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.

In the event of evacuation:
- INFORM people at assembly points on status
- INFORM people at exit doors on status
- REPORT to Chief Warden at visible WIP
- DIRECT occupants to their assembly point
- HELP extinguish初期小火; ensure nothing ignites
- SAVE ALL assets, materials, etc. CHANCE on doors
- CHOOSE a safe exit and assemble point
- Leave in WIP