

.....WARDEN Instructions.....

ON ALERT TONE:

- Put your **HELMET** on,
- Go to your **WIP**, lift handset,
- **WAIT** for instruction from the Chief Warden (It's likely only one warden will be spoken to).

IF DIRECTED to investigate (< 5min.)

- Leave your **WIP** off hook...so you can be heard,
- **LOOK** for smoke, fire or activated detector,
- **WARN / MOVE** persons in danger,
- Close **DOORS** (but DON'T lock!),
- **REPORT** status to the Chief Warden using **WIP**

- Hang-up **WIP**,
- **CHOOSE** safe exits/ and assembly point,
- **SEARCH** all areas toilets etc; **BANG** on doors,
- **MOVE** mobility-impaired persons to safe-haven (eg stairwell...ask a volunteer to stay with them),
- **DIRECT** occupants to their assembly point,
- **GUARD** doors and prevent re-entry;
- **REPORT** to Chief Warden at MIECP when evacuated (report the location of people who refused to leave),
- **INFORM** people at assembly points on status.

ON EVACUATE TONE:

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