Evacuation Warden Responsibilities

**Evacuation Warden**

**Responsibilities**

- Stay calm and encourage colleagues to evacuate your area using the designated paths.
- Never put yourself in danger when evacuating or attempting to assist others.
- Ensure individuals needing rescue assistance are accounted for and in the designated area.
- Inform emergency responders as soon as possible of any known individuals who might still be inside the building, their location, and other relevant information.

**Awareness**

- Know all exit points, exit paths, and assembly areas for your area or floor.
- Understand your building’s alarm system.
- Communicate evacuation plans to colleagues and remind them to avoid elevator use during an evacuation.

**Individuals requiring rescue assistance**

- Know the location of the designated areas of rescue assistance.
- If your area does not have a designated area of rescue assistance, designate one in an area with a door, such as an office or storage space.
- Direct individuals who may need rescue assistance to the designated areas.

**During a drill or emergency**

- Stay calm and encourage colleagues to evacuate your area using the designated paths.
- Never put yourself in danger when evacuating or attempting to assist others.
- Ensure individuals needing rescue assistance are accounted for and in the designated area.
- Inform emergency responders as soon as possible of any known individuals who might still be inside the building, their location, and other relevant information.

**Emergency Evacuation Program**

For more details, refer to the [Emergency Evacuation Plans and Exercises](#) program.

**Contact Information**

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