

CHIEF WARDEN DUTY CARD



1. Put on identification hard hat
2. Contact wardens and identify emergency situation
3. Take control of the situation at the appropriate control point and:
 - a. Call wardens to control point and confirm situation
 - b. Determine appropriate assembly area – note wind direction
 - c. Determine evacuation route
 - d. Identify missing or injured persons in consultation with wardens
 - e. Brief management and personnel

Evacuation Actions:

1. Ensure all personnel, including visitors and contractors, under KTC control are assembled and accounted for
2. Hand over control to the emergency services on arrival
3. Assist the emergency services as required
4. Provide details of all personnel, including visitors and contractors, that are not accounted for
5. Ensure management are notified
6. Do not talk to media and instruct wardens of the same