



Secretariat

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INFORMATION CIRCULAR No. 23

Subject: Security wardens

I. INTRODUCTION

The purpose of the present circular is to establish a new system for security wardens at the Palais des Nations and its annexes. This system will be composed of staff members from the various departments, in accordance with circulars No. 4352 of 18 August 1997 (“Security wardens”) and No. 4341 of 24 June 1997 (“Security guidelines for unauthorized occupancy”). It will enable organized and coordinated action to be taken, on the instructions of the Security and Safety Section, in the event of an incident, accident or other specific event. This system will also enable the buildings to be evacuated speedily, if necessary, thereby guaranteeing optimum safety for all occupants.

II. GENERAL

When an unexpected incident occurs, for example a fire or accident or a problem involving protection of persons and United Nations property, various types of urgent action have to be taken.

(a) At the scene of the incident: the person who directly witnessed or detected it must immediately report it to the Security and Safety Section by calling the single emergency number: **112**.

As far as possible, the person who witnessed or detected the incident may and must take action using the means available on the spot (for example, a fire extinguisher or fire valve).

Whatever means is used, the person concerned must not place himself or herself in danger at any point.

(b) On receiving the alarm, the Security and Safety Section will intervene, take the necessary urgent measures and give provisional instructions pending the intervention, if necessary, of the specialized cantonal services such as the fire brigade, the police or the bomb disposal unit.

(c) When such action is justified by the nature or extent of the incident, orders may be given for the partial or complete evacuation of buildings. This will take place under the guidance of the security wardens.

III. SECURITY WARDENS

The security wardens will receive training that will enable them to perform the tasks for which they are responsible in their respective sectors.

Geographical sectors will be designated for all the buildings of the Palais des Nations and annexes. **Chiefs of Service, in conjunction with the administrative assistant of the section concerned, will appoint the security wardens in charge of evacuation. In each sector, there will be an evacuation officer and a deputy evacuation officer.** (In specific sectors, several deputies may be appointed.)

IV. SELECTION

These persons will preferably be volunteers and will if possible have the knowledge, experience or ability that will equip them particularly well to discharge their responsibilities. The evacuation officers or deputy evacuation officers will be appointed for a minimum period of one year, which will be interrupted only if the person concerned leaves the department or goes on extended mission.

V. DUTIES

Evacuation officers and/or their deputies will be responsible for:

- Updating the list of security wardens in their sectors;
- Keeping all the other staff members informed of any problem relating to security or safety in their sectors;
- Informing their colleagues in the sector of the instructions relating to their role as officers responsible for evacuations;
- Reporting any problems (obstruction of evacuation routes, lighting faults, lack of extinguishers and so forth) to the Security and Safety Section (ext. 72900/72902);
- Performing any specific tasks that might be entrusted to them in the context of overall safety and security;
- Evacuation officers and/or their deputies will perform clearly defined tasks (for example, in the event of an evacuation of the building(s)):
 - Requesting staff members to leave the premises;
 - Guiding staff members towards the emergency exits;

- Checking offices;
- Checking toilets or public areas in the sector concerned;
- Inspecting the sector concerned after the departure of all its occupants.

All the evacuation officers and their deputies will be issued with a fluorescent yellow jacket which they will wear while performing their duties as security wardens. They will be responsible for an evacuation sector that is clearly defined on a map provided to them on taking up their post. These materials must be returned to the Security and Safety Section when they cease their duties as officers responsible for evacuations.

Remarks: Conference officers and guides in the Visitors' Service will, by the nature of their duties, be responsible for the persons in their charge.

- Conference officers will be responsible for the room or rooms allocated to them and hence for the occupants of the room(s).
- Guides will assume responsibility for the visitors in their charge, and escort them to the exit indicated on the evacuation map for the sector in which they are located.

VI. TRAINING

All evacuation officers and their deputies will receive about half a day's training annually, in addition to the annual evacuation drill. It will take the form of about two hours of training (general training on fire risks, fire prevention measures and practical action during evacuation). These briefing and/or training sessions will be provided by the Specialized Intervention Unit of the Security and Safety Section.

Evacuation officers and their deputies will undergo this compulsory training once every two years.

VII. EVACUATION

Evacuation will be ordered as a preventive measure by the Division of Administration or, in the event of an emergency, by the Security and Safety Section, when there is a threat to the safety of staff members or the occupants of a building.

This evacuation order will be preceded by a continuous audible alarm and a pre-recorded message on office telephones in the various departments.

In an evacuation, the occupants will leave the sector in which they happen to be. They will follow the escape routes indicated on the evacuation maps posted in each building sector. They will go to the external assembly points (unless other specific instructions are given by the Security and Safety Section). The evacuation officers and/or their deputies will be responsible for guiding and assisting staff members, while ensuring that the evacuation process is conducted smoothly. They will leave the premises only after ensuring that all the occupants of the sector concerned have evacuated the building. At the assembly point, each evacuation officer and/or his or her deputy must report to the Security officer on the full evacuation of his or her sector.

VIII. ADDITIONAL ACTION

Although the evacuation of buildings is the main task entrusted to evacuation officers and their deputies, they may be called upon to take other action, for example in the event of the illegal occupation of premises, congestion of access routes and/or emergency exits, faulty fire protection equipment and so forth. The evacuation officers and their deputies will receive specific instructions from the Security and Safety Section during training or briefing sessions.

IX. FILE TO BE KEPT BY THE EVACUATION OFFICER AND/OR DEPUTY EVACUATION OFFICER

Every evacuation officer, in cooperation with his or her deputy or deputies, will keep a complete, up-to-date file containing all the guidelines issued by the Division of Administration and other instructions relating to evacuation, his or her map, an information sheet on the sector concerned, the list of offices and areas under his or her responsibility, their occupants, and specific circumstances **such as persons with impaired mobility or those with a disability requiring special attention in the evacuation arrangements.**

The Security and Safety Section remains available to all evacuation officers and their deputies to address any difficulties encountered in the performance of their role as security assistance officers responsible for evacuation in the interests of protection of persons and the property of the Organization.

(Signed): Aminata Djermakoye
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