

Selection criteria for ECO members

When selecting ECO members the following information is to be taken into consideration,

Chief Warden

The person appointed as Chief Warden should —

- (a) be capable of performing their duties;
- (b) be capable of leading and taking command;
- (c) display effective decision-making skills;
- (d) demonstrate the capability to remain calm under pressure;
- (e) be available to undertake their appointed duties;
- (f) be capable of effectively communicating with occupants and visitors;
- (g) be familiar with the facility;
- (h) be able to undergo relevant training.

Communications Officer (Chief Warden)

The person appointed as communications officer should-

- (a) Be capable of performing their duties;
- (b) Display effective decision-making skills;
- (c) Demonstrate the capability to remain calm under pressure;
- (d) Be available on-site to undertake their appointed duties;
- (e) Be capable of effectively communicating with occupants and visitors;
- (f) Be able to undergo relevant training.

Floor Wardens

Floor Wardens should be appointed consistent with the location of their day-to-day responsibilities. The Floor Warden responsibilities should be attached to a specific position, to ensure where possible, that the person appointed to the position in either a permanent or temporary capacity, carries out the necessary role or duty, however all nominated Wardens shall be familiar with this role.

Persons appointed as Floor Wardens should —

- (a) be capable of performing their duties;
- (b) have leadership qualities and the ability to command authority;
- (c) display effective decision-making skills;
- (d) demonstrate the capability to remain calm under pressure;
- (e) be available on-site to undertake their appointed duties;
- (f) be capable of effectively communicating with occupants and visitors;
- (g) be capable of deputising for other positions on the ECO; and
- (h) be able to undergo relevant training.

Wardens

Persons appointed as Wardens should —

- (a) be capable of performing their duties;
- (b) have leadership qualities and command authority;
- (c) be available to undertake their appointed duties;
- (d) be capable of communicating with occupants and visitors;
- (e) be capable of deputising for other positions; and
- (f) be able to undergo relevant training.

Deputies

The appointment of deputies shall be considered to ensure the effective functioning of the ECO. Persons appointed as deputies shall have the same capabilities and personal attributes as required for the substantive position.

Primary Roles & Duties

The primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life safety takes precedence over asset protection during an emergency.

Pre-emergency

The actions to be undertaken by the ECO prior to an emergency event are to include the following:

Chief Warden:

- (i) Maintain a current register of ECO members.
- (ii) Replace ECO members when a position becomes vacant.
- (iii) Conduct regular exercises.
- (iv) Ensure the emergency response procedures are kept up-to-date.
- (v) Attend meetings of the EPC, as appropriate.
- (vi) Attend training and emergency exercises, as required by the EPC.
- (vii) Ensure personal ECO identification is available.

Communications officer:

- (i) Ensure personal proficiency in operation of facility communication equipment.
- (ii) Maintain records and logbooks and make them available for emergency response.
- (iii) Ensure that ECO members are proficient in the use of the facility communication equipment.
- (iv) Ensure the ECO emergency communication contact details are up-to-date.
- (v) Attend training and emergency exercises, as required by the EPC.

Floor Warden:

- (i) Confirm sufficient Wardens for area of responsibility.
- (ii) Coordinate the completion of PEEP documentation.
- (iii) Report on deficiencies of emergency equipment.
- (iv) Ensure that Wardens have communicated the emergency response procedures to all occupants within their nominated areas.
- (v) Ensure that occupants are aware of the identity of their Wardens.
- (vi) Coordinate safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish) by Wardens throughout their area of responsibility.
- (vii) Attend training and emergency exercises as required by the EPC.
- (viii) Ensure personal ECO identification is available.

Wardens:

- (i) Ensure that all occupants are aware of the emergency response procedures.
- (ii) Carry out safety practices (e.g., clear egress paths, access to first-attack equipment and disposal of rubbish).
- (iii) Ensure personal ECO identification is available.
- (iv) Attend training and emergency exercises as required by the EPC.

