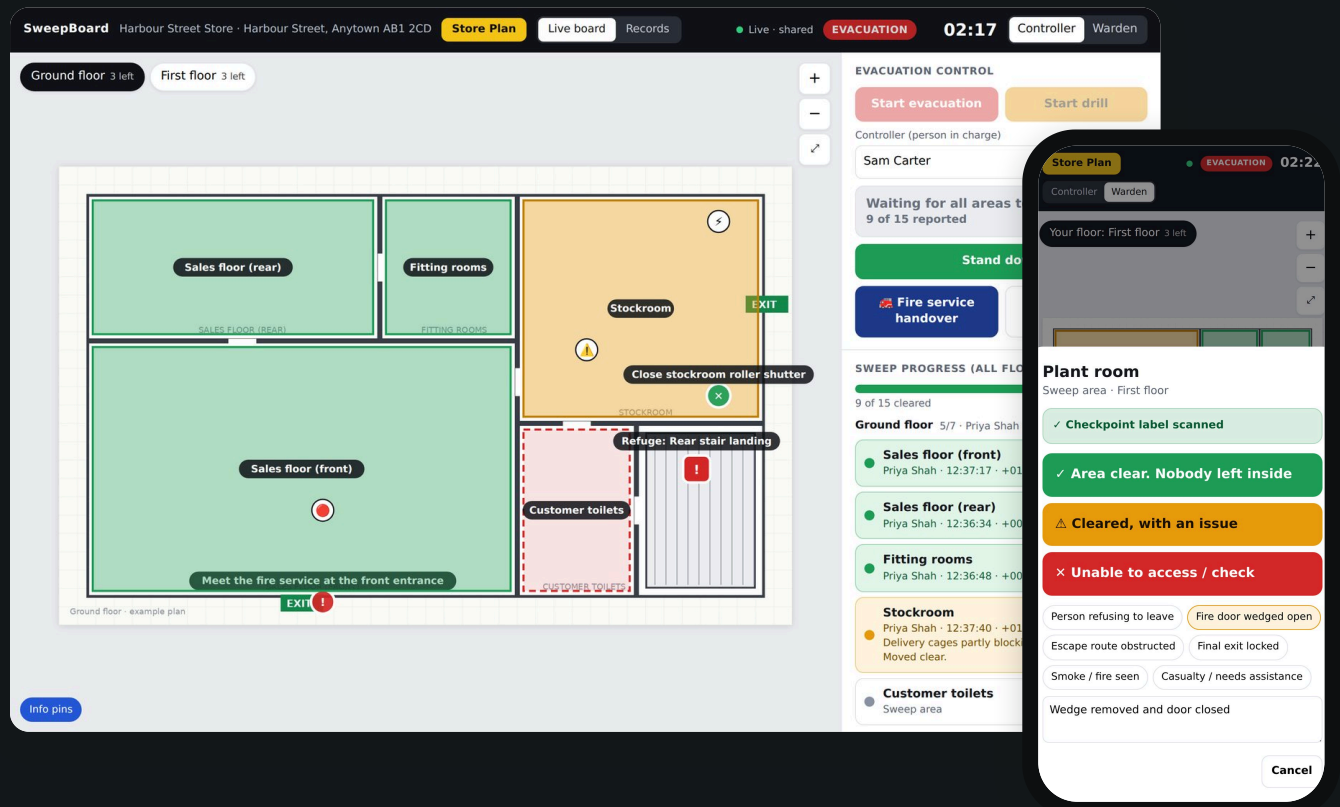


USER GUIDE · VERSION 2 · OCTOBER 2026

FOR FIRE WARDENS, INCIDENT CONTROLLERS AND MANAGERS

How to get SweepBoard on your phone, what to do when the fire alarm sounds, and how to check your sites' records afterwards.



Screens in this guide show an example site. Names, codes and times are illustrative.

WHAT'S IN THIS GUIDE

INTRODUCTION

What SweepBoard is and why we use it	3
The process at a glance	4

PART 1 · GETTING READY (EVERYONE, ONCE)

Scan your QR poster	5
Add SweepBoard to your Home Screen	6
Enter the site code	7
Enter your name and turn on alerts	8
How alerts work	9

PART 2 · FIRE WARDENS

When the alarm sounds	10
Sweeping your floor	11
Checkpoint QR labels	12
Tasks, issues and corrections	13
Refuge areas	14
Finishing your sweep and the Store Plan	15

PART 3 · INCIDENT CONTROLLERS

Starting an evacuation or drill	16
Reading the live board	17
Following up, controller tasks and refuges	18
Roll call, notes and the fire service	19
All clear, stand down and the report	20

