



FIRE WARDEN RESPONSIBILITIES CHECKLIST



PREPARE
ACT
SUPPORT



PRE- EMERGENCY

Prepare
your people,
place and
procedures.

- ☐ Confirm sufficient wardens are available for the assigned area.
- ☐ Coordinate Personal Emergency Evacuation Plans (PEEPs) for people requiring assistance.
- ☐ Inspect and report deficiencies with emergency equipment.
- ☐ Ensure fire warden identification equipment is available and serviceable.
- ☐ Communicate authorised emergency procedures to occupants.
- ☐ Coordinate housekeeping practices, including keeping exits and fire equipment accessible.
- ☐ Complete required fire warden training, drills and exercises.
- ☐ Promote awareness of evacuation procedures and assembly areas.



DURING EMERGENCY

Act quickly,
safely and
effectively.

- ☐ Notify emergency services.
- ☐ Implement the workplace emergency response procedures.
- ☐ Investigate the assigned area for hazards, anomalies and occupants who have not evacuated.
- ☐ Commence evacuation when required.
- ☐ Maintain communication with the Chief Warden and other Emergency Control Organisation (ECO) members.
- ☐ Manage personal safety and delegate tasks where appropriate.
- ☐ Check fire and smoke doors are closed and properly latched.
- ☐ Maintain an orderly flow of occupants during evacuation.
- ☐ Assist persons with mobility or other special needs.



POST- EMERGENCY

Review, report
and improve.

- ☐ Report all actions taken during the emergency during the debrief.
- ☐ Report equipment failures or system deficiencies identified during the incident.
- ☐ Participate in the post-incident review and identify lessons learned.
- ☐ Support improvements to emergency procedures and future preparedness.



YOUR ROLE SAVES LIVES.

Be prepared. Act quickly. Support your team.