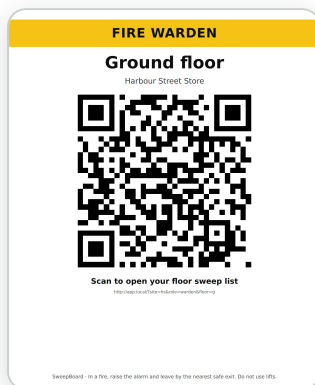


GET SET UP IN TWO MINUTES

SweepBoard is how we run and record the fire sweep. Wardens tick off each area on their phone, and the controller sees the whole building live. Do these four steps once on your phone.

1 · Scan

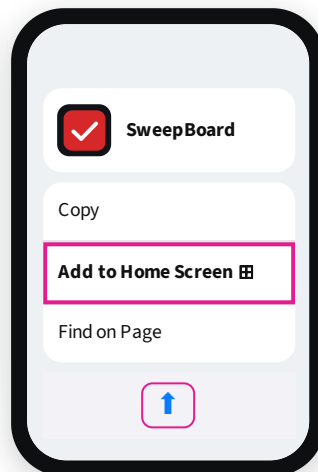


Open your **Camera**, point it at your QR poster and tap the link.

YELLOW warden, your floor

RED controller

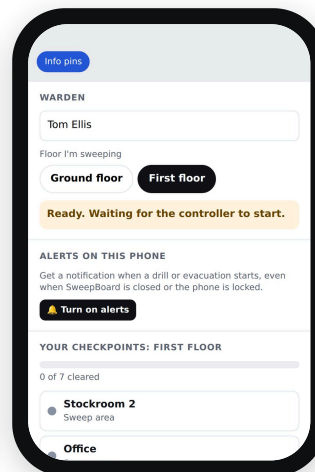
2 · Add



iPhone (Safari): tap **Share** ↑, then **Add to Home Screen**, then **Add**.

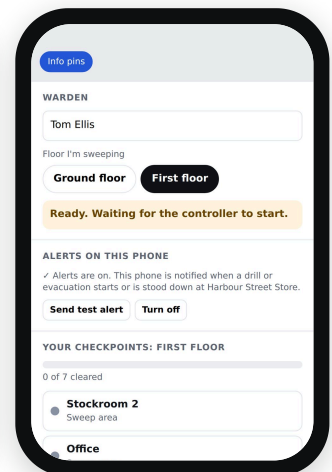
Android (Chrome): tap ⋮, then **Add to Home screen**.

3 · Name



Open SweepBoard from the **new icon**. Type **your name** and check your **floor** (wardens).

4 · Alerts



Tap  **Turn on alerts** and **Allow**. Then tap **Send test alert** to check it works.

WHAT ALERTS YOU WILL GET

 FIRE EVACUATION or  FIRE DRILL	It has started. Wardens are told which floor to sweep. Tap the alert to open SweepBoard.
REMINDER	Sent at 20 and 45 seconds if you have not opened SweepBoard.
 STAND DOWN	It is over.

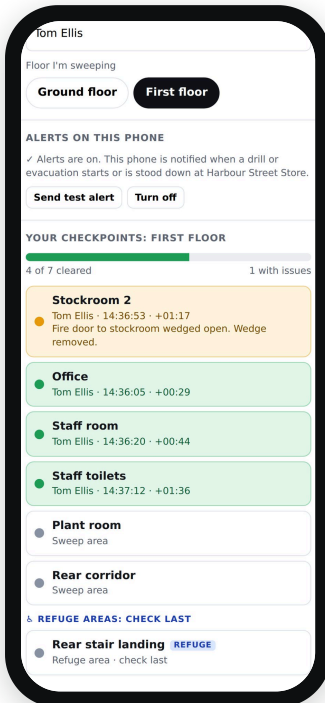
The fire alarm is your signal. Alerts use your phone's normal sound and can be missed on silent or Focus. When the alarm sounds, open SweepBoard straight away. Do not wait for the alert.

iPhone: alerts only work from the Home Screen icon, not from a Safari tab. Keep your ringer on at work.

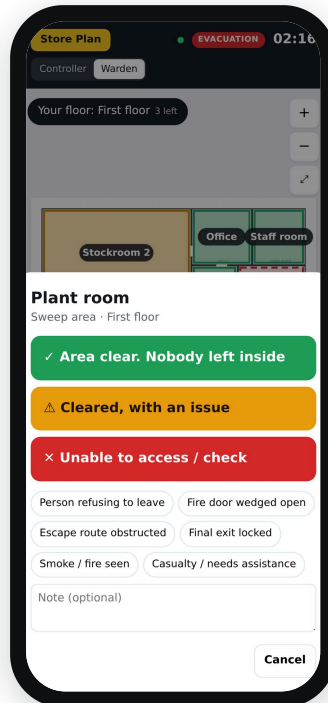
WRONG ROLE OR FLOOR?

Tap **Controller** | **Warden** at the top of the screen to change role, and the floor buttons under **Floor I'm sweeping** to change floor.

