

## SELECTION CRITERIA AND RESPONSIBILITIES FOR ECO (EMERGENCY WARDENS) PERSONNEL

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### 2.4.2 Selection criteria for personnel

#### 2.4.2.1 *General*

Persons appointed to the ECO should—

- (a) be physically capable of performing their duties;
- (b) have leadership qualities and command authority;
- (c) have maturity of judgement, good decision-making skills and be capable of remaining calm under pressure;
- (d) be familiar with their future areas of responsibility;
- (e) be available to undertake their appointed duties;
- (f) have clear diction and be able to communicate with the majority of occupants and visitors; and
- (g) be willing and able to undergo relevant training.

#### 2.4.2.2 *Chief warden*

The person selected to head the ECO, in addition to the above, should have a good knowledge of the layout of the building, structure and workplace.

#### 2.4.2.3 *Communications officer*

The communications officer shall be competent in the use of the communication equipment in the building, structure and workplace and have a clear commanding voice.

NOTES:

1 Where an EWIS is installed, the Communications Officer should operate the system. Where no EWIS is installed, the receptionist/switchboard operator may be required to operate the communication equipment.

2 A communications officer's duties may be carried out by a deputy chief warden.

#### 2.4.2.4 *Floor or area wardens*

Floor or area wardens should be appointed consistent with the level of their day-to-day responsibilities. Where possible, the floor or area warden responsibilities should be attached to a specific position so that the person appointed to the position, in either a permanent or temporary capacity, carries out the necessary Warden functions. In any event, it is essential that the persons appointed have the qualities needed to enable them to perform duties required in emergencies. Factors to be considered include the following:

- (a) Availability—they should be persons who spend most of their time at, or near, their workstations.
- (b) Ability to organize others in an emergency.
- (c) Reliability.

#### 2.4.2.5 *Wardens*

Wardens should be appointed to assist the floor or area warden on the basis of there being sufficient wardens to ensure the life safety of occupants. Wardens should also be capable of deputizing for other nominated positions.

#### **2.4.2.6 Deputies**

Deputies shall be appointed to each of the chief warden, communications officer and floor or area wardens positions, to ensure continuity of their functions during absences. The selection of deputies should be consistent with the appropriate selection criteria. Deputies should be fully trained and prepared to take over the primary roles as required.

#### **2.4.2.7 Warden identification**

The control of emergencies will be greatly assisted if key personnel can be quickly identified by the occupants of the building and officers of the emergency services. This identification shall be consistent throughout the building, structure and workplace. This may best be achieved by the use of coloured identification such as helmets, caps or hats, vests or tabards.

#### **2.4.2.8 Colour identification**

The following colours shall be used for ECO identification

- (a) Chief warden and deputy chief warden .....white.
- (b) Floor warden or area warden .....yellow.
- (c) Warden..... red.

Identification equipment shall be prominently marked with the wearer's title and location, as appropriate. The communications officer would not necessarily wear identification equipment; however, if such equipment is worn it should be white. Where in-house first aid personnel are allocated a role in the ECO, they shall be identified by a green cross on a white background.

### **2.4.3 Primary roles and responsibilities**

The primary role of members of the ECO is to ensure that life safety takes precedence over asset protection.

Each officer in the ECO shall have clearly defined duties and responsibilities, as follows:

(a) *Chief Warden* On becoming aware of an emergency, the chief warden shall take the following actions:

- (i) Ascertain the nature of the emergency and determine appropriate action.
- (ii) Ensure that the appropriate emergency service has been notified.
- (iii) Ensure that floor or area wardens are advised of the situation.
- (iv) If necessary, initiate evacuation and control entry to the affected areas.
- (v) Ensure the progress of the evacuation and any action taken is recorded in an incident log.
- (vi) Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.

(b) *Deputy chief warden* The deputy chief warden shall assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.

(c) *Communications officer* The communications officer, on becoming aware of the emergency, shall take the following actions:

- (i) Ascertain the nature and location of the emergency.
- (ii) Confirm that the appropriate emergency service has been notified.

- (iii) Notify appropriate ECO personnel either by the EWIS or other means.
- (iv) Transmit and record instructions and information between the chief warden and the floor wardens and occupants.
- (v) Maintain a log of the events.
- (vi) Act as directed by the chief warden.

(d) *Floor or area wardens* On hearing an alarm or on becoming aware of an emergency, the floor or area wardens shall take the following actions:

- (i) Implement the emergency procedures for their floor or area.
- (ii) Ensure that the appropriate emergency service has been notified.
- (iii) Direct wardens to check the floor or area for any abnormal situation.
- (iv) Commence evacuation if the circumstances on their floor or area warrant this.
- (v) Communicate with the chief warden by whatever means available and act on instructions.
- (vi) Advise the chief warden as soon as possible of the circumstances and action taken.
- (vii) Co-opt persons as required to assist a warden during an emergency.
- (viii) Confirm that the activities of wardens have been completed and report this to the chief warden.

(e) *Wardens* Persons selected as wardens may be required to carry out a number of activities, including the following:

- (i) Act as floor or area wardens.
- (ii) Ensure that the appropriate emergency service has been notified.
- (iii) Operate the intercommunication system.
- (iv) Check to ensure fire doors and smoke doors are properly closed.
- (v) Search the floor or area to ensure all persons have evacuated.
- (vi) Ensure orderly flow of persons into protected areas, e.g. stairwells.
- (vii) Assist persons with disabilities.
- (viii) Act as leader of groups moving to nominated assembly areas.
- (ix) Report to the floor or area warden on completion of required activities.