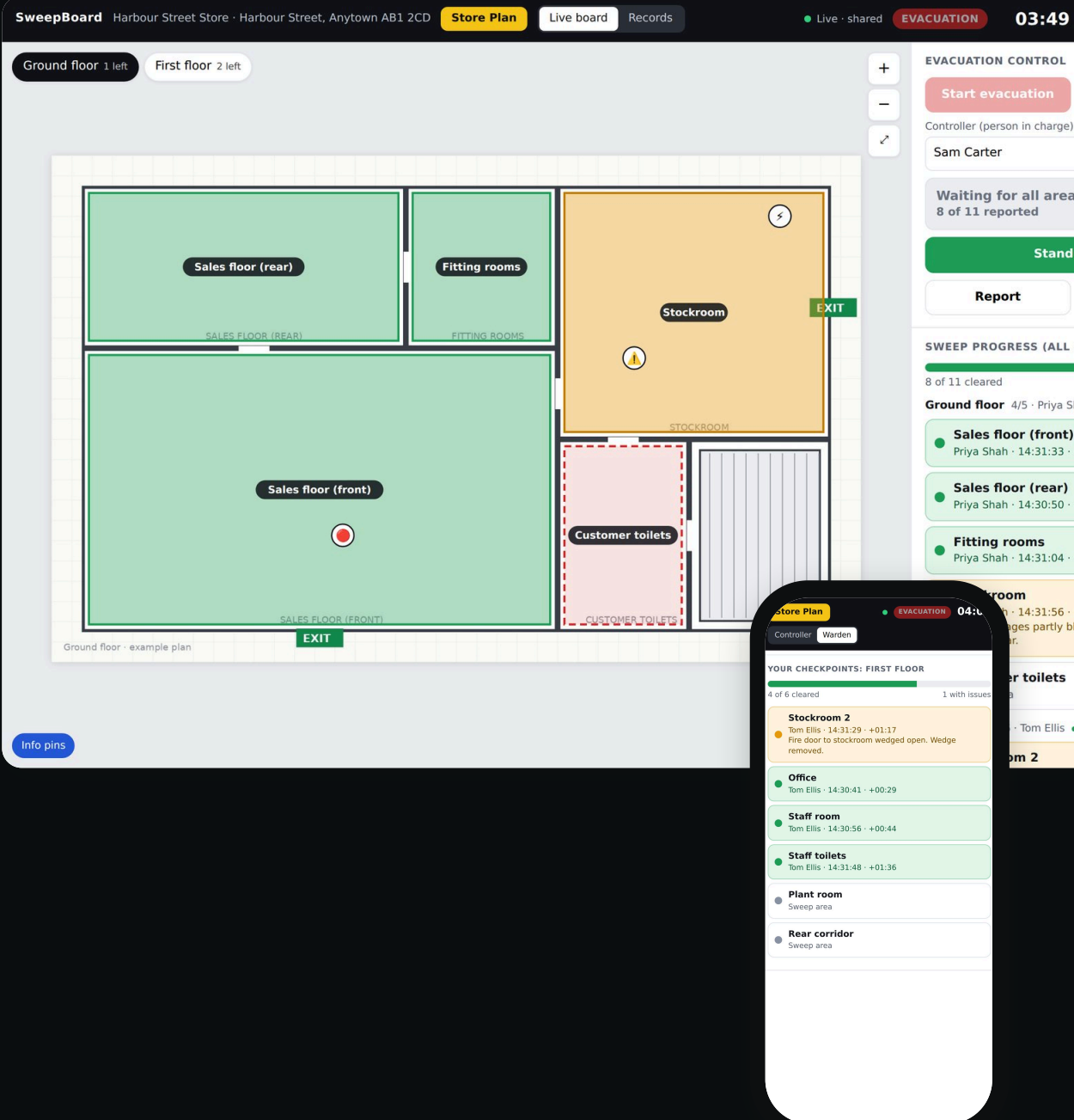


LIVE FIRE WARDEN SWEEP BOARD

EVERY AREA SWEEP. EVERY SECOND RECORDED.

A phone-based system that runs your fire evacuations and drills in real time, and turns every one into a complete, time-stamped record.

Client introduction · Total Risk Management Ltd
Fire and health & safety consultancy



The screenshot displays the SweepBoard interface for a 'Harbour Street Store'. The top navigation bar includes 'SweepBoard', the store name, location, and tabs for 'Store Plan', 'Live board', and 'Records'. A status bar on the right shows 'Live · shared', 'EVACUATION', and the time '03:49'.

The main area shows a floor plan with rooms labeled: 'Sales floor (rear)', 'Fitting rooms', 'Stockroom', 'Sales floor (front)', and 'Customer toilets'. An 'EXIT' button is visible on the right side of the plan. A red dot on the 'Sales floor (front)' indicates a fire alarm location.

On the right, the 'EVACUATION CONTROL' panel includes a 'Start evacuation' button, a list of controllers (Sam Carter), and a status 'Waiting for all areas 8 of 11 reported'. Below this is a 'SWEEP PROGRESS (ALL)' section showing '8 of 11 cleared' and a list of areas being swept: 'Sales floor (front)', 'Sales floor (rear)', and 'Fitting rooms'.

A mobile phone overlay shows the 'YOUR CHECKPOINTS: FIRST FLOOR' section, listing areas like 'Stockroom 2', 'Office', 'Staff room', 'Staff toilets', 'Plant room', and 'Rear corridor' with their respective sweep times and status.

MOST EVACUATIONS STILL RUN ON A CLIPBOARD, A RADIO AND MEMORY

When the alarm sounds, the person in charge needs to know three things fast: has every area been checked, is everyone accounted for, and what did the wardens find. On paper, those answers arrive slowly, incompletely, or not at all.

- **Missed areas.** Toilets, fitting rooms, stockrooms, plant rooms and back offices are the places most often left unchecked, and nobody knows until afterwards.
- **No clear picture at the assembly point.** The controller relies on wardens finding them in a crowd and reporting verbally, floor by floor.
- **No reliable timings.** "How long did it take to clear the building?" is usually a guess made after the event.
- **Visitors and contractors.** The signing-in book is checked late, if at all.
- **Weak records.** Drill forms are filled in from memory, filed late or lost, so there is little evidence the evacuation plan actually works.
- **Staff turnover.** New or stand-in wardens don't know every area on their floor.

THE QUESTIONS ASKED AFTERWARDS

By an inspecting officer, insurer, landlord or your own head office.

- Who checked each area, and when?
- Was anywhere missed or inaccessible?
- When was the building confirmed clear?
- Were staff, visitors and contractors accounted for?
- What problems were found, and what was done about them?
- How often do you test the plan, and is it improving?

SWEEPBOARD ANSWERS THEM WHILE THE EVACUATION IS STILL RUNNING.

Every tap is named, time-stamped and saved, so the record builds itself.