Emergency

The actions to be undertaken by the ECO in the event of an emergency shall include, but are not be limited to the following:

Chief Warden:

On becoming aware of an emergency, the Chief Warden shall take the following actions:

- (i) Respond and take control as deemed appropriate.
- (ii) Ascertain the nature of the emergency and implement appropriate action.
- (iii) Ensure that the appropriate Emergency Service has been notified.
- (iv) Ensure that Floor Wardens are advised of the situation as appropriate.
- (v) If necessary, after evaluation of the situation and using all of the information and resources available, initiate an action plan in accordance with the emergency response procedure guidelines, and control entry to the affected areas.
- (vi) Monitor the progress of the evacuation and record any action taken in an incident log.
- (vii) Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the Senior Emergency Service Officer's instructions.
- (viii) Any other actions as considered to be necessary or as directed by the Emergency Services.

Deputy Chief Warden:

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

Communications Officer (Chief Warden):

The communications officer, on becoming aware of the emergency shall take the following actions:

- (i) Ascertain the nature and location of the emergency.
- (ii) Confirm that the appropriate Emergency Services has been notified.
- (iii) Notify appropriate ECO members.
- (iv) Transmit instructions and information.
- (v) Record a log of the events that occurred during the emergency.
- (vi) Act as directed by the Chief Warden.

Floor Wardens (FW's):

On hearing an alarm/or becoming aware of an emergency, The FW's shall take the following actions:

- (i) Implement the emergency response procedure guidelines for their floor or area.
- (ii) Ensure that the appropriate Emergency Service has been notified.
- (iii) When instructed to do so, direct Wardens to check the floor or area for any abnormal situation.
- (iv) Commence evacuation if the circumstances on their floor or area warrant this.
- (v) Communicate with Chief Warden and act on instructions.
- (vi) Advise the Chief Warden as soon as possible of the circumstances and action taken.
- (vii) Co-opt persons as required to assist a Warden during an emergency.
- (viii) Confirm that the activities of Wardens have been completed and report this to the Chief Warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.
- (ix) Wardens or persons selected as Wardens shall carry out activities as set out in the emergency response procedure guidelines, and as directed by the Floor Warden.

Wardens:

Warden activities may include the following:

- (i) Act as Floor Wardens in their absence.
- (ii) Operate the Communication System(s) in place.
- (iii) Check that any fire doors and smoke doors are properly closed.
- (iv) Close or open other doors in accordance with the emergency response procedure guidelines.
- (v) Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- (vi) Ensure orderly flow of people into protected areas e.g. emergency stairways.
- (vii) Assist occupants with disabilities.
- (viii) Act as leader of groups moving to nominated Assembly Areas.
- (ix) Report status of required activities to the Floor or Area Warden on their completion.

Post-emergency

The actions to be undertaken by the ECO after an emergency should include, but not be limited to the following:

Chief Warden/Evacuation Coordinator:

- (i) When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility as appropriate.
- (ii) Organize a debrief with ECO members and, where appropriate, with any attending Emergency Service/s.
- (iii) Compile a report for the EPC and management.

Floor Wardens and Wardens

- (i) Compile a report of the actions taken during the emergency for the debrief.

Note: All re-entry and post emergency actions should be done in collaboration with the facility owners, managers, occupiers and employers.

ECO members shall be identifiable by the use of coloured apparel that shall be at least one of the following:

1. Helmets.
2. Caps.
3. Hats.
4. Vests.
5. Tabards.

Identification apparel should be prominently marked with the wearer's ECO title; the type of identification used for each ECO designation shall be consistent throughout the facility.

Tenant Coordinator

The Tenant coordinator is responsible for;-

- Ensuring the appropriate number of Wardens are appointed
- Maintain Warden listing for their tenancy and advise Prensa
- Ensure Warden vacancies are filled
- All information is disseminated regarding training

A tenant coordinator may also hold a position as a Warden.