

Emergency Evacuation Chief Warden Checklist

Whilst each emergency can differ, the REACT procedure offers a set of immediate generic responses which are appropriate in most circumstances. They are:

Respond	You should always Respond to, or Raise the alarm
Examine	Examine what type of emergency you may be facing
Assess	Assess the risks to your life safety and that of others
Control	Take Control of the situation, act responsibly
Talk	Always Talk (communicate) with all parties concerned

THINK SAFETY AT ALL TIMES	
STAGE 1: Coordinate Facility Staff & Patrons	
Wear Chief Warden Clothing	Yes / No
Make Emergency Announcement <i>"All attention all Patrons. This facility is being evacuated, please remain calm, leave all pools and follow staff directions. All Patrons must leave via (add emergency exit details) and proceed to our emergency assembly point. This is located in front of the facility, on the public grassed area to the right after exiting"</i>	Yes / No
Direct Lifeguards to clear pools and conduct facility clearance activity - if safe to do so.	Yes / No
Contact Emergency Services / Place Evacuation Bag on Back	Yes / No
Appoint First Aider: Provide them with First Aid / Defib / Oxygen kits	Yes / No
STAGE 2: Evacuate the Facility	
Secure Entry Doors, take phone & SDS information	Yes / No
Direct available staff to carry additional oxygen cylinders or equipment - if able	Yes / No
Direct staff to escort patrons to the emergency assembly point	Yes / No
Appoint Staff member to stop Patron re-entering facility	Yes / No
Direct First Aider to administer as required	Yes / No
If time permits <ul style="list-style-type: none"> - Isolate gas & electricity supply - Close windows (fire only) - Open plantroom doors 	Yes / No
STAGE 3: At Emergency Assembly Point	
Head Count and Confirm all staff are at Emergency Assembly Point	Yes / No
Contacts Management - if required	Yes / No
Liaise with Emergency Services – as required	Yes / No
Request all Patrons to stay at the Emergency Assembly Point	Yes / No
Assist First Aid and Patron interacts as required	Yes / No
Request Patrons to identify those they came with to the facility	Yes / No
STAGE 4: Reports and Forms - Immediately after Incident	
Request Patrons to write name and contacts on Evacuation Point Muster sheet	Yes / No
Request Patrons needing to complete an incident report to do so	Yes / No
Collect names and details of responding Emergency Services – leadership, and any incident numbers or log details	Yes / No
Re-Open facility, when safe to do so.	Yes / No