YOUR EVACUATION PLAN HAS TO WORK, AND YOU NEED TO SHOW THAT IT DOES

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 · ENGLAND & WALES

ARTICLE	WHAT IT REQUIRES OF THE RESPONSIBLE PERSON
Art. 8 & 9	Take general fire precautions and carry out a suitable and sufficient fire risk assessment.
Art. 11	Make and give effect to fire safety arrangements for planning, organisation, control, monitoring and review.
Art. 15	Establish procedures for serious and imminent danger, and nominate enough competent persons to implement evacuation.
Art. 18	Appoint competent persons to assist with preventive and protective measures.
Art. 21	Provide adequate safety training, repeated periodically.

Scotland: Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006. Northern Ireland: Fire and Rescue Services (NI) Order 2006 and Fire Safety Regulations (NI) 2010. The duties on evacuation procedures, training and review are similar.

RECORDING IS NOW EXPECTED OF EVERYONE

Since 1 October 2023, section 156 of the Building Safety Act 2022 requires all responsible persons in England and Wales to record their full fire risk assessment and their fire safety arrangements in writing.

DRILLS ARE HOW THE PLAN IS TESTED

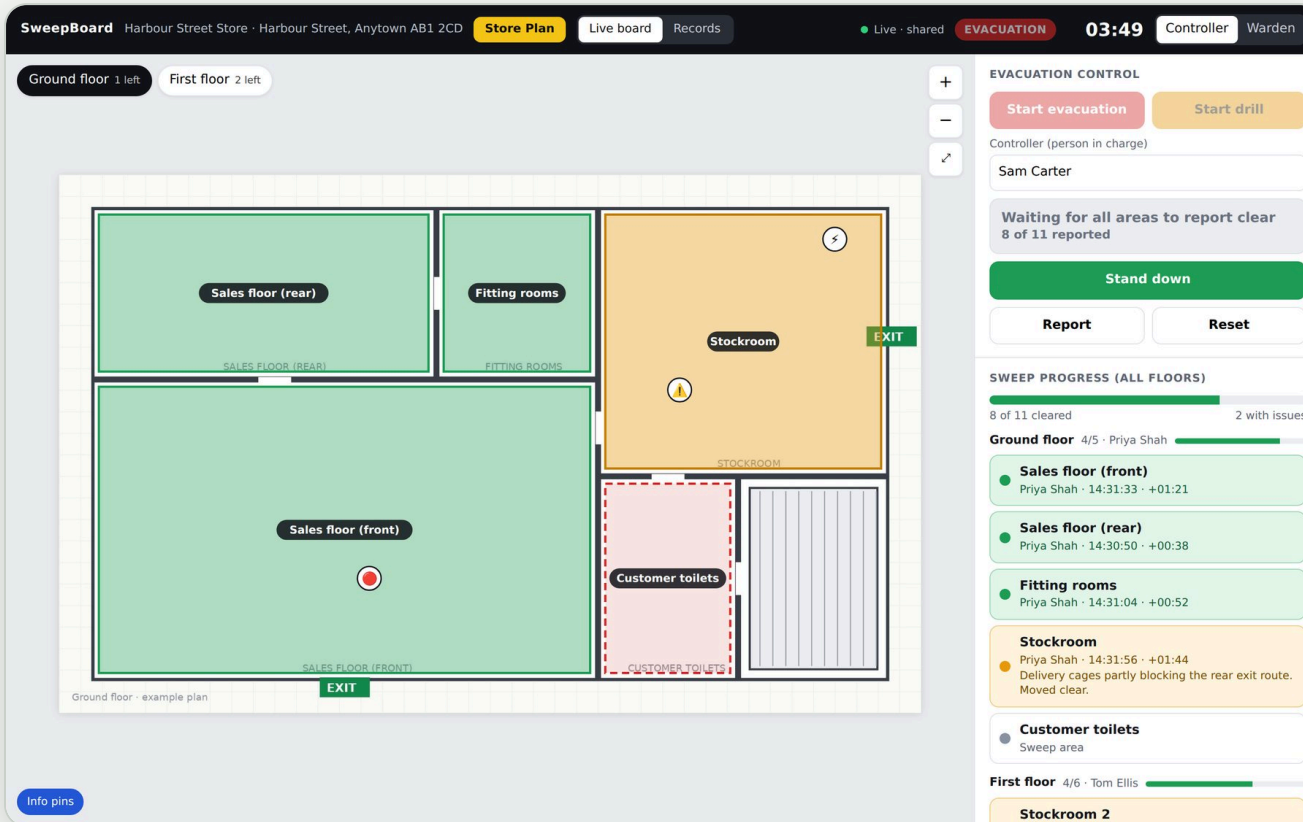
HM Government guidance for premises such as offices and shops expects evacuation procedures to be tested by fire drills, at least once a year, with the results recorded and any lessons acted on.

WHERE SWEEPBOARD FITS

SweepBoard gives you a consistent way to run the procedure and an automatic written record of every drill and evacuation. It supports your compliance. It does not replace your fire risk assessment, alarm system, emergency plan or staff training.

THE SOLUTION

ONE LIVE BOARD. EVERY WARDEN'S PHONE. A RECORD THAT WRITES ITSELF.



The incident controller's live board during an evacuation. Green areas are clear, amber areas were cleared with an issue, red dashed areas are still to be swept.

- 1 For the incident controller**
The site's own floor plans with every sweep area colour-coded live, a clock, sweep progress, roll call, notes and a live log.
- 2 For fire wardens**
Their own floor only, a simple list of areas and three large buttons per area: Clear, Issue, No access.
- 3 For managers and auditors**
A saved report for every drill and evacuation, a records history per site and a CSV export.

- Runs in the phone's web browser or from the Home Screen
- No app store, no special hardware
- Uses your existing floor plans
- Every device updates within seconds
- Each client has its own secure, separate database

FROM ALARM TO STAND DOWN IN FIVE STEPS

1

RAISE IT
The incident controller enters their name and taps **Start evacuation** or **Start drill**. The clock starts and the log opens.

2

ALERT WARDENS
Every registered warden and controller phone receives an alert that names the site and tells each warden which floor to sweep.

3

SWEEP
Wardens check each area on their floor and tap **Clear**, **Issue** or **No access**. The controller's board updates live.

4

ALL CLEAR & ROLL CALL
When the last area reports, the all-clear time is stamped. The controller ticks staff, visitors and contractors at the assembly point.

