**FIRE WARDEN TRAINING CHECKLIST**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. What do I do first if I see flames or smell smoke? |
| 1. How do I notify others of a fire/emergency? |
| 1. Who calls the emergency services? |
| 1. When might I decide to tackle a fire with a portable extinguisher? |
| 1. Where is the outside assembly point? |
| 1. Where do I meet the fire department during a fire evacuation? |
| 1. What do I do if the smoke is thick? |
| 1. How do I recognise an exit door? |
| 1. If the lighting is off, where is the nearest torch? |
| 1. Where is the main electrical switch? |
| 1. My wallet and jacket are inside -what do I do? |
| 1. An occupant says, “I want my handbag” - what do I do? |
| 1. Who meets the emergency services when they arrive? |
| 1. Do I shut doors during an evacuation? |
| 1. Where is the building fire alarm panel located? |
| 1. Some building occupants are blocking access to the emergency services – what do I do? |