENCY

- Confirm type/location; assess hazards and choose strategy (evacuate/partial/shelter).
- Activate ECO; issue clear instructions via PA/WIP/radios; secure lifts as required.
- Call 000; provide ongoing updates (hazards, access points, missing/injured persons).
- Coordinate Wardens/Comms; receive 'AREA CLEAR' and headcount reports; prevent re-entry.



AFTER AN EMERGENCY

- Declare ALL CLEAR only when authorised by emergency services.
- Oversee roll call and assembly area; support welfare and first aid needs.
- Lead debriefs; collect warden reports; update procedures and training.
- Complete incident documentation and notify stakeholders as required.

DECISION PRIORITIES

- Life safety above all else
- Control/contain hazards.
- Clear, timely communication
- Support emergency services
- Property protection (only when safe)

QUICK ACTION CHECKLIST

- ✓ Confirm emergency type/location
- ✓ Activate ECO, issue instructions
- ✓ Call 000; share building info
- ✓ Coordinate evacuation (wardens)
- ✓ Track persons; receive reports
- ✓ Authorise re-entry when cleared
- ✓ Lead debrief and documentation

Reference: AS 3745 principles. Follow your site's Emergency Plan and Chief Warden procedures.