

Duties of the Head Fire Warden

The Head Fire Warden shall be the person who is the first to arrive at the Incident Control Point.

(Trial Evac Only) Time the trial fire evacuation.

- 1. Put on the Head Fire Warden jacket**
- 2. Distribute arm bands to 4 fire wardens**
- 3. Distribute the 4 floor plans to the 4 fire wardens for them to clear each area.**
- 4. Check the Fire Alarm is sounding. If not, operate Manual Call Point at nearest exit door. (Trial Evac – activate the alarm in the Fire Alarm Box outside PM office)**
- 5. Go to the Assembly Point**
- 6. Dial 111 or make sure someone has dialled 111. (pretend in trial evac)**
- 7. Check in each fire warden to make sure all areas are clear.**
- 8. Meet fire officers when they arrive and liaise with them.**