

North West Residential Support Services Inc.
Policies & Procedures

FIRE SAFETY – CHIEF WARDEN & WARDEN ROLES & RESPONSIBILITIES

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The Chief Warden role in NWRSS shared homes falls to the support workers on shift at the time of the emergency.

On becoming aware of an emergency, the Chief Warden shall take the following actions:

1. Put on the white identification vest held in the pouch beside the evacuation plan;
2. Respond and take appropriate control of the situation;
3. Ascertain the nature of the emergency and implement appropriate action;
4. Ensure that the relevant emergency service has been notified (000 zero);
5. Ensure that Wardens are advised of the situation, as appropriate;
6. If necessary, after assessing the situation, initiate action appropriate to the situation and have entry to the affected areas controlled;
7. Monitor the situation and ensure any action taken is recorded in an incident log;
8. Brief the Senior Emergency Service Officer upon arrival on the type, scope and location of the emergency and the status of the evacuation, and thereafter assist the officer as required; and
9. Any other actions considered to be necessary or as directed by the Senior Emergency Service Officer.

Warden Roles and Responsibilities

The Warden role in NWRSS shared homes falls to the support workers on shift at the time of the emergency.

On becoming aware of an emergency a warden will:

1. Implement the emergency procedures for their area;
2. Check to ensure that the relevant emergency service has been notified (000 zero);
3. Check your allocated area and report on any abnormal situation;
4. Commence evacuation if the circumstances on their area warrant it;
5. Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
6. Ensure orderly flow of people into protected areas, for example, stairways
7. Assist occupants with disabilities.
8. Communicate with the Chief Warden by whatever means available and act on instructions;

9. Check that any fire doors and smoke doors are properly closed.
 10. Close or open other doors in accordance with the emergency response procedures.
 11. Advise the Chief Warden as soon as possible of the circumstances and action taken;
 12. Co-opt persons as required to assist a Warden during an emergency; and
- Confirm that activities have been completed and report back to the Chief Warden or the Senior Emergency Service Officer if the Chief Warden is not contactable.

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