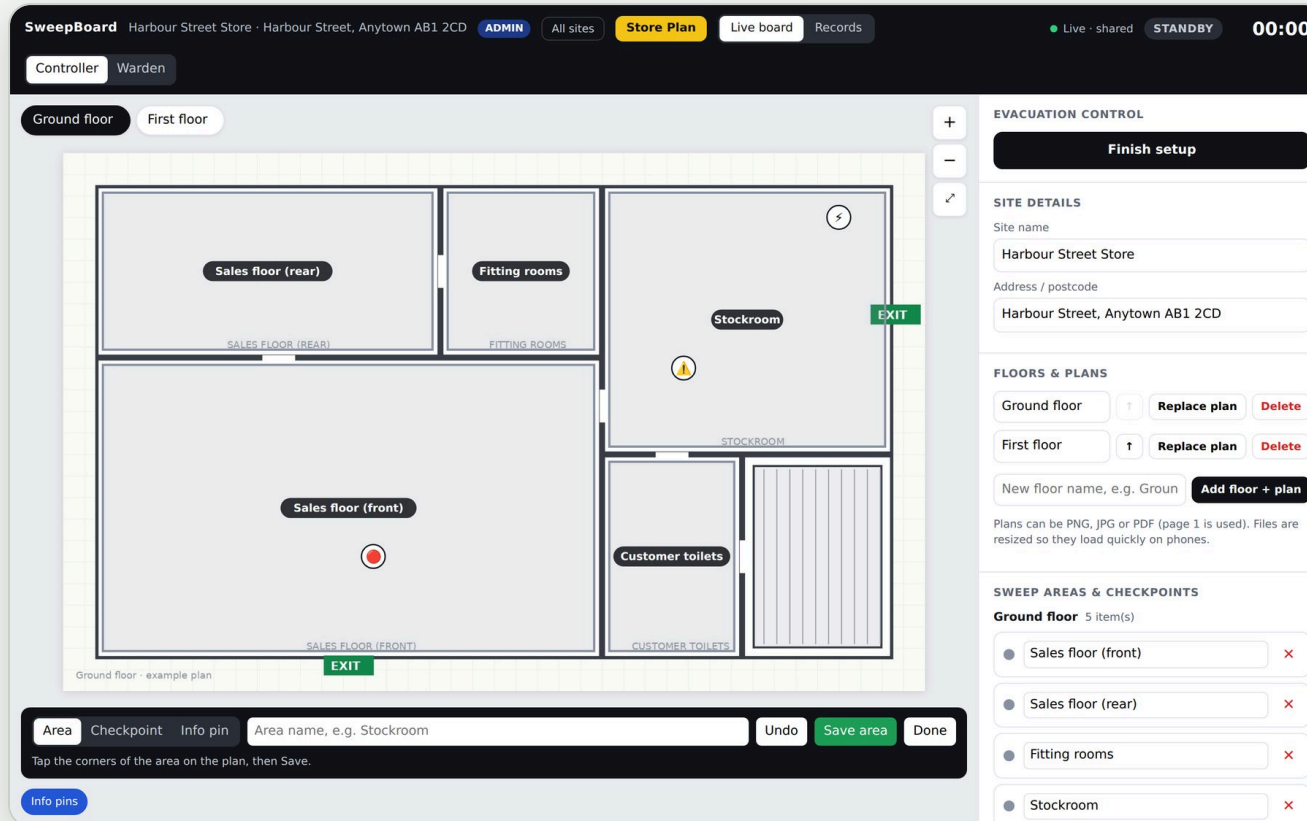
5

STAND DOWN
The controller presses **Stand Down**. Phones are told, and the full report is saved to the site's records.

WHAT EACH PERSON DOES

ROLE	BEFORE	DURING	AFTER
Incident controller	Knows the Store Plan and their action card	Starts the incident, watches the board, follows up gaps, meets the fire service	Adds notes, stands down, reviews the report
Fire warden	Has SweepBoard on their phone with alerts on	Sweeps their floor and taps each area as it is checked	Reports to the controller at the assembly point
Administrator	Sets up floors, areas, Store Plan and QR codes	Nothing required	Reviews records and trends across sites

SET UP ONCE FROM YOUR OWN FLOOR PLANS

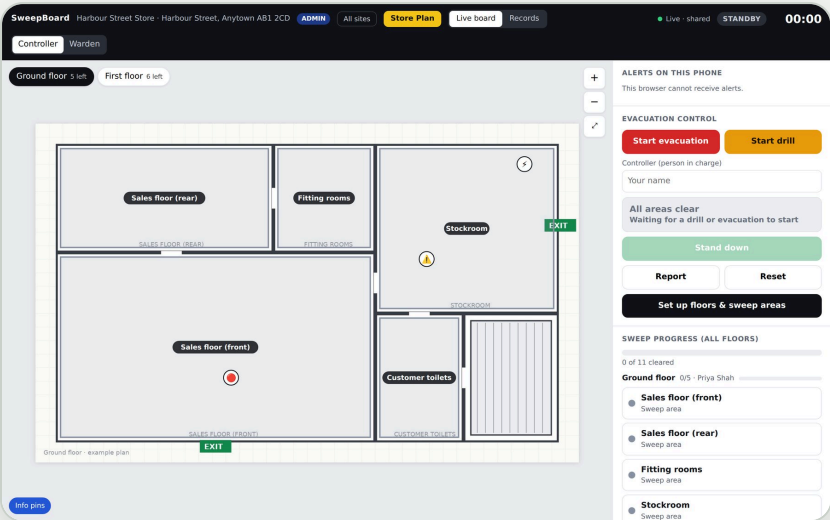


Administrator set-up: upload a plan for each floor, then tap the corners of each sweep area and name it.

- **Floor plans.** Upload the plans you already have (PNG, JPG or PDF). They are resized to load quickly on phones.
- **Sweep areas and checkpoints.** Draw each area on the plan and give it the name staff use, such as "Fitting rooms" or "Rear stockroom".
- **Refuge areas.** Place each floor's refuge, usually the escape stair landing. It is always the last item in the warden's sweep.
- **Information pins.** Mark the fire alarm panel, isolation points, assembly point and known hazards. These feed the fire service handover.
- **Store Plan.** Add site details and the controller and warden action cards.
- **Locked down.** Only named administrators can change the set-up or delete records. Wardens can't accidentally alter it.

Typical set-up time: about an hour per site.
TRM can do this for you as part of onboarding.

ONE TAP STARTS THE EVACUATION AND ALERTS EVERY WARDEN



The controller's board on standby. The controller enters their name, then taps Start evacuation or Start drill.

