



# WARDEN NOMINATION FORM

**On Completion Please Email to: facilities@southporttowers.com.au**

**ADDRESS:** Southport Central **SUITE** \_\_\_\_\_

**TENANT/OCCUPIER:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **LEVEL:** \_\_\_\_\_

Each Tenant is asked to nominate a minimum of two Wardens. All tenancies must be represented by Wardens.

### FLOOR WARDEN NOMINATION

Name (Please Print Clearly)	Phone Number	Email Address	Signature

### TENANCY WARDEN NOMINATION

Name (Please Print Clearly)	Phone Number	Email Address	Signature

N<sup>o</sup>. of persons occupying tenancy: \_\_\_\_\_

By completing this Warden Nomination Form I approve/undertake the following:

- ⑩ That information collected on the Warden Nomination Form is made available to the Emergency Planning Committee and the Emergency Control Organisation and is a compliance requirement under AS3745.
- ⑩ I hereby give permission to First 5 Minutes to publish this information in the Warden Register which may appear in both hard copy and on a website secured by access codes.
- ⑩ That I will immediately advise First 5 Minutes should I at any time cease to hold this position.

/ Explanatory Notes on next page



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## EXPLANATORY NOTES

**EMERGENCY CONTROL ORGANISATION (ECO)**

An Emergency Control Organisation is established to control the response to any incident that may occur within or in the proximity of the building to ensure the safety of building occupants or members of the public.

Persons appointed to the ECO should—

- (a) be physically capable of performing their duties;
- (b) have leadership qualities and command authority;
- (c) have maturity of judgement, good decision-making skills and be capable of remaining calm under pressure;
- (d) be familiar with their future areas of responsibility;
- (e) be available to undertake their appointed duties;
- (f) have clear diction and be able to communicate with the majority of occupants and visitors; and
- (g) be willing and able to undergo relevant training.

**CHIEF WARDEN**

The person selected to head the ECO, in addition to the above, should have a good knowledge of the layout of the building, structure and workplace.

The Chief Warden should be a person whose duties do not require frequent absences from the building, and whose normal work station should preferably be close to the Emergency Control Point.

**DEPUTY CHIEF WARDEN (COMMUNICATIONS OFFICER)**

The communications officer shall be competent in the use of the communication equipment in the building, structure and workplace and have a clear commanding voice.

**NOTES:**

Where an EWIS is installed, the Communications Officer should operate the system.

Where no EWIS is installed, the receptionist/switchboard operator may be required to operate the communication equipment.

A communications officer's duties may be carried out by a deputy chief warden.

**FLOOR WARDEN**

It is the Floor Wardens responsibility to ensure the floor has been evacuated and report to the Chief/Deputy Chief Warden.

Floor or area wardens should be appointed consistent with the level of their day-to-day responsibilities. Where possible, the floor or area warden responsibilities should be attached to a specific position so that the person appointed to the position, in either a permanent or temporary capacity, carries out the necessary Warden functions. In any event, it is essential that the persons appointed have the qualities needed to enable them to perform duties required in emergencies. Factors to be considered include the following:

- (a) Availability—they should be persons who spend most of their time at, or near, their workstations.
- (b) Ability to organize others in an emergency.
- (c) Reliability.

(Ref: AS 3745-2002 Section 2.4.2.4)

**WARDENS**

Wardens should be appointed to assist the floor or area warden on the basis of there being sufficient Wardens to ensure the life safety of occupants. Wardens should also be capable of deputizing for other nominated positions.

(Ref: AS 3745-2002 Section 2.4.2.5)