Emergency Wardens

TERMS OF REFERENCE

Mandate:

The Emergency Wardens Program helps ensure the safety of the Royal Roads University (RRU) community. They assist in the evacuation of buildings, provide valuable information to building occupants and first responders, as required. They also provide critical information and raise awareness about emergency preparedness and responses at RRU.

Responsibilities:

The primary responsibility of RRU's Emergency Wardens is to assist in the safe evacuation of campus buildings. During evacuations, wardens collect and share valuable information to help first responders determine priorities and ensure the safety of everyone affected by the incident.

Additional Warden responsibilities are to:

- Convey safety information to those in their building or on their floor (prior to and during emergencies).
- Communicate and liaise with Operations, Security personnel or First Responders, as needed, during and after an incident.
- Promote and grow a culture of emergency preparedness at RRU
- Provide input and recommendations regarding RRU's Emergency Warden Program.
- Participate in training, exercises or drills related to emergency response and preparedness (generally amounting to 2-4 hours of time every quarter).

Membership & Engagement

The Emergency Warden program includes members from all areas of the university. Membership and associated time commitments will be supported by Managers or Supervisors. Regular participation in Warden meetings and training is required by all members.

Meetings

- Meetings will occur four times per year, in January, April, June and September.
- Special training sessions will be convened on an as-needed basis.
- The Resilience Coordinator will provide logistical support for meetings and training sessions.
- The Safety & Environment Officer or external agency representatives will provide warden training.

Reporting

- Key documents will be shared by email.
- The Emergency Wardens website will be a repository for general information and key guidelines.

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