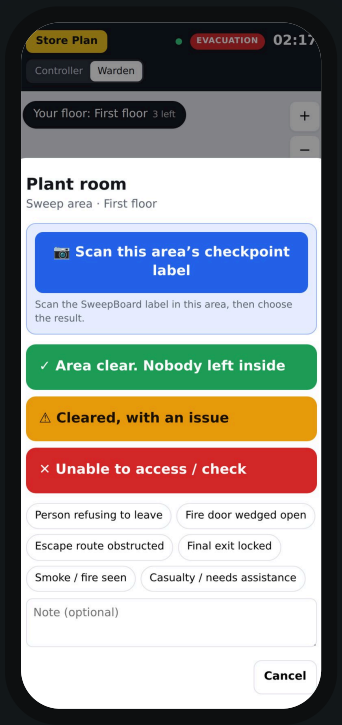
SWEEPBOARD by Total Risk Management

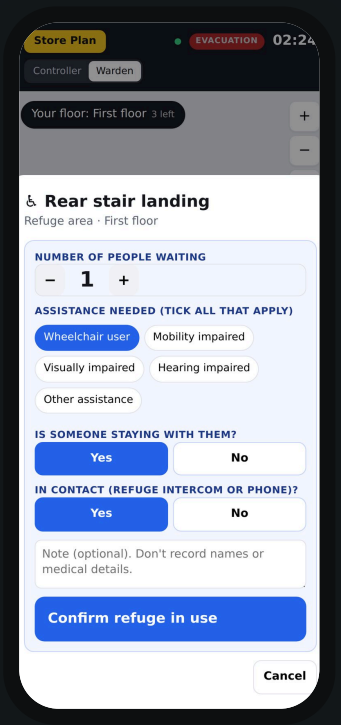
TRAINING GUIDE · VERSION 1 · OCTOBER 2026

FIRE WARDEN AND INCIDENT CONTROLLER TRAINING

A one-hour session plan, trainer notes, practice exercises, a knowledge check and a training record, for bringing a site's team onto SweepBoard.







Use with the SweepBoard user guide. Screens show an example site. Names, codes and times are illustrative.

BEFORE YOU START

ABOUT THIS TRAINING

This guide helps a trainer, site manager or TRM consultant bring a site's fire wardens and incident controllers onto SweepBoard in one session, then prove they can use it in a practice drill.

WHO IT IS FOR

- Fire wardens and deputy wardens
- Incident controllers and duty managers
- Anyone who may cover those roles on a shift

HOW LONG

About **60 minutes** for a group of up to 10, including a practice drill. Refresher sessions take about 20 minutes (page 3).

PREREQUISITES

Trainees should already have, or be receiving, fire warden training covering the site's fire procedure. SweepBoard training adds how to **carry out and record** the sweep. It does not replace fire warden training.

BY THE END, EACH TRAINEE CAN

1. Get SweepBoard ready on their phone, with the site code and alerts on.
2. Explain the five steps from alarm to stand down.
3. **Wardens:** sweep a floor, scan a checkpoint label, complete a task, report an issue and a refuge in use.
4. **Controllers:** start a drill, read the board, manage a refuge, do the roll call, brief the fire service and stand down.
5. Carry on when signal is lost, and use the paper checklist.

WHAT YOU NEED ON THE DAY

ITEM	NOTES
Each trainee's own phone	Charged, with mobile data or site Wi-Fi. iPhones need iOS 16.4 or later for alerts.
The site code	Tell trainees in the room. Don't write it on slides, posters or handouts that leave the room.
The QR posters	The red controller poster and the yellow poster for each floor, on the wall or printed.
A tablet or laptop	For the controller's board. A screen everyone can see helps.
Checkpoint labels (if used)	One or two spare labels for scanning practice, or the real labels in place.
Paper checklists	One controller sheet and one warden sheet per floor.
This guide and the user guide	The training record (page 12) for signatures. Quick reference cards (page 13) to hand out.

