

# Chief Warden Checklist

## Emergency Procedures

The following checklist will help all Chief Warden's run an effective Emergency Coordination Organisation (ECO). This will in turn make the occupants of buildings more confident in the ECO's ability to evacuate buildings and control the situation in the case of a REAL emergency.

### Building Details

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Building Name: \_\_\_\_\_

Faculty/Division: \_\_\_\_\_

School: \_\_\_\_\_

- Annual evacuation drills scheduled for the year.\*
- Evacuation Checklist completed after completing drills
- All ECO members up to date with training
- Meeting with ECO members 3 times a year to discuss drills, evacuations, training etc
- Each member of the ECO is allocated the appropriate coloured hard hat or cap
- Understand the Emergency Procedures/Plan for the building
- ECO list up to date and Fire Safety Officer has current copy
- Inform building occupants of the Emergency procedures
- Briefing and Debriefing after every exercise evacuation
- Liaise with ECO with regard to defects with buildings emergency systems

### Completed by

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Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Requirements for residential Buildings 2 per year, Childcare Centers 4 per year.