

## ***Emergency Warden & Supervisor – General Responsibilities***

Emergency Wardens and Supervisors will execute their duties with the utmost regard for their own personal safety. All Emergency Wardens (and Supervisors as appropriate) should:

- Become familiar with floor plans, access to exits, special risks or hazards (e.g. chemical, physical, or electrical), and the location of firefighting equipment in their area.
- Know the sound and sequence of the building's fire alarm system.
- Be familiar with personnel on your respective floor, or in your area who may require assistance to evacuate.
- Attend all training sessions provided for Emergency Wardens and promote active participation of other Emergency Wardens in this training.
- Participate in fire drills, and encourage full Emergency Warden, employee and occupant participation in the drills.
- Assist in fire prevention by noting and reporting to the relevant supervisor, Facilities Management, or HSW where fire hazards or other unsafe conditions exist.
- In conjunction with the Building Warden Coordinator keep the list of Emergency Wardens for your assigned floor / area up to date.
- In conjunction with the Building Warden Coordinator ensure that an alternate Emergency Warden(s) has been selected for your area and is advised when you are absent (e.g. meeting, illness and vacation).
- The Emergency Warden system is designed and in place to assist with an orderly evacuation of the floor area or building during all emergencies. Reasons for evacuation MAY not include only a fire or fire alarm.
- EW's may be asked to perform other duties based on conditions at the time of an emergency including, but are not limited to: searches of floors or areas, assisting at temporary shelters, managing bus loading or marking alternate transportation routes

Please access the University [Emergency & Life Safety webpage](#) or additional safety related information.

***For more information contact:***

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