

**Fire Warden Action Card**

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| **Area/Floor:** |  |

**UPON HEARING THE FIRE ALARM:**

* Put on the fire warden vest
* Instruct everyone to commence evacuation of the area via the nearest safe route and to proceed to the assembly point:
* **The assembly point is:**
* **Appoint staff to:**
* Check all rooms/areas, including toilets, to ensure everyone evacuates and report back to you
* Turn off any equipment, appliances or systems that if left unattended could cause a fire e.g. toasters, microwaves etc.… if it is safe to do so,
* Assist anyone who may require assistance
* Check all fire/smoke doors are closed when leaving your area and that no one returns
* Report to the building warden at the main fire panel and advise if your area is clear or if people remain
* **The main fire panel is located:**
* Assist with crowd control or other duties as directed
* **Do not re-enter if the alarm stops sounding.** Only allow people to re-enter when you receive authorisation from the Building Warden or Fire & Emergency NZ (FENZ)