

# Emergency Warden Duties

Emergency wardens help guide evacuations and ensure everyone is accounted for.

## General information

Clinic name:

Emergency warden:  
(name, position)

Start date:

**The appointed Emergency Warden is responsible for assisting staff and other clinic occupants during emergency evacuations.**

Duties include calling emergency services, safely guiding people towards the muster point, and accounting for all staff and patients who were inside the clinic.

Clinic staff should familiarize themselves with the evacuation procedures to assist the Emergency Warden in promptly and efficiently directing evacuees to the designated muster point.

\* **Area of Refuge** is a designated place in a building where occupants can safely wait during a fire or other emergency when evacuation is not safe or possible.

For example, a person who uses a wheelchair may be unable to navigate stairs during an emergency. Elevators must not be used during a fire. Occupants must remain in the area of refuge until rescued by emergency personnel.

## If the fire alarm sounds:

1. Ensure your own safety first. If the fire puts you at risk, evacuate immediately and notify emergency personnel if you are unable to assist others.
2. Instruct everyone in the clinic to evacuate and proceed to the designated muster point.
3. If safe, assist disabled or mobility-impaired persons to evacuate.
4. Check rooms and work areas quickly to ensure no one is left behind, and close doors to help contain the fire.
5. Once evacuation is complete, report to emergency services if anyone remains in the building or in an area of refuge.
6. Remain at the muster point and ensure no one re-enters until the fire department or emergency services give the "all-clear."

## Disability Assistance: Visually Impaired Persons

1. Inform the person of the nature of the emergency and offer to guide them.
2. As you walk, describe your location and any obstacles in the path.
3. Once you reach safety, orient the person to their surroundings.
4. Ask if further assistance is needed, and do not leave them alone until backup arrives.

## Disability Assistance: Mobility-impaired Persons (in buildings with stairs)

1. Have wheelchair users or anyone unable to use stairs unassisted remain in the Area of Refuge\* or stairwell until they are assisted by fire personnel.
2. Designate a staff member to notify fire personnel of anyone in the area of refuge.
3. Ask another staff member to stay with the person in the area of refuge (if safe to do so) until fire personnel arrive.