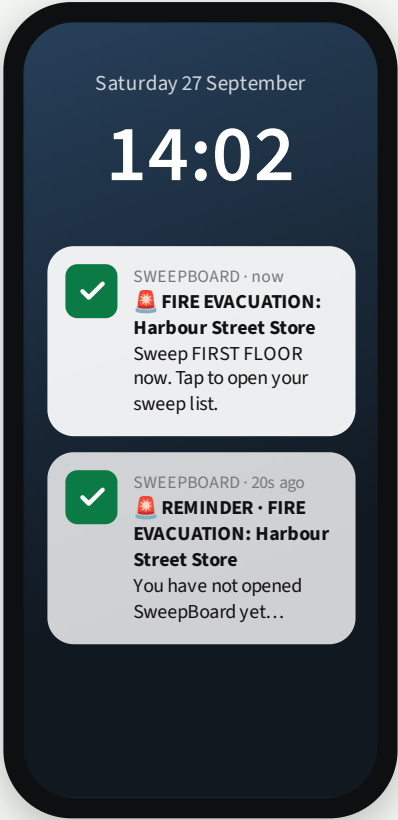
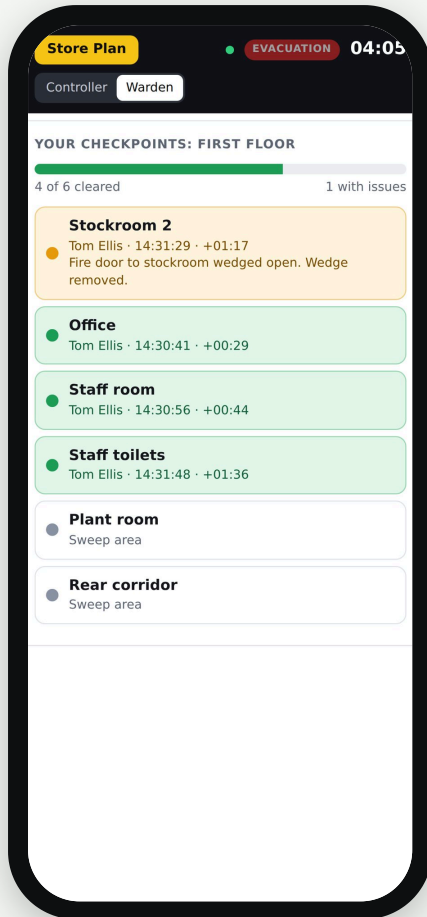


Illustration of the Lock Screen alert on an iPhone

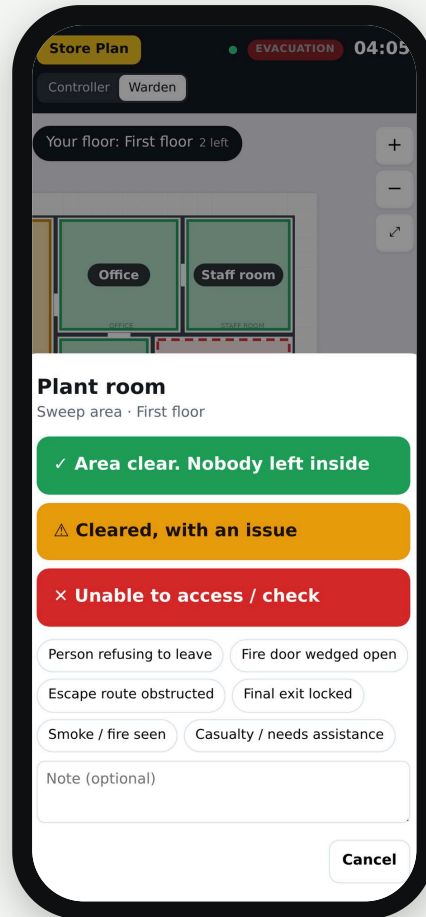
- **Alerts on every registered phone.** Wardens and controllers turn on alerts once. iPhones need iOS 16.4 or later, with SweepBoard added to the Home Screen.
- **Told exactly what to do.** Each warden's alert names their floor. Controllers are told to go to the fire alarm panel.
- **Reminders.** Phones that haven't opened SweepBoard are alerted again at 20 and 45 seconds.
- **Red badge** on the app icon while the incident is live, cleared at stand down.
- **Drill or real.** Drills are clearly marked "FIRE DRILL" throughout, so nobody confuses the two.

Alerts use the phone's standard notifications. Like any app, they follow the phone's own silent, Focus and Do Not Disturb settings, so the set-up guide covers the recommended phone settings. The fire alarm remains the primary warning.

WARDENS SEE THEIR FLOOR, AND NOTHING ELSE



Sweep list for the First floor



Reporting an area

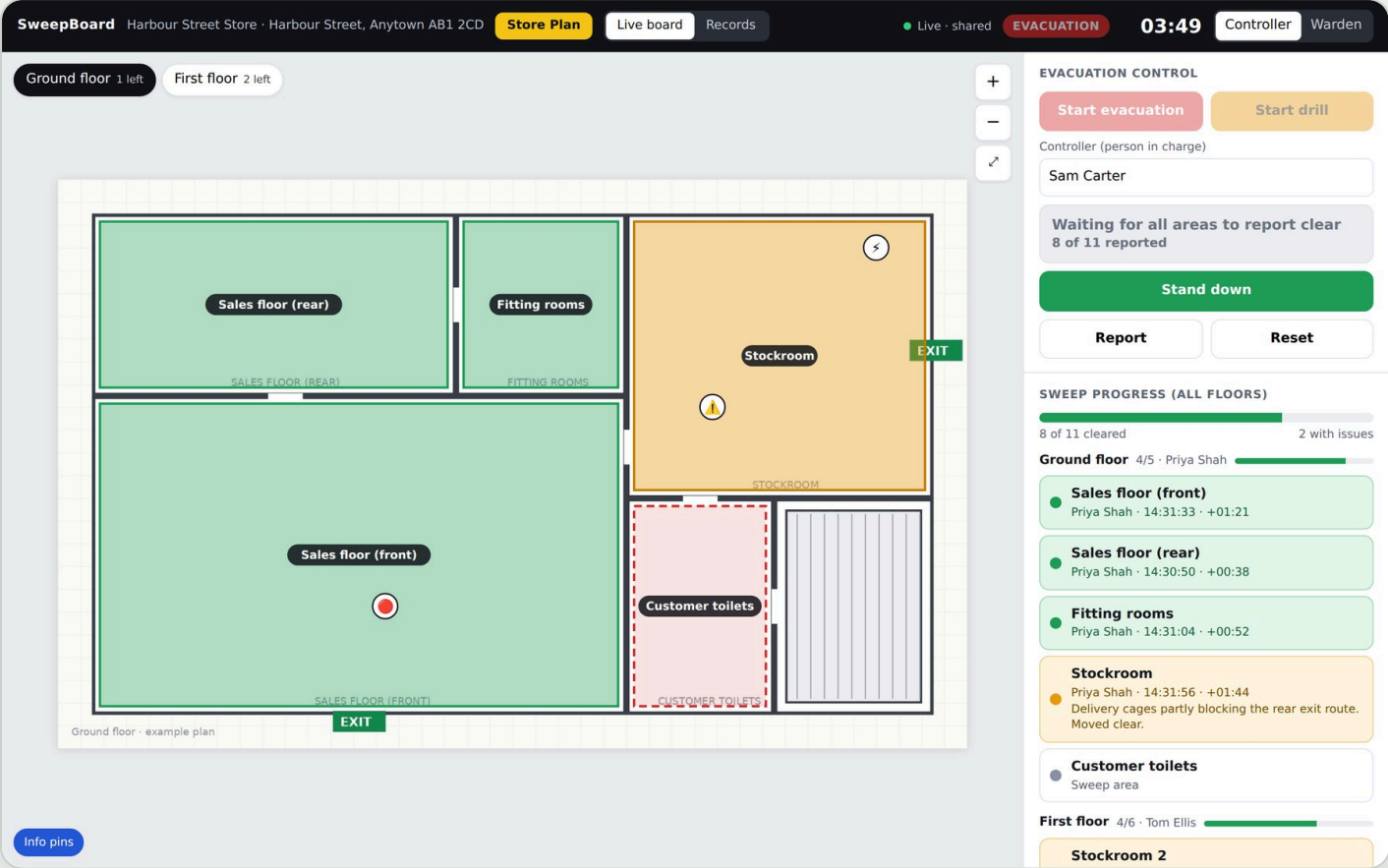
Designed for use on the move, under pressure, by staff who may not be regular wardens. Big buttons, plain words, one floor.

