



# **lifestyle** **workingbrookvale**

## **Fire Warden Nomination**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Suite No: \_\_\_\_\_

As you are no doubt aware, fire safety and emergency response training is an extremely important element of health and safety for all staff and occupants in our facility. Building / Facilities Management, on behalf of the building owners has a mandatory compliance requirement to ensure there is an Emergency Control Organisation (ECO) in place, made up of a building Chief Warden and wardens from all tenancies and that these wardens are trained and ready to take control in case of an emergency.

Building / Facilities Management provides regular training for wardens which involves:

- ❖ An Emergency Response Evacuation Exercise every 12 months – carried out in April by all building occupants
- ❖ Online training session to be completed every 12 months – to be completed in October

We are writing to you to make you aware of your obligations as a tenant and to encourage your participation in the training & exercise program that Building Management has in place for the benefit of all occupants. Below please give details of the Fire Warden for your suite.

Please encourage their completion of the online training session, firstly to ensure the safety of all building occupants, and also to ensure your compliance and the compliance of the entire facility.

Fire Warden Name: \_\_\_\_\_

Contact Mobile: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Owner / Tenant

Authorised person: \_\_\_\_\_

Signed: \_\_\_\_\_

To be completed by Building Management:      System Updated: \_\_\_\_\_

First Action notified: \_\_\_\_\_