

Chief Fire Warden roll call procedure

The warden/s in charge of the assembly areas should organise the following:

Congregational members

- Forms groups based on family units and relationships.
- One person from each group to report to the person in charge of assembly area.
- Report that all are present.
- Report if a member cannot be located.
- Visitors to be identified.

Staff

- Forms groups based on the work unit or floor.
- One person from each work unit or floor to report to the person in charge of assembly area.
- Report that all are present.
- Report if a staff member cannot be located.
- Visitors to be identified.

Students

- Form groups based on the units.
- One person from each unit to report to the person in charge of assembly area.
- Report that all are present.
- Report if a student cannot be located.
- Visitors to be identified.

A summary of this information including the last known location of the missing persons is to be provided to the Chief Fire Warden to give to emergency services personnel on arrival.