THREE OUTCOMES FOR EVERY AREA

- CLEAR** Area checked. Nobody left inside.
- ISSUE** Checked and cleared, but something was found, such as a wedged fire door or blocked exit route.
- NO ACCESS** The warden couldn't enter or check it. The controller follows this up.

- **Quick notes:** one-tap options such as "Person refusing to leave", "Final exit locked" or "Casualty / needs assistance", plus free text.
- **Every tap is recorded** with the warden's name, the time and the time since the alarm.
- **Colour on the plan and in the list:** areas turn green, amber or red so progress is obvious at a glance.
- **Floor complete:** when the last area is done, the warden is told to report to the assembly point.
- **Store Plan button:** the warden's action card and floor details are always one tap away.

THE WHOLE BUILDING ON ONE SCREEN, UPDATING LIVE



- A Status and clock**
Evacuation or drill, time since the alarm, and a Live indicator showing the board is connected.
- B Floor tabs**
Each shows how many areas are left. Tap to switch floors.
- C Live floor plan**
Every area coloured by its status, with information pins such as the alarm panel and known hazards.
- D All-clear box**
Shows how many areas have reported, then stamps the exact time the last one reported clear.
- E Sweep progress**
Every area by floor, with who checked it, when, and any notes, so gaps can be chased immediately.

Works on a tablet, laptop or phone. More than one controller device can follow the same board at once.

KNOW WHEN THE BUILDING IS CLEAR, AND WHO IS ACCOUNTED FOR

EVACUATION

04:03

Controller

Warden

EVACUATION CONTROL

Start evacuation

Start drill

Controller (person in charge)
Sam Carter

✓ All areas reported clear at 14:32:13 (+02:01)

Ready to stand down

Stand down

Report

Reset

SWEEP PROGRESS (ALL FLOORS)

11 of 11 cleared2 with issues

Ground floor5/5 · Priya Shah

Sales floor (front)
Priya Shah · 14:31:33 · +01:21

Sales floor (rear)
Priya Shah · 14:30:50 · +00:38

Fitting rooms
Priya Shah · 14:31:04 · +00:52

Stockroom
Priya Shah · 14:31:56 · +01:44
Delivery cages partly blocking the rear exit route.
Moved clear.

Customer toilets
Priya Shah · 14:32:04 · +01:52

First floor6/6 · Tom Ellis

All areas reported clear, time-stamped.

EVACUATION

03:49

Controller

Warden

Staff room
Tom Ellis · 14:30:56 · +00:44

Staff toilets
Tom Ellis · 14:31:48 · +01:36

Plant room
Sweep area

Rear corridor
Sweep area

WARDENS CONNECTED

Priya ShahGround floor

Tom EllisFirst floor

Sam CarterController

Sam CarterController

ASSEMBLY POINT ROLL CALL

✓ All staff accounted for
Confirmed by Sam Carter at 14:32:10 (+01:58)

All visitors accounted for
Tick once confirmed at the assembly point

All contractors accounted for
Tick once confirmed at the assembly point

Not yet confirmed: visitors, contractors

CONTROLLER NOTES

Alarm activated by smoke detector, zone 3 (rear stockroom). Fire service called at 14:02 by Sam Carter.

Wardens connected, roll call and notes.

ALL-CLEAR TIME

The moment the last area is reported, SweepBoard records the all-clear time and how long it took from the alarm. This is kept separate from the stand-down time, so you can see any delay between the two.

ASSEMBLY POINT ROLL CALL

Three checks for the controller, each recorded with a name and time:

- All staff accounted for
- All visitors accounted for
- All contractors accounted for

Anything not ticked is flagged in red on the board and in the report.

FIRE SERVICE HANDOVER

A ready summary for the arriving crew: the alarm panel and isolation points, known hazards, any areas not yet cleared and any roll call not confirmed.

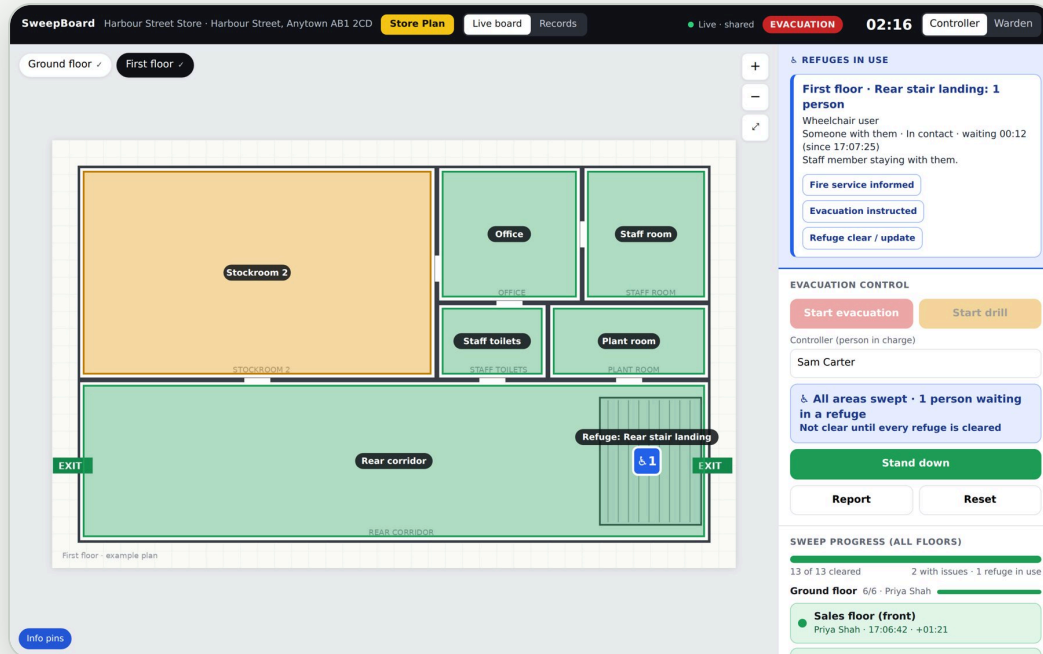
CONTROLLER NOTES

Free text for the cause, actions taken and follow-ups, saved with the record.

