**WARDEN CHECKLIST PF635**

**To be completed 6 monthly**

‘Wardens’ have a very important role in ensuring the overall safety of occupants in both ‘pre- emergency’ and ‘emergency’ conditions. Please use this checklist to ensure that your area is prepared.

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| **Semester 1** |  |
| **Semester 2** |

|  |  |
| --- | --- |
| My Name: |  |
| Area responsible for: |  |
| Building Name and Number: |  |
| Chief Warden is: |  |

|  |  |
| --- | --- |
| My warden hat is located at: |  |
| I completed warden training on: |  |
| I completed extinguisher training on: |  |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Are there any people in my area of responsibility likely to need assistance in the event of an emergency? (e.g. wheel chair, crutches, frail etc.)  (Note: In the event of an emergency these people may need to be assisted) |  |  |
| I have located the *Evacuation Diagrams* on the walls in my area of responsibility and they are present, correct and undamaged |  |  |

|  |  |  |
| --- | --- | --- |
| **I have walked** through my area of responsibility and | Yes | No |
| 1) all equipment and safety features (as noted on the *Evacuation Diagrams*) are  present, undamaged, tagged within 6 months and clear of obstructions such as filing cabinets, chairs, desks, bins etc.? |  |  |
| 2) the evacuation routes (as noted on the *Evacuation Diagrams*) are clear of all obstructions? |  |  |
| 3) if my area of responsibility contains fire doors / smoke doors, I have ensured that they are NOT chocked open? (Note: If they are chocked open, they will not be able to operate in fire) |  |  |
| 4) the route (as noted on the *Evacuation Diagrams*) to our Assembly Area is clear of obstructions and the exit doors are unlocked? |  |  |
| 5) any signage with Floor Warden / Chief Warden information is current? (remove obsolete information) |  |  |

When the evacuation system sounds I put on my helmet and…

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| I am aware of the UQ Fire Safety webpage [**https://staff.uq.edu.au/information-**](https://staff.uq.edu.au/information-and-services/facilities-services-maps/emergencies/fire-safety-training)[**and-services/facilities-services-maps/emergencies/fire-safety-training**](https://staff.uq.edu.au/information-and-services/facilities-services-maps/emergencies/fire-safety-training) |  |  |
| I am aware of the UQ Fire Safety Officer’s email address [**fireuq@pf.uq.edu.au**](mailto:fireuq@pf.uq.edu.au) **and any concerns regarding fire safety can be reported here** |  |  |
| **I am aware that Fire Warden & Extinguisher training dates are found here** [**https://wd3.myworkday.com/uq/learning**](https://wd3.myworkday.com/uq/learning) |  |  |
| I am aware that I can find my building’s Emergency Evacuation Plan (EEP) and Evacuation Diagrams (ED) here  [**https://archibus.uq.edu.au/archibus/uq-view-doc.axvw**](https://archibus.uq.edu.au/archibus/uq-view-doc.axvw) |  |  |
| I have filed a copy of this document for myself and have also forwarded a copy to the UQ Fire Safety Officer - email to [**fireuq@pf.uq.edu.au**](mailto:fireuq@pf.uq.edu.au) |  |  |