

Do you know who your building warden is?

Building wardens assigned to non-hazardous facilities on site are responsible for ensuring protective actions are implemented for building occupants during emergencies. This is a critical duty, as the warden's responsibilities include personnel accountability, shutting down ventilation systems during take-covers and obtaining transportation for evacuations.

With the current shift of employees, building administrators need to ensure that all building warden positions are filled and Facility Emergency Response Information Boards in each facility reflect current contact information.

Before moving to a different building or area, building wardens are required to notify their building administrators so that new building wardens can be identified and trained. Without a trained building warden, building occupants may not take appropriate protective actions during an emergency.

Every employee can help keep emergency- response information up to date. Review the Facility Emergency Response Information Board in your facility today, and on a periodic basis, to ensure that you are familiar with your building emergency organization and information. If you find out-of-date information, inform your building administrator immediately.

For more information on the building warden requirements or other questions regarding emergency preparedness, call Craig Lansing at 373-4308. ■