

CHIEF WARDEN DUTIES – EVACUATION CHECK SHEET

1. Put on Orange Chief Warden Vest and grab red evacuation folder.
2. Make a call to 111, ask for fire and once connected give building details and nature of emergency
3. Proceed to the predetermined wardens' muster point.
4. Await clearance reports from wardens and then mark the checking system used accordingly as reports are received.

Please check off each area with the whiteboard marker as you receive the clearance report. Ensure you note any area other further information accordingly on the sheet, such as people evacuating at their own pace or with their assistant. Simply place a tick ✓ in the zone, once cleared.

