



19.2 Role of Emergency Wardens and First Aiders

Site: _____



EMERGENCY WARDENS Role

Key role: Facilitate the response to an emergency.

- Investigate any reported signs of fire or smoke.
- In the case of a security threat, make sure doors are locked.
- If needed, make sure at least one person calls 000 (even if the alarm sounds).
- Direct people away from the impacted zone. During a medical emergency, assist first aiders by moving bystanders away.

- In the case of evacuation:
 - direct personnel to carry only small personal belongings like handbag, keys, wallet.
 - perform a sweep of all areas. If anyone remains, direct them to evacuate.
 - Assist mobility impaired persons / implement their personal emergency evac. plan (PEEP)
 - go to the assembly area. Report to emergency services any personnel remaining inside.
 - facilitate the return of personnel to building only after emergency services has given the all clear.

Additional site specific comments:



FIRST AIDERS Role

Key role: Administer first aid within level of first aid knowledge

- Provide first aid until emergency medical assistance is available.
- Designate someone to call 000 if required.
- Assist any injured persons if evacuation is required.
- During a building evacuation, carry first aid kit to assembly point
- Record cases receiving first aid in first aid log book.
- Assist the injured person to complete the Incident Report form if required.
- Initiate the replenishment of any first aid items used.

If you are a first aider and a warden, your warden duty generally takes priority. Delegate your warden duty if possible, and only attend to injured persons once it is safe to do so.

Additional site specific comments: