

Warden Response Procedure: Fire

1. Don the warden tabard or cap
2. 'Look up' to identify if there is active fire or smoke in your area
3. If there is an obvious threat, use a break glass to commence evacuation of the area
4. If there is no obvious threat, attend the WIP phone (or call the IOC) to establish communication with the chief warden / zone warden
5. Investigate any area as directed by the Chief Warden / Zone Warden
6. If a fire is confirmed, commence evacuation procedure
7. Assist anyone with a peep or that requires additional support
8. Follow any other directions of chief warden, forward commander, or emergency services
9. Maintain a log of events
10. Participate in debrief as required.

- R** – **Remove** all people from immediate danger
- A** – **Alert** emergency services and the IOC, a break glass alarm is the quickest action
- C** – **Confine** fire and smoke. Close windows and doors where practicable
- E** – **Extinguish** the fire if you are trained and capable and where it is safe to do so

Warden Response Procedure: Bomb Threat

1. Don the warden tabard or cap
2. If activated, liaise with chief/zone warden for further instruction
3. If there is an obvious threat, commence evacuation and notify chief warden
4. Follow any other directions of chief warden, forward commander, or emergency services
5. Maintain a log of events
6. Participate in debrief as required




Warden Response Procedure: Medical

1. Don the Chief Warden tabard
2. Liaise with Chief/Zone Warden for further instruction
3. Proceed to the incident location if requested
4. Assist first aiders as required
5. Follow any other directions of chief warden, forward commander, or emergency services
6. Maintain a log of events
7. Participate in debrief as required

Warden Response Procedure: Serious Personal Threat

1. **DO NOT** don any identifiable attire
2. Consider your own safety first, only assist others if it is safe to do so
3. If you can safely identify any offender, communicate details with chief warden
4. Advise occupants to stay away from the affected area
5. Assist occupants with evacuation if safe and required
6. Assist occupants with lockdown if safe and required
7. Follow the directions of emergency services
8. Maintain a log of events
9. Participate in debrief as required

In the event of a serious personal threat, and you are in immediate danger, you should:

Escape  Move quickly and quietly Take your mobile Get far away	Hide  Barricade yourself Be ready to escape Silence all devices	Tell  Call 000
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Warden Response Procedure: Shelter In Place

1. Don the warden tabard or cap
2. Liaise with chief and zone warden via WIP
3. Communicate with occupants within your area the need to shelter in place
4. If there is an immediate threat that outweighs the risk, commence evacuation, advise zone warden or chief warden
5. Advise zone/chief warden once actions have been taken
6. Follow any other directions of chief warden, forward commander, or emergency services
7. Maintain a log of events
8. Participate in debrief as required

Warden Response Procedure: Evacuation (Unplanned)

1. Don the warden tabard or cap
2. Ensure occupants remain in place when alert tone sounds, instruct them to prepare to evacuate
3. Commence evacuation when you hear evacuation tones
4. Direct occupants to the nearest emergency exit
5. Immediately notify zone warden of anyone who needs assistance to evacuate
6. Move anyone who needs assistance to an emergency stairwell to shelter in place
7. Sweep your area for any remaining occupants
8. Advise zone warden once actions have been taken including if any occupants chose not to leave
9. Proceed to the assembly point
10. Follow any other directions of chief warden, forward commander, or emergency services
11. Maintain a log of events
12. Participate in debrief as required

Warden Response Procedure: Evacuation (Planned)

Planned evacuations are managed by Victoria Police who will develop a plan to effectively control the movement of occupants.

Follow all emergency service directions, you will be briefed.

Advise the zone or chief warden you are available to assist and wait in place.

Warden Response Procedure: Lock Down

1. DO NOT don any identifiable attire
2. Consider your own safety first, only assist others if it is safe to do so
3. If you can safely identify any offender, communicate details with chief warden
4. Assist occupants to move to an area that can be secure
5. Close doors and curtains, secure the location as best as possible
6. Turn off lights, encourage people to turn phones to silent
7. If safe to do so, advise the chief warden of your location
8. Follow directions of emergency services
9. Maintain a log of events
10. Participate in debrief as required