**General Duties:**

Safety Wardens are volunteers who agree to assist in directing everyone to the proper exit. If other personnel or a guest is unable to leave an area, a Safety Warden provides support and assistance. If additional assistance is needed, the situation should be reported to the Emergency Response Team and first responders.

**Responsibilities:**

Internal Safety Wardens:

* Inside the facility, direct personnel and any visitors, particularly those with disabilities, to safety routes or shelters.
* Before leaving their assigned area, check offices, conference rooms, restrooms, and any enclosed areas to ensure that everyone has left.
* Assist anyone unable to leave an area. If additional support is needed, ensure it is reported to the ERT and first responders.
* Ensure that doors and windows are closed but not locked.
* Take note of any obvious or unusual damage.
* Shut down critical services (e.g., gas) before evacuating the area.
* Retrieve and bring first aid equipment to the assembly area/shelter.
* Leave the area following others to the assembly site or shelter.
* When arriving at the assembly site/shelter, report the evacuation status of the area.

External Safety Wardens:

* Position themselves along exit routes directing people to the assembly area.
* Help to direct incoming and outgoing traffic to avoid blocking evacuation routes.
* Maintain clear lanes for first responder vehicles approaching the facility.
* If search and rescue assistance is requested by the authorities, assist these efforts if trained to do so.
* Coordinate next steps with first responders.

At Assembly Sites/Shelter Areas:

* Facilitate entry into the assembly area or shelter.
* Help maintain order.
* Share information on the situation as it is released by the Emergency Response Team.
* If trained, provide first aid to anyone needing assistance.
* Pay attention to the needs of anyone with disabilities and the elderly.

After the incident, Safety Wardens should submit their observations and comments to the Emergency Response Team, including recommendations for improvement.

Safety Wardens should receive training in areas such as first aid, directing traffic, and search and rescue. These courses are available from a variety of sources including your local fire department, the [Canadian Red Cross](https://www.redcross.ca/), and the [American Red Cross](https://www.redcross.org/about-us/our-work/training-education.html).