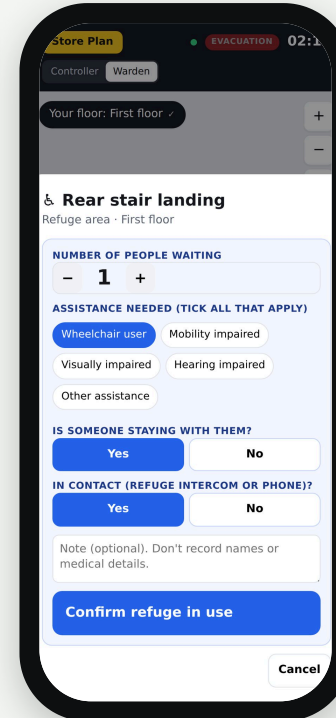
SWEEPBOARD

10

ANYONE WAITING IN A REFUGE IS IMPOSSIBLE TO MISS



The controller's board with a refuge in use on the first floor: the blue "Refuges in use" panel, the  marker on the plan, and the all-clear box held until the refuge is cleared.



Warden reporting a refuge in use

- **Set up per floor**, usually on the escape stair landing, and always listed as the **last** item in each warden's sweep.
- **Warden records:** **EMPTY** or **IN USE** with the number of people, assistance needed, whether someone is with them and whether they are in contact by refuge intercom or phone.
- **No names or medical details** are stored. Those stay in the client's PEEPs.
- **Controller sees** each refuge in use at the top of the board, with how long people have been waiting.
- **Time-stamped steps:** fire service informed, evacuation of refuge instructed, refuge cleared and how (left by themselves, evacuation chair, assisted by staff, fire service).
- **Not "all clear"** while anyone is waiting. Stand Down asks for confirmation if a refuge is still in use.
- **Handover and report:** refuges in use are listed first for the fire service, and the report includes a full refuge timeline.

STAND DOWN, AND THE REPORT IS ALREADY WRITTEN

Evacuation report

Print / Save PDF

Close and return to app

Evacuation report

Harbour Street Store · Harbour Street, Anytown AB1 2CD · 27/09/2026, 14:30:12

Total time
02:38

Areas cleared
11 / 11

Roll call
3 / 3

Issues raised
2

Timeline

Controller (person in charge)	Sam Carter
Evacuation started	27/09/2026, 14:30:12
All areas reported clear	14:32:13 (+02:01)
Stand down given	14:32:50 (+02:38) by Sam Carter
Delay between the two	37s

Assembly point roll call

All staff accounted for	✓ Yes. Confirmed by Sam Carter at 14:32:10 (+01:58)
All visitors accounted for	✓ Yes. Confirmed by Sam Carter at 14:32:18 (+02:06)
All contractors accounted for	✓ Yes. Confirmed by Sam Carter at 14:32:23 (+02:11)

Controller notes

Alarm activated by smoke detector, zone 3 (rear stockroom). Fire service called at 14:02 by Sam Carter.

Sweep results

Floor	Area	Result	Warden	Time	Elapsed	Notes
Ground floor	Sales floor (front)	Clear	Priya Shah	14:31:33	01:21	
Ground floor	Sales floor (rear)	Clear	Priya Shah	14:30:50	00:38	
Ground floor	Fitting rooms	Clear	Priya Shah	14:31:04	00:52	
Ground floor	Stockroom	Clear, with issue	Priya Shah	14:31:56	01:44	Delivery cages partly blocking the rear exit route. Moved clear.
Ground floor	Customer toilets	Clear	Priya Shah	14:32:04	01:52	
First floor	Stockroom 2	Clear, with issue	Tom Ellis	14:31:29	01:17	Fire door to stockroom wedged open. Wedge removed.
First floor	Office	Clear	Tom Ellis	14:30:41	00:29	

The evacuation report, ready to print or save as a PDF the moment the controller stands down.

- **Stand Down** checks for areas not cleared or roll call not confirmed, and asks the controller to confirm before closing.
- **Phones are told** the incident is over.
- **The report includes:** controller, start time, all-clear time, stand-down time and the delay between them, roll call with names and times, controller notes, every area's result with warden, time and notes, and the full event log.
- **A print reminder** prompts the controller to print or save the report.
- **Saved automatically** to the site's records. Nothing to file.

A DRILL HISTORY YOU CAN HAND TO AN INSPECTOR

SweepBoard

Harbour Street Store · Harbour Street, Anytown AB1 2CD

Store Plan

Live board

Records

Live · shared

EVACUATION

04:00

Controller

Warden

Drill & evacuation records

AllDrillsEvacuationsDownload CSV

Last drill
18 Sept 2026
9 days ago

Last evacuation
22 Jun 2026
97 days ago

Records in 2026
3
2 drills · 1 evacuations

Average time to all areas clear
02:18
across 4 record(s)

DATE	TYPE	CONTROLLER	ALL AREAS CLEAR	STAND DOWN	DELAY	AREAS	ISSUES	ROLL CALL
18 Sept 2026 14:32	DRILL	Sam Carter	01:58	02:31	33s	11/11	1	3/3 · 📄
22 Jun 2026 14:32	EVACUATION	Jane Smith	02:22	03:16	54s	11/11	2	3/3 · 📄
28 Mar 2026 13:32	DRILL	Jane Smith	02:11	02:50	39s	11/11	0	3/3 · 📄
31 Dec 2025 13:32	DRILL	Sam Carter	02:44	03:32	48s	11/11	1	2/3 · 📄

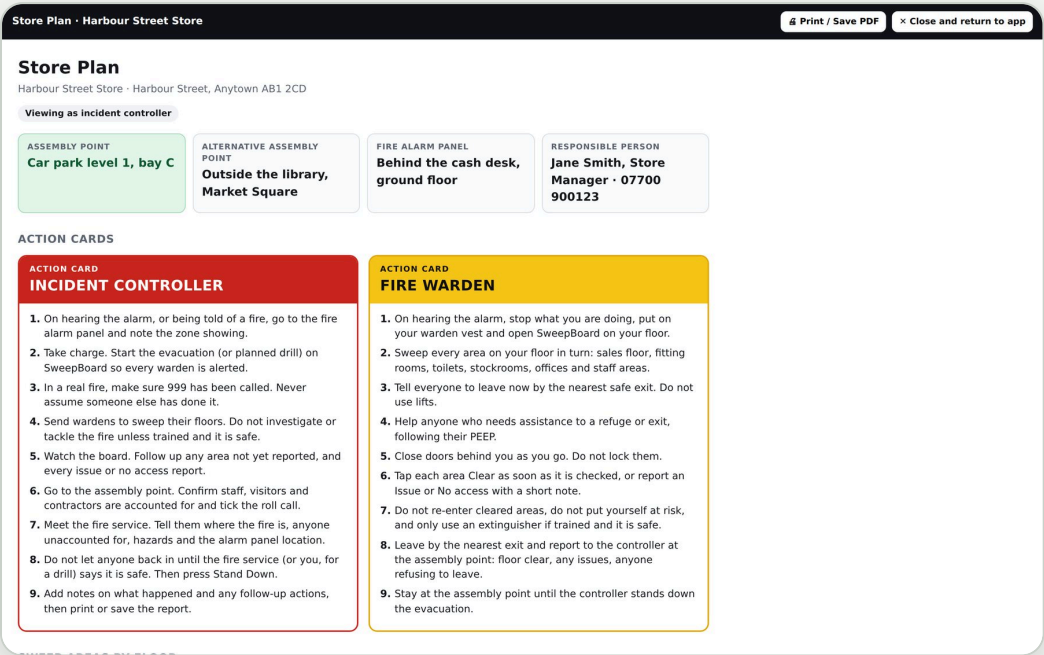
Records are saved automatically each time the controller presses Stand down. Click a row to open the full report.

