

EVACUATION WARDEN EXPECTATIONS

In the case the evacuation alarm sounds, or an evacuation is required, the evacuation warden must...

- Activate the alarm and dial **111**
- Alert people direct and assist all occupants to evacuate via the nearest safe exit, to the **EMERGENCY ASSEMBLY POINT**.
- Check all rooms and spaces in building are clear including toilets and storerooms.
- Assist people requiring assistance evacuating or appoint a suitable person to assist them.
- Assign a person to monitor each exit to prevent people re- entering the building.
- Ensure building occupants are assembling at the **EMERGENCY ASSEMBLY POINT**.
- Report and liaise with the emergency service when they are on site.