SESSION PLAN

TIME	MODULE	WHAT TO DO	PAGE
5 min	**1 · Why and how**	Why the sweep matters. The five steps. Who does what. Show the live board on the big screen.	4
15 min	**2 · Phones ready**	Everyone scans their poster, adds to Home Screen, enters the site code, name and floor, turns on alerts and sends a test alert. Check every phone.	5
10 min	**3 · Warden skills**	Demonstrate a sweep: an area, a label scan, a wrong label, a task, an issue, a refuge in use.	6
10 min	**4 · Controller skills**	Start a drill, read the board, refuge buttons, controller task, roll call, fire service handover, stand down and the report.	7 to 8
15 min	**5 · Practice drill**	Run the tabletop drill (page 10) using the exercise cards (page 9). Everyone uses their own phone.	9 to 10
5 min	**6 · Check and sign off**	Knowledge check (page 11), questions, sign the training record (page 12), hand out quick reference cards.	11 to 13

RUN IT AS A DRILL, NOT AN EVACUATION

Always press **Start drill** in training. Tell the site first: every registered phone at the site gets the drill alert, including staff not in the room. Afterwards, stand down and Reset the board. Ask TRM to delete practice records if you don't want them in the site's history.

DON'T SOUND THE ALARM

A tabletop drill needs no fire alarm and no evacuation. If you combine training with a real fire drill, follow the site's normal drill arrangements, including warning the alarm receiving centre and the landlord or centre management.

REFRESHER SESSION (ABOUT 20 MINUTES)

1. Check every phone still opens SweepBoard, has the current site code and passes a **test alert**.
2. Walk through any changes: new areas, tasks or labels, a new site code, a new assembly point.
3. Run exercises 2, 4 and 5 (page 9).
4. Update the training record.

WHEN TO REFRESH

- At least once a year, alongside warden refresher training
- When the site code changes
- When areas, tasks or labels change
- After a drill that showed gaps
- For new starters, before they cover a warden role

MODULE 1 · 5 MINUTES

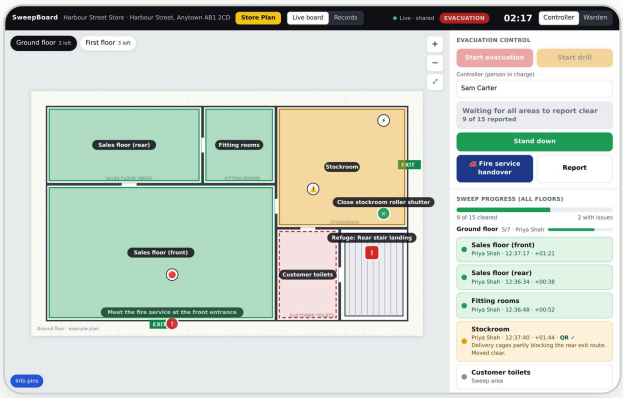
WHY, AND HOW IT WORKS

KEY MESSAGE

"The alarm tells us to leave. The sweep proves nobody is left behind. SweepBoard lets the controller see every area being cleared, live, and writes the record for us."

TALKING POINTS

- At the assembly point, the controller has to know: **has every area been checked, is anyone in a refuge, is everyone accounted for?**
- With paper and radios, that picture builds slowly and gaps are missed. With SweepBoard each warden's tap appears on the controller's board in seconds.
- Every tap is named and timed, so the drill record writes itself.
- At some sites, **QR labels** prove the warden physically reached refuges and key areas.
- **It never replaces the alarm or the fire procedure.** If phones fail, we use the paper checklist.



Show this on the big screen: green = clear, amber = issue, red dashed = not yet swept.