PART 4 · MANAGERS

Your estate: sites, records and exceptions	21
How your site is set up	22

PART 5 · IF SOMETHING GOES WRONG

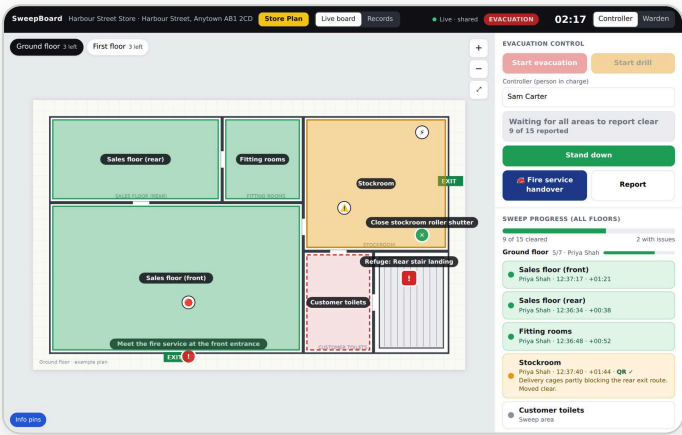
Loss of signal and paper checklists	23
Troubleshooting	24
Quick reference cards	25

REMEMBER

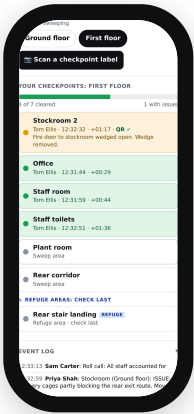
The fire alarm is always the signal to evacuate. SweepBoard helps you carry out and record the sweep. It never replaces the alarm, your site's fire procedure or your own judgement. Never put yourself at risk to complete a sweep or to use your phone.

WHAT SWEEPBOARD IS, AND WHY WE USE IT

SweepBoard is a live fire warden sweep board that runs on your phone. When the alarm sounds, wardens tick off each area of their floor as they check it, and the incident controller sees the whole building update in real time on the site's floor plan.



The controller's live board. Green = clear, amber = cleared with an issue, red dashed = not yet swept.



A warden's sweep list

WHY IT IS BETTER THAN PAPER AND RADIOS

DURING AN EVACUATION	WITH CLIPBOARDS AND RADIOS	WITH SWEEPBOARD
Knowing what to check	Relies on memory or finding the right sheet	Your floor's areas and tasks are listed on your phone, in order
Telling the controller	Find them in the crowd and report verbally	Each tap shows on the controller's board within seconds
Missed areas	Often not noticed until afterwards	Any area not checked stays red on the board
Proof it was checked	A tick on a sheet	Optional QR labels prove the warden was physically there
People in refuges	The controller may not find out in time	Shown at the top of the controller's board
The record	Written up later from memory	A full, timed report is saved automatically, and managers can see every site's records

WHAT IT MEANS FOR YOU

- Less to remember under pressure
- No queueing to report to the controller
- Nothing to write up afterwards

WHAT DOES NOT CHANGE

- The fire alarm is still the signal to evacuate
- Your site's fire procedure still applies
- Paper checklists are kept as a back-up (page 23)

THE PROCESS AT A GLANCE

1

START

The **controller** taps Start evacuation or Start drill.

2

ALERT

Every phone gets an alert saying what to do.

3

SWEEP

Wardens check each area, scan any label and tap the result.

4

ALL CLEAR

The board shows all areas clear. The **controller** does the roll call.

5

STAND DOWN

The **controller** stands down. The report is saved.

INCIDENT CONTROLLER

The person in charge of the evacuation.

- Starts the evacuation or drill
- Watches the board and chases gaps
- Roll call and fire service briefing
- Gives the stand down

FIRE WARDEN

Responsible for one floor or area.

- Opens SweepBoard when the alarm sounds
- Checks every area and task
- Scans the QR label where there is one
- Checks the refuge last

MANAGER

Responsible for one or more sites.

- Signs in to see every site
- Checks drills are in date
- Reviews reports and problems
- Follows up issues found

THE COLOURS MEAN THE SAME EVERYWHERE

COLOUR	STATUS	WHAT IT MEANS
GREY / RED DASHED	Not yet swept	Nobody has reported this yet. During an incident it shows with a red dashed outline on the plan.
GREEN	Clear / task done	Checked and nobody left inside, or the task has been done.
AMBER	Cleared, with an issue	Checked and empty, but something was found, such as a wedged fire door.
RED	No access / task not done	The area could not be checked, or the task could not be done. The controller must follow this up.
BLUE	Refuge in use	Someone is waiting in a refuge area and needs help to leave.

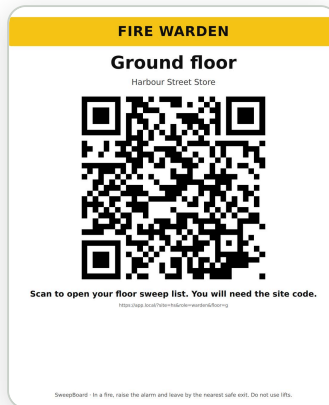
Drill or real evacuation? SweepBoard works the same for both, and both count as a recorded evacuation exercise. The top of the screen shows **DRILL IN PROGRESS** or **EVACUATION**, and alerts say FIRE DRILL or FIRE EVACUATION.

SCAN YOUR QR POSTER

You only need to do Part 1 once on each phone. It takes about two minutes.



Controller poster (red)



Warden poster (yellow),
one for each floor

WHICH CODE DO I SCAN?

