**FIRE WARDEN TRAINING CHECKLIST**

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

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