THE FIVE STEPS

1 START
Controller taps Start evacuation or Start drill.

2 ALERT
Every phone is alerted with its floor.

3 SWEEP
Wardens check, scan labels and tap results.

4 ALL CLEAR
Board goes green. Roll call at the assembly point.

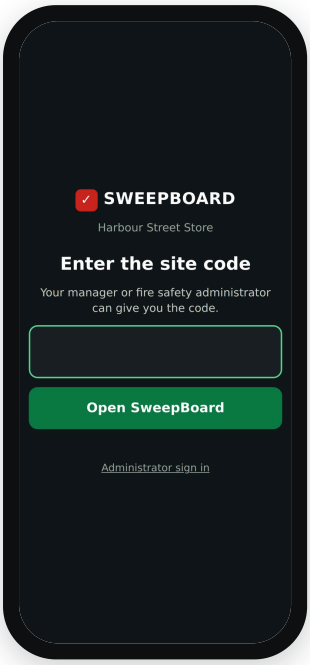
5 STAND DOWN
Controller stands down. Report saved.

ROLE	USES SWEEPBOARD TO...
CONTROLLER	Start and stand down, watch the board, chase gaps, complete controller tasks, record refuge actions, roll call and notes, brief the fire service.
FIRE WARDEN	Sweep their floor in order, scan labels where asked, complete tasks, report issues and the refuge, then go to the assembly point.
MANAGER	Check drills are in date and review reports on the estate view (not covered in this session).

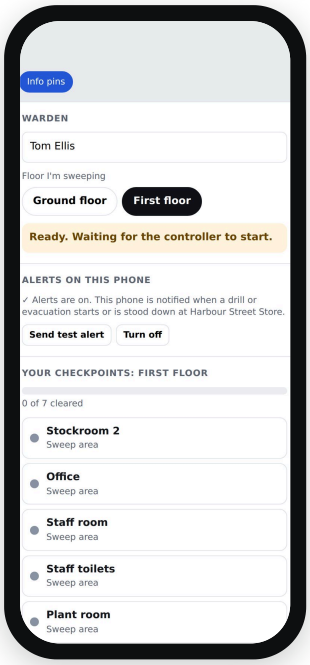
MODULE 2 · 15 MINUTES · HANDS ON

GET EVERY PHONE READY

Do this together, step by step. Don't move on until every phone has passed step 7.



Step 3: site code



Steps 4 to 7: ready

✓	STEP	GUIDE PAGE
☐	**1.** Scan the right poster with the phone camera: red for controllers, yellow for your floor.	5
☐	**2.** Add SweepBoard to the Home Screen, then open it from the new icon.	6
☐	**3.** Enter the site code.	7
☐	**4.** Wardens: type your name and check your floor. Controllers: type your name.	8
☐	**5.** Tap **Turn on alerts** and **Allow**.	8
☐	**6.** Set the phone's notification settings so alerts are hard to miss.	9
☐	**7.** Tap **Send test alert**. It arrives within a few seconds.	8

> Page numbers refer to the SweepBoard user guide.

COMMON SNAGS

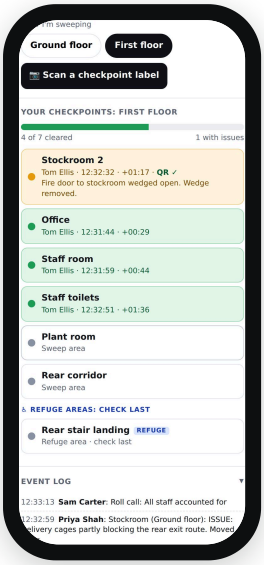
- **No "Turn on alerts" on iPhone:** still in Safari. Add to Home Screen and open from the icon.
- **Opened inside another app** (e.g. a QR scanner app): open in Safari or Chrome instead.
- **"Alerts are blocked":** Settings > Notifications > SweepBoard > Allow.
- **Wrong floor or role:** tap the right one in the app.