FIRE WARDEN: WHEN THE ALARM SOUNDS



Your sweep list



Tap an area, then the result

- 1 **Open SweepBoard** from your Home Screen, or tap the alert.
- 2 Check it says **Your floor** with the right floor.
- 3 **Check each area** in the list properly. Tell everyone to leave. No lifts.
- 4 **Tap the area after you have checked it**, then tap the result.
- 5 Close doors behind you. Do not lock them.
- 6 **Check the refuge last.**
- 7 Go to the **assembly point** and report to the controller.
- 8 Stay there until you get  **Stand down.**

TAP	WHEN	SHOWS
 Area clear. Nobody left inside	You checked it and it is empty.	
 Cleared, with an issue	Empty, but you found a problem. Tap a quick option or add a note first.	
 Unable to access / check	You could not get in or check it.	
 Refuge in use	Someone is waiting in the refuge. Enter the number of people and help needed. No names.	

Fire, smoke or not safe?

Get out by the nearest safe exit and tell the controller. Do not finish the sweep.

No signal?

Carry on and keep the app open. Your taps send when signal returns. Tell the controller at the assembly point.

No phone or flat battery?

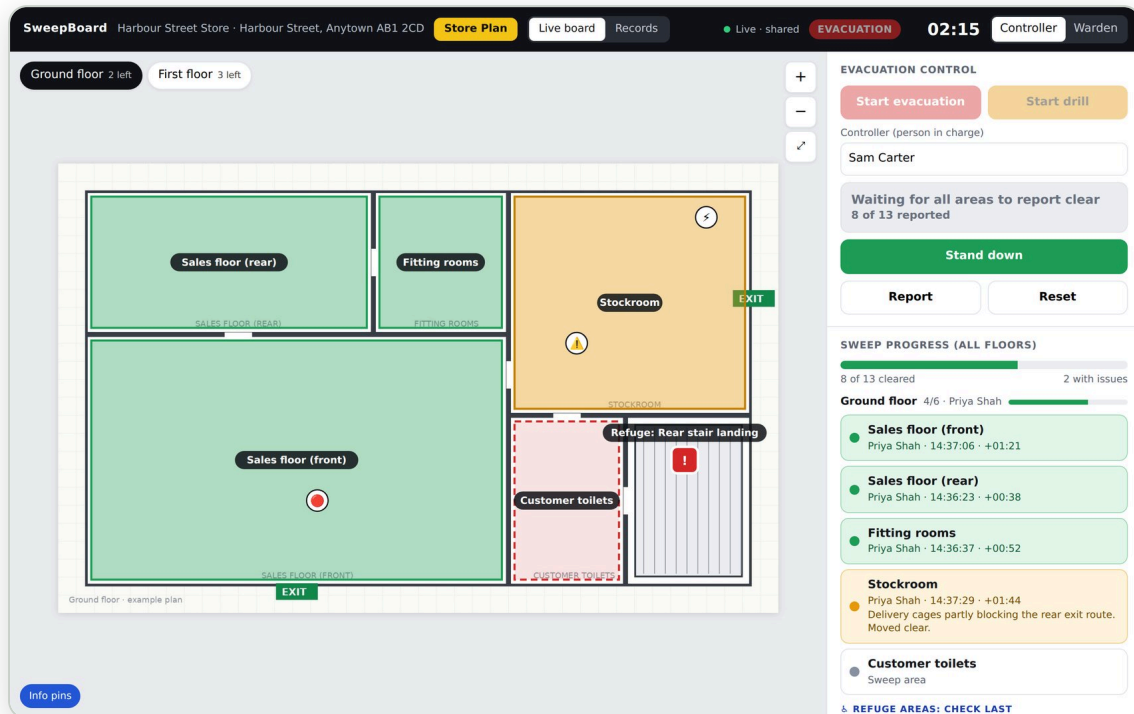
Use the paper sweep checklist and hand it to the controller.

Made a mistake? Tap the area again and choose the right result, or **Mark unchecked**.

Need the assembly point or your action card? Tap the yellow **Store Plan** button.



INCIDENT CONTROLLER: WHEN THE ALARM SOUNDS



Your live board. **GREEN** clear · **AMBER** issue · **RED** no access · **RED DASHED** not yet swept · **BLUE** refuge in use

- 1 Go to the **fire alarm panel** and note the zone.
- 2 **Open SweepBoard**, type **your name**, then tap **Start evacuation** (or **Start drill**). Every phone is alerted.
- 3 Real fire: make sure **999** has been called.
- 4 **Watch the board.** Chase any area still unswept, red or amber.
- 5 **Refuge in use?** It shows in blue at the top. Tell the fire service and tap each step.
- 6 At the assembly point, tick the **roll call**: staff, visitors, contractors.
- 7 Brief the fire service using **Fire service handover**.
- 8 When it is safe, tap **Stand down**. Add notes and print the report.

Nobody re-enters until the fire service, or you for a drill, says it is safe.

A floor not moving? Scroll to **Wardens connected** to see who is on which floor. Send cover if needed.

Warden reports in person or on paper? Tap the area yourself, choose the result and add a note.

The report saves itself under **Records** when you stand down. Only use **Reset** after standing down.

This is the short version. The full SweepBoard user guide covers every screen in detail. SweepBoard supports your site's fire procedure. It does not replace the fire alarm, your emergency plan or your training.