

EVACUATION STEWARD ROLE

- **PERSONAL SAFETY IS IMPORTANT.** If people refuse to evacuate they do so at their own risk.
- Check designated zone areas to ensure that they are evacuated. Look into room but do not spend time going into rooms.
- If there are signs of fire in a room (e.g. smoke filtering out around the door) **do not enter or open the door.**
- So far as possible ensure that all doors (especially fire doors) are closed.
- Check any refuge areas for anyone awaiting assistance.
- Report the status of the zone to the Evacuation Co-ordinator.
- Undertake secondary duties as directed by the Evacuation Co-ordinator.