MAKE THE POINT

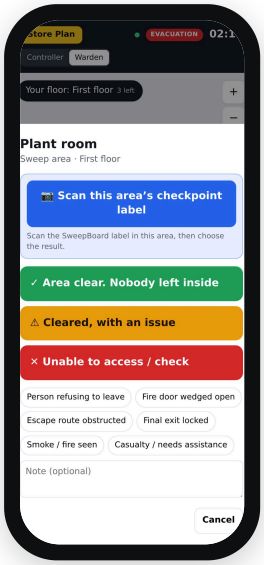
- The **alarm** is the signal, not the phone. Open SweepBoard when you hear it.
- Alerts don't break through silent or Focus modes. Keep the ringer on at work.
- Opening from the alert skips the site code.
- Never share the site code outside the team.

WARDEN SKILLS

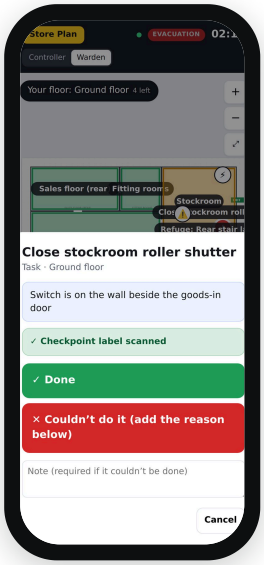
Start a drill on the controller's board, then demonstrate each skill on a warden phone while trainees follow on theirs.



