Property and Facilities Division

**WARDEN DATABASE UPDATE**

***Chief Warden is to keep this page up to date and send changes to Fire Safety***

EVACUATION COORDINATION

The following members of the Emergency Control Organisation (ECO) will coordinate an evacuation

Building Name: Building Number:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Chief Warden / Deputy Chief Warden (Evacuation Coordinators)** | | | | | | |
| **CFW/ DCFW** | **Name** | **Phone** | **Email** | **Start**  **date** | **Warden Training Date** | **Extinguisher Training date** |
| CFW |  |  |  |  |  |  |
| DCFW |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Emergency Wardens (persons responsible) for carrying out the Evacuation Coordination procedures** | | | | | | |
| **Floor Level** | **Name** | **Phone** | **Email** | **Start**  **date** | **Warden Training Date** | **Extinguisher Training date** |
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**Note: Warden positions must not remain vacant. The Chief Fire Warden must ensure vacancies are filled.**

*Email completed form to :* [*emergencywardens@uq.edu.au*](mailto:emergencywardens@uq.edu.au)