

**Building Warden Action Card**

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| **Building:** |  |

**UPON HEARING THE FIRE ALARM:**

* Proceed to the main entrance, collect the building warden vest and the evacuation checklist/board
* Go to the fire panel and receive the floor warden reports.
* **The fire panel is located:**
* Ensure Fire & Emergency have been called (you may delegate this).
* **Our address is:**
* **The nearest intersecting street is:**
* Ensure Security is called: Ext: 85000 or 0800 373 7550
* Use the evacuation checklist/board to verify the areas/floors that are clear when their area wardens report to you
* Appoint the wardens to direct occupants to the assembly point and assist with crowd control
* **The assembly point is:**
* Liaise with Fire & Emergency upon their arrival, advising them of the evacuation status, including the location of any persons still in the building

**If applicable:**

* Hazard Plans are located:
* Hazardous substances inventories available via [SciTrack](https://sciquest.auckland.ac.nz/)
* Safety data sheets are available via [Gold FFX](https://auckland.primo.exlibrisgroup.com/discovery/dbsearch?vid=64UAUCK_INST:NEWUI)