

Your Building Information

Building Name: _____

Your Designated Area: _____

Assembly Point Location: _____

Fire Warden Name: _____

Last Training Date: _____ Next Refresher Due: _____

 **EMERGENCY: WHEN THE FIRE ALARM SOUNDS**

1. Stay calm and take charge of your designated area

2. Instruct everyone to evacuate immediately via the nearest safe exit

3. Check all rooms, toilets, and storage areas in your zone

4. Close doors and windows (if safe to do so) to slow fire spread

5. Assist anyone who needs help, including those with disabilities

6. Do NOT use lifts • Do NOT collect personal belongings

7. Direct everyone to the assembly point

8. Report to Fire Safety Coordinator and account for all persons

9. Do NOT re-enter the building until Fire Services give the all-clear

 **Daily Fire Safety Checks**

☐ All fire exits are unlocked, unobstructed, and clearly signed

☐ Fire doors close properly and are not wedged open

☐ Escape routes are clear of obstructions and trip hazards

☐ Fire alarm call points are visible and unobstructed

☐ Fire action notices are clearly displayed

☐ Emergency lighting is functioning (where installed)

☐ No obvious fire hazards (blocked exits, combustible materials near heat sources)

 **Weekly Fire Safety Checks**

☐ Test the fire alarm (follow your building's test procedure)

☐ Check fire extinguishers are in place and pressure gauge shows green

☐ Inspect emergency exit signage for damage or poor visibility

☐ Check assembly point signage is clear and visible

☐ Review and update fire safety logbook

☐ Report any concerns or defects to Fire Safety Coordinator

 **If You Discover a Fire**

☐ Raise the alarm immediately (break glass at nearest call point)

☐ Call 999 and request Fire Services (if not already called)

☐ Only attempt to fight the fire if: it's very small, you're trained, you have the right extinguisher, and you have a safe exit behind you

☐ If in doubt, evacuate immediately

☐ Close doors behind you to contain the fire

☐ Never put yourself at risk

 **Assisting People with Disabilities**

☐ Know who in your area may need assistance (check Personal Emergency Evacuation Plans)

☐ Mobility issues: Guide to refuge point if safe, stay with them, inform Fire Services of their location

☐ Hearing impairment: Use visual signals, tap shoulder, write notes if needed

☐ Visual impairment: Offer your arm, describe the route, warn of obstacles

☐ Never use lifts during evacuation

☐ Don't leave anyone behind – if they can't evacuate, ensure Fire Services know their location

 **Emergency Contacts**

Emergency Services
Fire, Police, Ambulance: 999

Fire Safety Coordinator
Name: _____
Phone: _____

Building Management
Name: _____
Phone: _____

Other Fire Wardens
Name: _____
Phone: _____

 **Quick Fire Extinguisher Guide (If Trained)**

☐ **Water (Red):** Wood, paper, textiles • NOT for electrical or flammable liquids

☐ **Foam (Cream):** Flammable liquids, some solids • NOT for electrical fires

☐ **CO2 (Black):** Electrical fires, flammable liquids • Leaves no residue

☐ **Powder (Blue):** Most fire types including electrical • Can obscure vision

☐ **Wet Chemical (Yellow):** Cooking oil/fat fires (deep fat fryers)

Remember PASS: Pull pin • Aim at base of fire • Squeeze handle • Sweep side to side

 **After an Incident**

☐ Complete incident report form

☐ Record details in fire safety logbook

☐ Identify any issues with evacuation procedures

☐ Report equipment used or damaged

☐ Participate in post-incident debrief

☐ Recommend improvements to fire safety procedures