

# Evacuation Warden Emergency Action Plan (EAP) Guidance

Evacuation Wardens serve as a quasi-supervisor, assisting **non-agency personnel** (e.g. customers or visitors) during an evacuation. Aside from serving in this role, Wardens follow **the EAP guidance related to their normal role** as a manager/supervisor or employee.

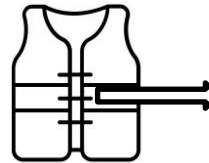
## Preparing for emergencies



Discuss responsibilities and expectations for your role with Management or Leadership:

- Specific areas to clear or other actions to take
- Information given to non-agency personnel (e.g. visitors or customers), such as locations of building exits and Areas of Rescue Assistance

## Responding to evacuations



### When alarm sounds:

- Stop all work immediately
- Get bright safety vest if it is close by
- Clear assigned areas (if safe) while evacuating building.
- Report any threats and hazards as appropriate.

### Accounting

- After exiting, keep going until safe
- Direct people to safety if warranted
- Go to assembly area as applicable

