Fire warden awareness: preparing for a venue briefing

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / role / date	
Assigned zone	
tasks and limits	
communication	
reporting point	
cover	
drill observation	
corrective action	

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online