- **At a glance:** last drill, last evacuation, number of records this year and the average time to all areas clear.
- **Every record:** date, type, controller, all-clear time, stand-down time, delay, areas cleared, issues and roll call.
- **Filter** drills or evacuations, and **download CSV** for head office, insurers or your fire risk assessor.
- **Spot trends:** are clear times improving? Do the same areas keep producing issues?
- **Protected:** records can only be deleted by an administrator.

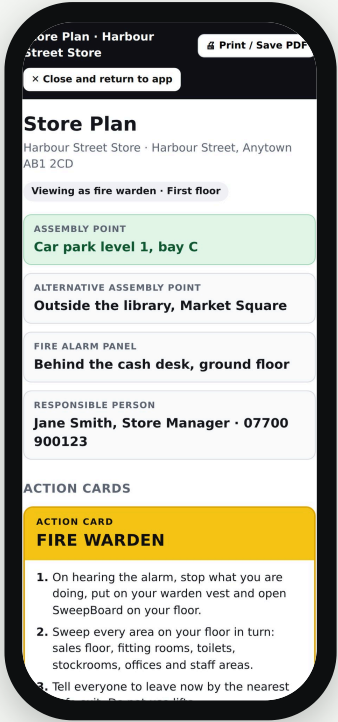
Helps evidence the monitoring and review of fire safety arrangements (Art. 11) and the testing of evacuation procedures.

The Records tab for a site. Tap any row to open the full report.

THE STORE PLAN: EVERYONE'S INSTRUCTIONS, ONE TAP AWAY



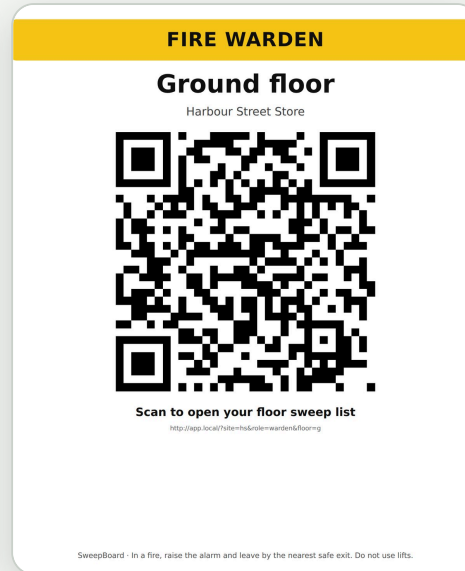
The Store Plan as the incident controller sees it. It opens from the yellow Store Plan button on every screen.



On a warden's phone

- **Key facts first:** assembly point, alternative assembly point, fire alarm panel and responsible person.
- **Action cards** for the incident controller and fire wardens. The viewer's own card is shown first.
- **Areas to sweep** on the warden's own floor, taken straight from the set-up.
- **Site information:** alarm zones, final exits, refuges and PEEPs, firefighting equipment, isolation points, hazards, centre or landlord arrangements, fire service access and contacts.
- **Edited by administrators**, with the last update date and author shown. Printable.

QR CODES FOR THE CONTROLLER AND EVERY FLOOR



- **Incident controller QR code** opens the live board in controller mode.
- **One warden QR code per floor** opens that floor's sweep list in warden mode.
- **Print all QR posters** produces an A4 poster for each, ready for the fire point, staff room or fire grab bag.
- **Links** can also be copied and sent by email or message.
- **Flexible:** anyone can switch between controller and warden, or change floor, inside the app. Useful when rotas change on the day.
- **Your own web address** for each client, for example **yourcompany-sb.elegz.co.uk**.

GETTING A PHONE READY TAKES ABOUT A MINUTE

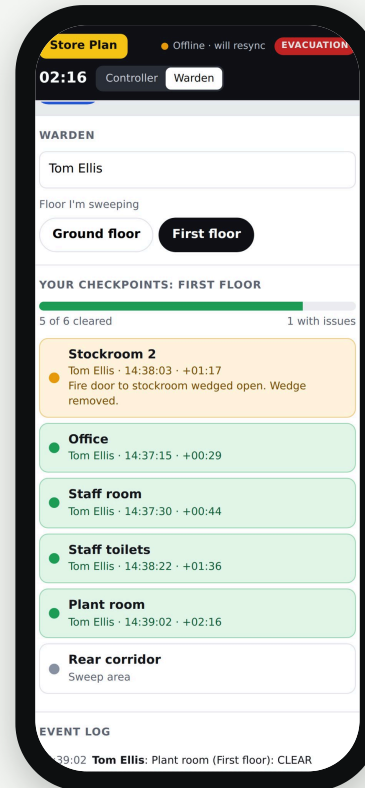
Scan the code, add SweepBoard to the Home Screen, turn on alerts and send a test alert.

IF SIGNAL DROPS MID-EVACUATION, THE SWEEP CARRIES ON

Stockrooms, basements and stairwells often have poor signal. SweepBoard is built so that losing signal doesn't stop a warden from completing their sweep.

WHAT HAPPENS WHEN A PHONE LOSES SIGNAL

- 1 The header changes from **LIVE · SHARED** to **OFFLINE · WILL RESYNC**, so the warden knows.
- 2 The warden carries on tapping areas Clear, Issue or No access. Each result is **saved on the phone** with the time it was tapped and shown straight away on their screen.
- 3 As soon as signal returns (moving to a stairwell, outside or to the assembly point), the saved results are **sent automatically**, in order and with their original times.
- 4 Until then, the controller's board shows those areas as not yet reported. The controller follows them up with the warden at the assembly point, so nothing is assumed clear.



Offline: Plant room tapped Clear and saved on the phone, waiting to send.

GOOD PRACTICE WE BUILD INTO THE PROCEDURE

- **Open SweepBoard as soon as the alarm sounds**, while there is still signal. Once it is open, it keeps working offline.
- **Keep SweepBoard open** until you reach the assembly point. Results waiting to send are held by the open app.
- Connect staff phones to the site Wi-Fi as a second route, where available.
- Walk a test sweep during set-up to find any signal black spots, and note them in the Store Plan.
- Keep the controller's device where it has signal, such as at the fire alarm panel or assembly point.

