

WARDEN RESPONSIBILITIES

When an American citizen agrees to act as a warden for the American Embassy Kyiv, Ukraine, he/she agrees to the following conditions:

1. The warden's name and contact information will be distributed to all U.S. citizens within his/her warden's area, if need arises.
2. The warden agrees to protect information regarding American Citizens and Permanent Residents confidential in accordance with the Privacy Act.
3. The warden may appoint at least one sub-warden or alternate who can substitute for the primary warden in his/her absence and ensure that the alternate is well versed in the primary warden's responsibilities.
4. The warden will assist the Embassy warden coordinator in selecting assembly areas and movement routes.
5. When contacted by the American Embassy with a request to locate or find a particular person, he/she agrees to make the best effort possible, within reasonable means, to find the person.
6. The warden, if possible, attends warden meetings (usually held in Kyiv).
7. In the case of emergency evacuation of citizens, the warden agrees to act as a point of contact with local government authorities, airports and airlines, using guidelines provided by the Embassy.
8. During an emergency the warden will:
 - Remain in contact with the Embassy and available to answer questions from those individuals in the area of responsibility;
 - Pass, receive, and distribute messages on the status of the emergency and suggest actions to be taken. Transmit messages to those in the warden area verbatim, without interpreting or expanding upon the message;
 - Ensure that the information contained in the appropriate written notice is made available to all U.S. citizens in the area of responsibility when standfast, drawdown or evacuations are contemplated;
 - Be prepared to provide the Embassy warden coordinator with the names and status of those individuals contacted and not contacted within the area of responsibility; and
 - If the primary warden expects to be unavailable, ensure that the alternate is available to carry out the warden's responsibilities.