

**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.

<b>Semester 1</b>	
<b>Semester 2</b>	

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)	<input type="checkbox"/>	<input type="checkbox"/>
I have located the <i>Evacuation Diagrams</i> on the walls in my area of responsibility and they are present, correct and undamaged	<input type="checkbox"/>	<input type="checkbox"/>

<b>I have walked</b> through my area of responsibility and	Yes	No
1) all equipment and safety features (as noted on the <i>Evacuation Diagrams</i> ) are present, undamaged, tagged within 6 months and clear of obstructions such as filing cabinets, chairs, desks, bins etc.?	<input type="checkbox"/>	<input type="checkbox"/>
2) the evacuation routes (as noted on the <i>Evacuation Diagrams</i> ) are clear of all obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
4) the route (as noted on the <i>Evacuation Diagrams</i> ) to our Assembly Area is clear of obstructions and the exit doors are unlocked?	<input type="checkbox"/>	<input type="checkbox"/>
5) any signage with Floor Warden / Chief Warden information is current? (remove obsolete information)	<input type="checkbox"/>	<input type="checkbox"/>

When the evacuation system sounds I put on my helmet and...
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	Yes	No
I am aware of the UQ Fire Safety webpage <a href="https://staff.uq.edu.au/information-and-services/facilities-services-maps/emergencies/fire-safety-training">https://staff.uq.edu.au/information-and-services/facilities-services-maps/emergencies/fire-safety-training</a>	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the UQ Fire Safety Officer's email address <a href="mailto:fireuq@pf.uq.edu.au">fireuq@pf.uq.edu.au</a> and any concerns regarding fire safety can be reported here	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that Fire Warden & Extinguisher training dates are found here <a href="https://wd3.myworkday.com/uq/learning">https://wd3.myworkday.com/uq/learning</a>	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that I can find my building's Emergency Evacuation Plan (EEP) and Evacuation Diagrams (ED) here <a href="https://archibus.uq.edu.au/archibus/uq-view-doc.axvw">https://archibus.uq.edu.au/archibus/uq-view-doc.axvw</a>	<input type="checkbox"/>	<input type="checkbox"/>
I have filed a copy of this document for myself and have also forwarded a copy to the UQ Fire Safety Officer - email to <a href="mailto:fireuq@pf.uq.edu.au">fireuq@pf.uq.edu.au</a>	<input type="checkbox"/>	<input type="checkbox"/>