

## 4.06g Emergency Warden Checklist

6 October 2010

It is a requirement of Clause 17 OHS Regulation 2001 that arrangements are in place to provide for emergencies. It is recommended that all Chief Fire Wardens complete this form every 6 months. Please forward a copy of the completed form to Head of School/Director.

	Item	Yes	No	Do not know	Not applicable
1.	1 White vest ( or hat) hat available? (Chief warden communicates with Fire Brigade etc )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	1+ yellow vest ( or hat ) available? (Area warden)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Various red vests ( or hats) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	List of number of doors/ exits? (need to be guarded to stop re entry )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Evacuation plan displayed in prominent position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Emergency procedures flip chart available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Sufficient number of wardens available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Sufficient number of wardens trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Communication officer appointed? If required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Clipboard with staff names (roll call) available? If required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is your school's/directorate's Disaster Management Contingency Plan up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPOT-CHECK / INSPECTION ITEMS -</b>					
12.	Emergency assembly area known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Alternative assembly area known ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Location of electrical switchboard known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Electrical items turned off at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Electrical equipment tagged and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Emergency FIRE EXITS illuminated /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Fire extinguishers have current yellow tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Clear access to all fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Fire exit passages clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Area outside Fire exit doors clear for 2 metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Alarm can be heard in ALL areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Date of last evacuation drill known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	All new staff inducted in emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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25.	Other				
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