

Fire warden aide-memoire

In the event of a fire alarm

- Put on a hi-vis vest
- Sweep your evacuation zone
- Direct persons to the nearest available exit (often not the way they came in)
- Persons that that cannot evacuate unaided should be directed or assisted to the nearest refuge
- Once outside, persons should be directed to the assembly point
- Report details of evacuation to security (include details of any persons who may not have evacuated for any reason)
- Persons should not be allowed to return to the building until it is declared safe by security

Personal safety

- Do not put yourself at risk in any way
- Small fires may be tackled by trained staff (but only if safe to do so)

On a daily basis, check that:

- Escape routes are clear
- Final exits are openable
- Fire doors aren't propped open
- Combustible material and ignition sources are properly controlled
- Extinguishers are in position