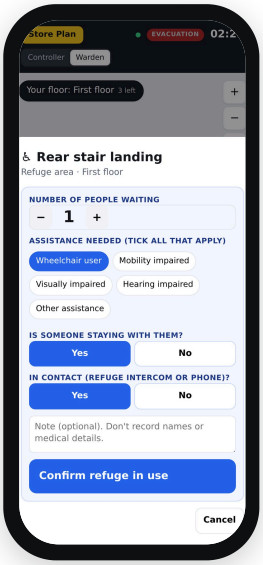
Sweep list



Label to scan



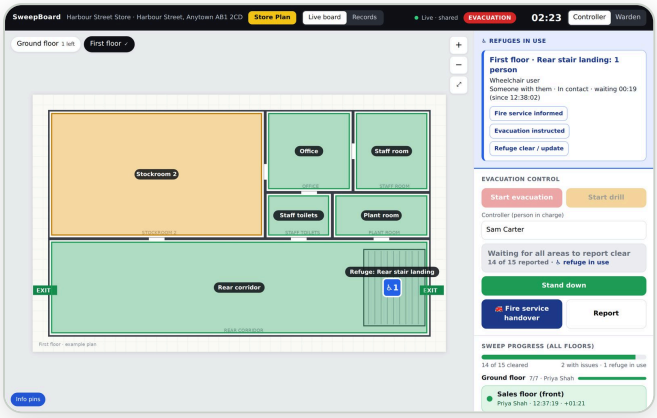
A task



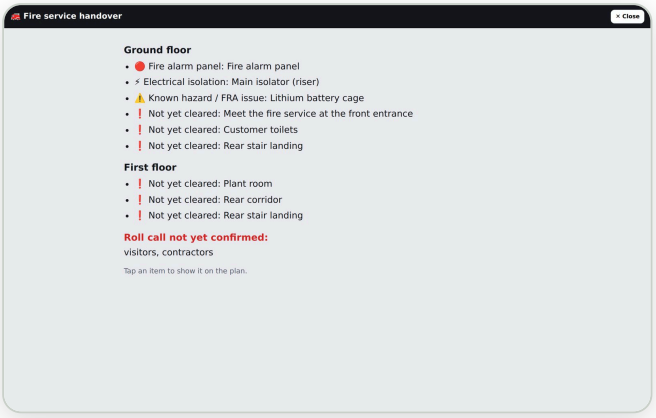
Refuge in use

SKILL	DEMONSTRATE	KEY POINT TO STRESS
Mark an area clear	Tap an area, tap ✓ **Area clear**. Show it turn green on the big screen.	Only tap after you have physically checked it.
Scan a label	Tap a labelled area, 📷 **Scan**, hold 15 to 30 cm away, then tap the result.	Use the Scan button in SweepBoard, not the phone camera.
Wrong label	Scan a different area's label. Show the "Wrong label" message.	Find the right label. The app tells you which area it was.
Can't scan	Tap the result, then **Mark … without scanning**.	Never delay the sweep. It shows as Not scanned.
Task	Tap the task, read the instruction, tap ✓ **Done**. Then show **Couldn't do it** needs a reason.	An unfinished task holds the all clear.
Issue / no access	Pick a quick option, add a note, tap ⚠ **Cleared, with an issue**.	Urgent? Tell the controller in person too.
Refuge in use	Tap the refuge, ♿ **Refuge in use**, set people, assistance, yes/no answers, confirm.	No names or medical details.
Correct a mistake	Tap the area again and choose another result, or **Mark unchecked**.	Changes are logged. That's fine.
Store Plan	Tap the yellow **Store Plan** button. Find the assembly point and your action card.	Read it before you need it.

CONTROLLER SKILLS



A refuge in use on the controller's board



The full-screen fire service handover

SKILL	DEMONSTRATE	KEY POINT TO STRESS
Start	Enter your name. Tap **Start drill** (or Start evacuation for real).	Real fire: make sure 999 has been called.
Read the board	Floor tabs, colours, all-clear box, sweep progress, QR ✓ and Not scanned.	Chase red dashed, red and amber areas.
Record for a warden	Tap an area, choose a result and note who told you.	It's recorded under your name.
Controller task	Open **Controller tasks**, tap the task, ✓ **Done**.	Unfinished tasks hold the all clear.
Refuge in use	Use **Fire service informed**, **Evacuation instructed** and **Refuge clear**.	Refuges are listed first for the fire service.
Roll call and notes	Tick staff, visitors and contractors. Type a note.	Only tick what you have confirmed.
Fire service handover	Tap the blue 🚒 **Fire service handover** button. Tap an item to show it on the plan.	Use it to brief the officer in charge.
Stand down	Tap **Stand down**. Show the confirm prompt when something is outstanding.	Stand down only when it is safe.
Report and Records	Open the report. Show **Records** and the Print / Save PDF button.	Keep a copy with the fire log book if required.
Reset	After stand down, show **Reset**.	Reset is hidden while a drill or evacuation is live.

WHEN THINGS GO WRONG

Ask the group "what would you do?" for each situation, then confirm the answer.

SITUATION	THE RIGHT RESPONSE
The alarm sounds but no alert arrives	The alarm is the signal. Open SweepBoard straight away and start your sweep.
The screen still says Standby	Start sweeping anyway. The screen updates when the controller starts the drill or evacuation.
Smoke or fire in your area	Leave by the nearest safe exit and tell the controller in person. Don't stop to use your phone, and never put yourself at risk to finish the sweep.
A locked door you can't check	Mark it **No access** with a note. The controller follows it up.
Someone refuses to leave	Don't argue. Report it with the quick option and tell the controller.
The label won't scan, or it's missing	Mark the area without scanning. Report the label after the drill.
You scanned the wrong label	The app tells you which area it belongs to. Find the right one or cancel.
A task can't be done	Tap Couldn't do it and type why. Tell the controller.
Your phone shows "Offline · will resync"	Carry on and keep the app open. Results send when signal returns. Tell the controller your floor is done.
Your phone is flat or left behind	Use the paper checklist for your floor and hand it to the controller.
You don't know the site code	Ask your manager now, not during an incident. Opening from an alert skips it.
Controller: a floor isn't moving	Check who is sweeping it in Sweep progress. Send cover, or ask a finished warden to switch floors.
Controller: an area says Not scanned	Ask the warden at the assembly point whether they reached it. Add a note.
Controller: drill started by mistake	Stand down, add a note saying it was started in error, then Reset.

