**Responsibilities of a Chief Fire Warden**

* To be the only person to speak to emergency services other than CEO/Management

(Or can allocate one of the assistants if any of the above are unavailable. Emergency services will ask to speak to the person in charge so that there is no confusion)

* To take full control of the fire drill / evacuation

(Please know that drills need to be taken seriously for training and safety purposes in the case of a real future emergency occurring, assistance is available if you would prefer)

* To ensure there is a full understanding of the roll and ask questions if there is any uncertainty
* To sign off on reports before conclusion of each stage