



FireWarden.training
PREPARE • RESPOND • PROTECT

CHIEF WARDEN CHECKLIST

— YOUR LEADERSHIP CAN SAVE LIVES —



WORKPLACE / LOCATION



CHIEF WARDEN



REVIEW DATE

___ / ___ / ___



1. PREPAREDNESS



**BE READY
BEFORE AN EMERGENCY**



- | | |
|--|---|
| ☐ Emergency procedures and floor plans are current and easily accessible. | ☐ Wardens and staff know evacuation routes and assembly areas. |
| ☐ Fire exits, paths and doors are clear and unobstructed. | ☐ Vulnerable persons are identified and assistance plans are in place. |
| ☐ Firefighting equipment is available, accessible and regularly checked. | ☐ Alarm systems and communication devices are tested regularly. |
| ☐ Emergency contact numbers and procedures are displayed. | ☐ Emergency drills are conducted and documented. |
| ☐ Chief and deputy wardens are trained and roles are understood. | ☐ Hazards and risks are identified, reported and managed. |



2. EMERGENCY RESPONSE



**ACT QUICKLY
STAY IN CONTROL**



- | | |
|---|---|
| ☐ Assess the situation and raise the alarm if safe to do so. | ☐ Communicate clearly with emergency services. |
| ☐ Ensure people evacuate via the safest route. | ☐ Provide accurate information on the situation. |
| ☐ Assist vulnerable persons to evacuate. | ☐ Direct emergency services to the location. |
| ☐ Account for all staff, visitors and contractors. | ☐ Control access and keep evacuation routes clear. |
| ☐ Prevent re-entry to the affected area. | ☐ Monitor the situation until emergency services arrive. |



3. POST-EMERGENCY



**SUPPORT • REVIEW
IMPROVE**



- | | |
|--|--|
| ☐ Ensure everyone is safe and accounted for. | ☐ Complete incident reports and documentation. |
| ☐ Report injuries and secure first aid if required. | ☐ Identify lessons learned and improvement opportunities. |
| ☐ Preserve the scene for investigation. | ☐ Update procedures and emergency plans where required. |
| ☐ Report the incident to management. | ☐ Conduct follow-up training and drills. |
| ☐ Debrief with wardens and review actions taken. | ☐ Maintain equipment and check replacement needs. |



NOTES



PREPARE TODAY. PROTECT TOMORROW.



INTERNAL

EXTERNAL

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MOBILE

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