

Fire warden duties checklist

Record areas and hours, not just names. A list of names cannot show you a gap.

What training a warden should have, and how often, comes out of the fire risk assessment for these premises — it is not set by this sheet. What is on this sheet is who covers what, what they are expected to do, and what they are not.

PREMISES	PREPARED BY	DATE
RESPONSIBLE PERSON	VERSION	REVIEW DATE

WARDENS, AREAS AND COVER

Name — area — hours covered — deputy	
Name — area — hours covered — deputy	
Name — area — hours covered — deputy	
Name — area — hours covered — deputy	
Name — area — hours covered — deputy	
Name — area — hours covered — deputy	
Areas or hours with no cover, and what happens then	

ROUTINE DUTIES

	EXPECTED	N/A
Walk the area and look for obstructed routes and wedged doors	☐	☐
Check fire action notices are present and current	☐	☐
Report defects, and know who to report them to	☐	☐
Know who in the area has a PEEP	☐	☐
Know where visitors and contractors are signed in	☐	☐
Attend briefings and drills	☐	☐
	☐	☐
	☐	☐
	☐	☐

ON THE ALARM

Write down which rooms are checked and the point at which the warden leaves regardless.

	EXPECTED	N/A
Put on the identifying tabard or vest	☐	☐
Sweep the area — the rooms listed below	☐	☐
Direct people to the nearest available exit	☐	☐
Check the specific rooms listed as needing a check	☐	☐
Assist, or confirm assistance for, anybody with a PEEP	☐	☐
Close doors on leaving where it is safe to do so	☐	☐
Leave by the nearest available exit	☐	☐
Leave regardless at the point defined below	☐	☐
	☐	☐
	☐	☐
	☐	☐

THE SWEEP, IN DETAIL

Rooms and spaces to be checked in this area	
Spaces that are easily missed — stores, plant, toilets, roof access	
The point at which the warden leaves regardless	
How the warden reports the area swept, and to whom	

AT THE ASSEMBLY POINT

	EXPECTED	N/A
Take the roll call for the area	☐	☐
Report to the person coordinating	☐	☐
Report anybody unaccounted for, and where they were last known to be	☐	☐
Report anything found during the sweep	☐	☐
Keep people at the assembly point until the all-clear	☐	☐
Brief the fire and rescue service if asked	☐	☐
	☐	☐
	☐	☐

WHAT A WARDEN IS NOT EXPECTED TO DO

On the same sheet as the duties, deliberately.

Fight a fire — beyond what they are trained and willing to tackle, and only if safe	☐
Enter or search a smoke-logged area	☐
Re-enter the building once out	☐
Use a lift that is not a marked evacuation lift	☐
Lift or carry a person without the agreed equipment and help	☐
Remain in an area past the point defined above	☐

TRAINING AND BRIEFING RECORD

Name — training / briefing — date — by whom	
Name — training / briefing — date — by whom	
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Name — training / briefing — date — by whom	
Name — training / briefing — date — by whom	

ACCEPTANCE AND REVIEW

WARDEN SIGNATURE	DATE
RESPONSIBLE PERSON	DATE
VERSION THIS SUPERSEDES	DATE OF NEXT REVIEW