**REPORTING LINE**

**MY PURPOSE**

The Fire Safety Warden is a vital role to ensure the safety of patrons, staff, and performers by overseeing and coordinating emergency procedures in the event of a fire or other hazards. The Fire Safety Warden also assists in maintaining clear evacuation routes, liaising with emergency services, and resetting facilities operations after emergencies.

**MY ATTRIBUTES, SKILLSET AND BEHAVIOUR**

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| **Responsibilities** |
| **Duties*** **Fire Safety:** Conduct venue fire safety protocols and evacuation procedures, familiarize the location of exits and maintain clear evacuation routes, monitor and take action on different alarms, check and operate fire-fighting equipment, identify potential fire hazards, ensure compliance with fire safety regulations
* **Facilities:** Familiarize the fire equipment, the building management system, and plant rooms for fire system and emergency recovery to be able to reset services after alarm activation.
* **Work Health & Safety:** Act as Communication Officer or Area Warden during performances and rehearsals; communicate with Chief Warden and emergency services; report incidents to Department Managers; partake regular in-house emergency training sessions; adhere to relevant WHS regulations; operate venue equipment according to safety guidelines
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| **Performance Indicators*** Maintain consistent vigilance
* Maintain excellent punctuality and reliability
* Follow set processes for isolation and de-isolation
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| **Criteria** |
| **Essential*** Experience with using fire equipment and operating fire systems
* Regular availability during weekday and weekend evenings
* Knowledge of Work Health Safety principles and fire emergency management
* Current NSW Working with Children Check clearance for paid employment
* Current NSW Driver’s Licence
* First Aid certificate

 **Desirable*** Experience with Facilities
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**ACKNOWLEDGEMENT**

I accept the position description as stated above and that the position description may need amending and updating periodically due to changes in responsibilities and organizational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

**Print Name:**

**Signature:**

**Date**: