

Table 19.1: Emergency Action Plan Requirements

| ITEMS | REQUIREMENTS |
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| 5. RESPONSIBILITIES OF EMERGENCY RESPONSE TEAM PERSONNEL | <p>3. FIRE WARDEN</p> <ul style="list-style-type: none"> i. Fire Warden shall be a full time employee or staff member on duty in the building. ii. Fire Warden shall be responsible to execute the instructions from Incident Fire Commander, during emergencies and non-emergency situations. iii. Fire Warden shall be the first responder to the initial stages of fire. And he shall be trained regularly in usage of appropriate type of fire extinguishers, fire blankets, first aid and building fire hose system. iv. Fire Warden shall call the security room and activate the fire alarm whenever a situation could pose immediate danger to people, property, or processes in the building. v. Fire Warden shall be responsible for relaying messages from Incident Fire Commander to the other team members and occupants. vi. Fire Warden shall be responsible for creating awareness among building occupants of the emergency action plans and actions to be taken by the occupants. vii. Fire Warden shall ensure that occupants, including new occupants/ tenants/ employees / contractors are familiar with the evacuation procedures. viii. Fire Warden shall ensure that occupants have vacated the floor/area/zone in the event of an evacuation and shall check assigned areas prior to leaving the building. ix. Fire Warden shall ensure that floor plans and route evacuation maps are posted in all relevant places. x. Fire Warden shall participate in the development, communication, implementation and maintenance of the overall Emergency Plan for their area of responsibility/zone/ building /office. xi. Fire Warden shall be aware of occupants with special needs who may need assistance during an evacuation, e.g. hearing- or sight-impaired, on crutches, in a wheelchair or otherwise disabled. xii. As an integral part of the emergency communication network, Fire Wardens are to ensure that occupants in their area are aware of an emergency and the need to evacuate. xiii. Fire Warden shall assist in the evacuation process as indicated in the Emergency Evacuation Procedure. xiv. Fire Warden shall remain at the exit door from the inside of the building and continue to guide people to open sky and do not allow people to re-enter. xv. Fire Warden shall carry out systematic monthly Fire Safety checks of their assigned area to ensure that all fire equipment, exit signs etc. are in place and in good working order. xvi. Fire Warden shall ensure that a trained Assistant Warden is available during absence. |