


## **Building Wardens Duties (When the Manager is not on Duty)**

### **On hearing the alarm:**

1. Collect the Evacuation Board plus Building Assistance Register and put on Building Wardens identification – Yellow Vest
2. Ensure occupants are evacuated from all areas via the nearest safe Exit. (Check all rooms, including toilets). You can be assisted by delegating Floor Wardens to check rooms and areas. Note the location of any persons remaining in premises, including persons with disabilities on the evacuation board.
3. Report to the front entrance and ensure the Fire Service has been notified by a **111 call**. (This may be delegated and reported back to you.) This may be done using telephone in neighbouring premises or mobile telephone. Clearly state the premises **St Columba Centre, 40 Vermont Street, Ponsonby, Auckland** and the **NATURE OF THE EMERGENCY** (fire, bells ringing etc).
4. Advise the Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities.
5. Advise the St Columba Centre Manager of the emergency.



**EVACUATION BOARD  
ST COLUMBA CENTRE, 40 VERMONT STREET  
PONSONBY, AUCKLAND**

Area	Clear		Occupied
Foyer including Office & Kitchen etc.		In Area    Out	
<u>Rooms</u> Brother Calixtus			
Sister Teresa			
Brother Phelan			
Monsignor Kennedy			
Father Lenihan			
Brother Marcellin			
Hall			
Mezzanine			
Basement			

### **Duties of the Building Warden on hearing the Fire Alarm**

1. Ensure occupants are evacuated from all areas via the nearest safe Exit. (Check all rooms, including toilets). You can be assisted by delegating Floor Wardens to check rooms and areas. Note the location of any persons remaining in premises, including persons with disabilities on the evacuation board.
2. Report to the front entrance and ensure the Fire Service has been notified by a **111 call**. (This may be delegated and reported back to you.) This may be done using telephone in neighbouring premises or mobile telephone. Clearly state the premises **St Columba Centre, 40 Vermont Street, Ponsonby, Auckland** and the **NATURE OF THE EMERGENCY** (fire, bells ringing etc).
3. Advise the Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities.
4. Advise the St Columba Centre Building Manager of the emergency.