

EMERGENCY CONTROL ORGANISATION [E.C.O.] F13 - Personnel

LEVEL	STAFF	E.C.O [Role* & Location]
1	R. Smith D. Cameron J. Dodson M. Robinson C. Jeffery A. Mitry C. d. Remedios H. Albutt M. White I. Kansoh C. Leamey S. Merlin T. Young	Chief + Exit Warden – FIP/Archway Deputy C.W. + Exit Warden - FIP/Archway Communications – FIP/Archway First Aid Officer – FIP/Archway First Aid Officer – FIP/Archway First Aid Officer – FIP/Archway First Aid Officer – FIP/Archway Floor & Exit Warden – S&W wings Deputy Floor & Exit Warden “ Evacuation Warden – South & West wings to archway Deputy Evac/n Warden - “ Evacuation Warden – North & West wings to archway Deputy Evac/n Warden - “
2	F. Lovicu P. Ceiley J. Mitrofanis J. Boros P. Van Welsem Gendi Gu V. Cheung Y. Smythe L. Harrison L. Jin N. Cole S. F. Levy L. Jacob D. Lai	Floor Warden – W201 Intercom [Levels 2 & 3 report to F.W.] Deputy Floor Warden – “ Exit Warden – S232/ Chemistry steps Deputy Exit Warden - “ Exit Warden - Eastern Ave steps Deputy Exit Warden - “ Evacuation Warden – Front door & South wing to S255 Deputy Evac/n Warden – “ Evacuation Warden – E202 & East wing to front door Deputy Evac/n Warden – “ Evacuation Warden – L/Hoek & West wing to W225 Deputy Evac/n Warden – “ Evacuation Warden – Retzius & North wing to I.T. N252 Deputy Evac/n Warden – “ [N.B. Class supervisors evacuate classes]
3	D. Bryce R. Ward N. Cole S. F. Levy V. Cheung ?? C. Murphy N. Ghazanfari M. Moscova D. Chhabra B. Phillips L. Burke	Evacuation Warden – E315/6 Deputy Evac/n Warden – “ Evacuation Warden – W312-7 Deputy Evacuation Warden – W312-7 Evacuation Warden – S301/4 Deputy Evacuation Warden – “ Evacuation Warden – N364//9 & E301/3 Deputy Evacuation Warden – “ Evacuation Warden – S318 Deputy Evacuation Warden – S318 Evacuation Warden – N344/350 Deputy Evacuation Warden – “ [These personnel notify Level 2 Floor warden of evacuation.]
4	W. Webster S. Assinder M. Gerke V. Balcar L. Henderson B. Dreher M. Pham	Floor Warden - W401 Intercom [Levels 4, 5 & 6 report to F.W.] Deputy Floor Warden - “ Evacuation Warden – E411 to S401 Deputy Evac/n Warden – “ Evacuation Warden – S419 to S468 Deputy Evac/n Warden – “ Evacuation Warden – W401 to W423

	L. Ting A. Markus S. Solomon	Deputy Evac/n Warden – “ Evacuation Warden – N401 to N454 Deputy Evac/n Warden – “ [N.B. Class supervisors evacuate classes]
5	K. Keay P. Austin P. Nash ?? M. Buksh ?? T. Chan Ling H. Mansour D. Allen T. Reardon J. Leung V. Sequira	Evacuation Warden – S502+ Keay Lab & E515+ Tutorial rooms Deputy Evac/n Warden – “ Evacuation Warden – S516/8 Deputy Evac/n Warden – “ Evacuation Warden – S521/3 Deputy Evac/n Warden – “ Evacuation Warden – Chan-Ling Lab Deputy Evac/n Warden – “ Evacuation Warden – N501/529 Deputy Evac/n Warden – “ Evacuation Warden – N543 to E506 Deputy Evac/n Warden – “ [These personnel notify Level 4 Floor warden of evacuation.] [N.B. Class supervisors evacuate classes]
6	C. Wang M. Byrne D. Donlon S. Croker M. Lovelace ?? R. Dampney D. Protti	Evacuation Warden – S618 to S632 Deputy Evac/n Warden – “ Evacuation Warden – W601 to W622 Deputy Evac/n Warden – “ Evacuation Warden – W623 & N622 Deputy Evac/n Warden – “ Evacuation Warden – N633 to N667 Deputy Evac/n Warden – “ [These personnel notify Level 4 Floor warden of evacuation.] [N.B. Class supervisors evacuate classes]

*** Warden Roles:**

- Chief/Deputy Warden to –
 - determine the location and the type of emergency
 - ensure that the appropriate emergency services and the University Security Service are notified
 - assess the situation and if necessary, initiate evacuation and control access to the affected areas
 - where appropriate, operate the buildings emergency warning system
 - accept reports from wardens and monitor the progress of the evacuation
 - liaise with Security and Emergency Service personnel on arrival at the scene, providing as much information as possible about the type and location of the emergency, and the progress of the evacuation
 - announce when the scene of the emergency is clear for re-entry.
- Communications to – Inspect emergency site to determined; notifies Chief warden. Leads Emergency Services to alarm site.
- Floor/Deputy Warden to – Coordinate evacuation. Directs evacuees to nearest safe exit. Notifies Chief warden of evacuation status.
- Evacuation/Deputy Warden to – Alert every room/area to evacuate. Then reports to floor warden. Other tasks as requested by the Chief or floor warden.
- Exit Warden to – direct evacuees to exit & prevents re-entry until declared safe to return
- First Aid Officers to – Seek Chief warden at FIP to determine if first aid required. Attend any casualties as instructed by Chief warden.