AND IF A PHONE CAN'T BE USED AT ALL

A flat battery, a phone left behind, or no signal when the alarm sounds: wardens switch to the paper checklist on the next page. The procedure is the same.

PRINTED CHECKLISTS THAT MATCH THE APP EXACTLY

PAPER CHECKLIST - INCIDENT CONTROLLER
Evacuation / drill record

Harbour Street Store - Harbour Street, Anytown
AB1 2CD

DATE

CONTROLLER NAME

DRILL / EVACUATION

ALARM ACTIVATED (TIME)

FLOOR	WARDEN	REPORTED CLEAR (TIME)	ISSUES REPORTED
Ground floor			
First floor			

ASSEMBLY POINT ROLL CALL

YES

NO

TIME

MISSING / NOTES

All staff accounted for	☐	☐		
All visitors accounted for	☐	☐		
All contractors accounted for	☐	☐		

999 CALLED BY / TIME

FIRE SERVICE ARRIVED
(TIME)

ALL AREAS CLEAR (TIME)

STAND DOWN GIVEN (TIME)

FIRE SERVICE HANDOVER AND NOTES (LOCATION OF FIRE, ANYONE UNACCOUNTED FOR, HAZARDS):

CONTROLLER SIGNATURE

ENTERED INTO SWEEPBOARD BY / DATE

Incident controller sheet

PAPER SWEEP CHECKLIST - FIRE WARDEN

Ground floor

Harbour Street Store - Harbour Street, Anytown
AB1 2CD

DATE

WARDEN NAME

DRILL / EVACUATION

SWEEP STARTED (TIME)

AREA	CLEAR	ISSUE	NO ACCESS	TIME	NOTES (ISSUE FOUND, PERSON REFUSING TO LEAVE, DOOR LOCKED...)
Sales floor (front)	☐	☐	☐		
Sales floor (rear)	☐	☐	☐		
Fitting rooms	☐	☐	☐		
Stockroom	☐	☐	☐		
Customer toilets	☐	☐	☐		

FLOOR FULLY SWEEPED (TIME)

HANDED TO CONTROLLER (TIME)

WARDEN SIGNATURE

Use this sheet if SweepBoard can't be used. Sweep every area, close doors behind you (don't lock them), leave by the nearest
safe exit and hand this sheet to the incident controller at the assembly point. The controller enters the results into
SweepBoard afterwards.

Fire warden sheet, one per floor

- **Printed from SweepBoard** with "Print paper sweep checklists", so every floor sheet lists exactly the same areas as the app.
- **Warden sheet:** each area with Clear, Issue and No access boxes, time and notes, plus sweep start, floor complete and signature.
- **Refuge table** on each floor sheet (empty or in use, people, assistance needed, time cleared), and on the controller sheet.
- **Controller sheet:** floors and wardens, roll call, 999 call, fire service arrival, all-clear and stand-down times, handover notes and signature.
- **Kept in the fire grab bag** or at the fire alarm panel, with the Store Plan and action cards.
- **Reprinted** whenever areas change, and checked at each drill.
- **Nothing is lost:** after the incident, the controller enters the paper results into SweepBoard so the site's record stays complete.

Phones, paper, or both at once: every warden follows the same steps, and the controller gets the same information.

HOW SWEEPBOARD SUPPORTS YOUR FIRE SAFETY DUTIES

YOUR DUTY	THE USUAL GAP	HOW SWEEPBOARD HELPS
Evacuation procedures that work (RRO Art. 15)	Sweeps depend on memory. Areas are missed and nobody knows.	Every area is listed and must be reported. Unchecked areas stay visible on the controller's board.
Competent persons nominated to implement evacuation (Art. 15, 18)	Stand-in wardens don't know the floor or their role.	Wardens get their floor's area list and their action card on their phone. The controller has theirs.
Fire safety arrangements recorded (Art. 11, BSA 2022 s.156)	Procedures sit in a file nobody opens during an incident.	The Store Plan puts the site's arrangements and action cards in every warden's and controller's hand.
Procedures tested by fire drills, results recorded	Drill forms are filled in late, from memory, or not at all.	A full, time-stamped report is saved automatically at every stand down.
Monitoring and review (Art. 11)	No data to show whether evacuations are improving.	Records history, average clear times, issues by area and a CSV export for review meetings.
Training repeated periodically (Art. 21)	Drills don't show who needs more training.	Reports show slow or incomplete floors and repeated issues, so training can be targeted.
Evacuation of disabled people (refuges and PEEPs)	The controller may not know someone is waiting in a refuge until it is too late to tell the fire service.	Wardens report refuges in use with number of people and assistance needed. The controller sees them first and records each step.
Information for the fire service	Key information is scattered or unknown to the person in charge.	Fire service handover summary: alarm panel, isolation points, hazards, areas not cleared and roll call gaps.

SweepBoard is a management tool that supports compliance. Responsibility for fire safety stays with the responsible person, and SweepBoard does not replace the fire risk assessment, fire alarm system, emergency plan, PEEPs or training.

SEPARATE, SECURE AND SIMPLE TO RUN

YOUR OWN SYSTEM

Each client has its own web address and its own separate database, so your sites, plans and records are never shared with another organisation.

DATA HELD IN THE EU

Records are stored in a Google Firebase database in Belgium, reached only through your own web address. Only named administrators, signed in with their own password, can change set-up or delete records.

MINIMAL PERSONAL DATA

SweepBoard stores the names wardens and controllers enter, plus what they report. No staff accounts, passwords or HR data are needed for wardens.

NO HARDWARE

Runs on the phones, tablets and computers you already have. On iPhone, add it to the Home Screen for full-screen use and alerts.

MULTI-SITE

Each site has its own floors, wardens, live board, Store Plan and records. Administrators can see and manage every site.

UPDATES WITHOUT DISRUPTION

Improvements are released centrally. Sites, plans and records are unaffected, and staff don't need to reinstall anything.

WHAT WE NEED FROM YOU

Floor plans

for each site, in any common format

Sweep areas

or we can agree them with you on a site visit

Named administrators

who will manage set-up and records

Site details

for each Store Plan: assembly points, alarm panel, contacts

NEXT STEPS

RUN YOUR NEXT FIRE DRILL ON SWEEPBOARD

We'll show you SweepBoard on your own floor plans, then run a real drill with your team and hand over the record.

1

WALKTHROUGH

A short call to demonstrate SweepBoard and agree the pilot site.

2

SET-UP

We set up floors, sweep areas, Store Plan, QR posters and paper checklists from your plans.

3

BRIEFING AND DRILL

A short briefing for controllers and wardens, then a live drill, with TRM on site if you'd like.

4

REVIEW

We review the drill report with you and agree whether to roll out across your sites.

TOTAL RISK MANAGEMENT LTD

Fire and health & safety consultancy for retail, leisure and education

CONTACT

steve@totalriskmanagement.co.uk

**EVERY AREA SWEPT.
EVERY SECOND RECORDED.**