EXERCISE CARDS

Give each warden a card for their floor. They carry it out on their own phone during the practice drill. Skip any exercise that doesn't apply to the site, such as labels.

1 · A CLEAN SWEEP

Mark every area on your floor clear, in list order. Watch the controller's board change.

> Checks: correct floor, list order, results appear on the board.

2 · THE WRONG LABEL

On a labelled area, scan the label for a different area first. Read the message. Then scan the right label and mark it clear.

> Checks: understands "Wrong label", gets QR ✓.

3 · LOCKED DOOR

The stockroom door is locked and you can't get in. Report it.

> Checks: No access with a note. Doesn't mark it clear.

4 · REFUGE IN USE

One wheelchair user is waiting in the refuge. A colleague is with them. They are using the refuge intercom. Report it, then report the refuge clear when the controller says they were brought down by evacuation chair.

> Checks: correct details, no names, refuge cleared and how.

5 · THE TASK YOU CAN'T FINISH

The shutter switch is not working. Report the task as not done.

> Checks: Couldn't do it, with a reason typed first.

6 · LOST SIGNAL

Turn on flight mode. Mark two areas. Turn flight mode off and watch them send.

> Checks: carries on, keeps the app open, results arrive.

7 · ISSUE FOUND

A fire door is wedged open. You remove the wedge. Report it.

> Checks: quick option, note, Cleared with an issue.

8 · NO PHONE

Complete your floor on the paper checklist and hand it to the controller. Controller: enter it in SweepBoard.

> Checks: paper matches the app. Controller records it with a note.

CONTROLLER EXERCISE

Start the drill. Chase any area that stays red dashed. Complete your controller task. Record the three refuge steps. Tick roll call, leaving contractors unticked at first. Open the fire service handover and brief the trainer as the "officer in charge". Try to stand down with contractors unticked and read the prompt. Then tick it, stand down, and open the report.

TABLETOP PRACTICE DRILL

About 15 minutes, in the room or on the real floors. The trainer plays the fire service and calls out the injects.

TIME	TRAINER SAYS OR DOES	EXPECTED RESPONSE
0:00	"The fire alarm is sounding. Zone 3, rear stockroom."	Controller enters name and taps **Start drill**. Wardens open SweepBoard from the alert.
0:30	Check phones.	Every warden sees DRILL IN PROGRESS and their floor.
1:00	"Begin your sweeps." Hand out exercise cards 1, 2 and 7.	Areas turn green and amber on the board. QR ✓ on labelled areas.
3:00	Hand the first floor warden card 4: refuge in use.	Blue refuge panel on the board. Controller taps **Fire service informed**.
4:00	Hand a warden card 3: locked door.	Area turns red. Controller notes who will follow it up.
5:00	Hand a warden card 6: flight mode.	Warden carries on. Results arrive when flight mode is off.
6:00	Hand a warden card 5: task not done.	Task shows not done. Controller sees it hold the all clear.
7:00	"The fire service has arrived. Who is in charge?"	Controller opens **Fire service handover** and briefs you: refuge first, then panel, hazards and anything not cleared.
9:00	"Bring the person in the refuge down by evacuation chair."	Controller taps **Evacuation instructed**. Warden reports the refuge clear, by evacuation chair.
10:00	"Everyone is at the assembly point."	Controller does the roll call and adds notes.
12:00	"It's safe to go back in."	Controller taps **Stand down**, confirms if prompted, opens the report.
13:00	Debrief on the big screen.	Walk through the report together (below).

DEBRIEF QUESTIONS

- How long to all areas clear? What slowed us down?
- Was any area missed or marked from memory?
- Which areas show Not scanned, and why?
- What issues were found, and who will fix them?

AFTER THE SESSION

- Stand down and **Reset** the board.
- Ask TRM to delete the practice record if you don't want it in the site's history.
- File the training record (page 12).

MODULE 6 · 5 MINUTES

KNOWLEDGE CHECK

Ask these aloud, or photocopy the page. Answers are at the bottom.

1. What is the signal to evacuate: the fire alarm or the SweepBoard alert?
2. You open SweepBoard from the Home Screen icon. What will it ask you for first?
3. When should you tap an area clear?
4. You scan a label and it says "Wrong label". What does that mean, and what do you do?
5. A label is damaged and won't scan. Do you wait, or carry on?
6. Which item is always last on your floor's list?
7. Someone is waiting in the refuge. What do you record, and what do you never record?
8. A task can't be done. What must you add?
9. Your phone shows "Offline · will resync". What do you do?
10. Your phone is flat when the alarm sounds. What do you use?
11. **Controllers:** where do you find the summary to brief the fire service?
12. **Controllers:** why is there no Reset button during a drill?

ANSWERS

1 The fire alarm, always. **2** The site code (not needed when you open it from an alert). **3** Only after you have physically checked it. **4** It belongs to another area: find the right label, or cancel. **5** Carry on: mark it without scanning, and it shows as Not scanned. **6** The refuge. **7** Number of people, assistance needed, whether someone is with them and whether they are in contact. Never names or medical details. **8** The reason. **9** Carry on, keep the app open and tell the controller when you reach them. **10** The paper checklist. **11** The blue Fire service handover button. **12** So a live drill or evacuation can't be wiped. Reset appears after stand down.

RECORD

TRAINING RECORD

Site		**Date**	
Trainer		**Session**	☐ Initial ☐ Refresher

NAME	ROLE W / C	PHONE READY & TEST ALERT	WARDEN SKILLS	CONTROLLER SKILLS	PRACTICE DRILL	SIGNATURE
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	

ACTIONS FROM THE SESSION (LABELS TO REPRINT, SET-UP CHANGES, PEOPLE NEEDING FOLLOW-UP)	OWNER	DONE

Trainer signature		**Manager signature**	

> Keep this record with the site's fire log book and fire warden training records. W = fire warden, C = incident controller.

HAND OUT: PRINT, CUT OUT AND KEEP

FIRE WARDEN · WHEN THE ALARM SOUNDS

1. **Open SweepBoard**: tap the alert, or the icon and enter the site code.
2. Check it shows **your floor**.
3. **Check each area** in the list. Tell everyone to leave. No lifts.
4. **Tap the area**. If it asks, **scan its label**. Then: CLEAR ISSUE NO ACCESS
5. **Tasks:** Done, or Couldn't do it with the reason.
6. **Refuge last:** Nobody waiting, or IN USE with number of people.
7. Go to the **assembly point**. Report to the controller.
8. Stay there until **stand down**.

Fire or smoke? Not safe? Get out and tell the controller.

Can't scan? Mark it without scanning. Never delay the sweep.

No signal? Carry on. Keep the app open. **No phone?** Paper checklist.

Assembly point:
_____

INCIDENT CONTROLLER · WHEN THE ALARM SOUNDS

1. Go to the **fire alarm panel**. Note the zone.
2. **Open SweepBoard**, enter your name, tap **Start evacuation** (or Start drill).
3. Real fire: make sure **999** has been called.
4. **Watch the board.** Chase unswept, red, amber and Not scanned.
5. **Refuge in use?** Tell the fire service. Tap each step.
6. Complete your **controller tasks** and the **roll call**.
7. Tap **Fire service handover** to brief the crew.
8. When safe: **Stand down**. Add notes. Print the report.

Nobody re-enters until the fire service (or you, for a drill) says so.

Floor not moving? Check who is sweeping it. Send cover.

Paper sheet handed in? Tap the areas yourself and add a note.

Alarm panel:
_____

> SweepBoard supports your site's fire procedure. It does not replace the fire alarm, the fire risk assessment, your emergency plan or your training. In a real fire, always call 999.