- **Incident controllers:** the red **INCIDENT CONTROLLER** poster. It opens the live board.
- **Fire wardens:** the yellow **FIRE WARDEN** poster for **your floor**. It opens that floor's sweep list.

Your manager will tell you where the posters are, or may send you the link by message or email instead. If you scan the wrong one, don't worry: you can change role and floor inside the app (page 8).

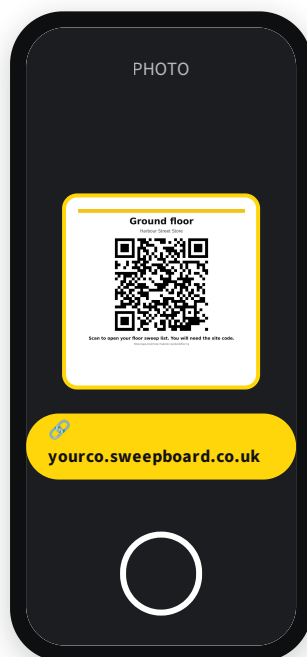


Illustration: scanning with the phone camera

HOW TO SCAN

- 1 Open the **Camera** app on your phone.
- 2 Point it at the QR code and hold steady. You don't need to take a photo.
- 3 A yellow link appears on screen. **Tap the link.**
- 4 SweepBoard opens in your web browser (Safari on iPhone, Chrome on most Android phones).

iPhone users: make sure it opens in **Safari**. If it opens inside another app, tap the menu and choose "Open in Safari". Alerts only work when SweepBoard has been added to the Home Screen from Safari (next page).

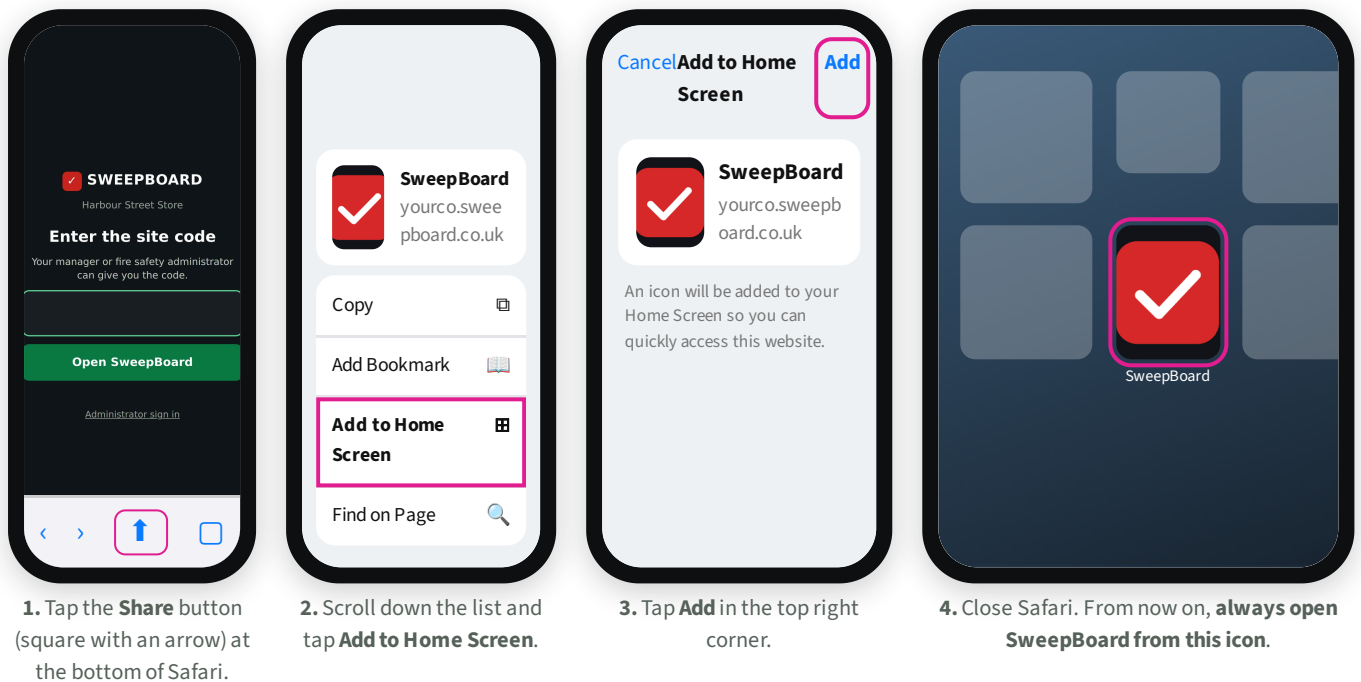
Posters, not checkpoint labels. The red and yellow posters open SweepBoard. The small green **SweepBoard checkpoint** labels fixed around the building are different: a phone camera shows only a code. They are scanned from inside SweepBoard during a sweep (page 12).

No camera link? On some Android phones, open Chrome, tap the address bar and tap the camera or Google Lens icon to scan. Or ask your manager to send you the link.

ADD SWEEPBOARD TO YOUR HOME SCREEN

This makes SweepBoard work like an app: one tap to open, full screen, and able to send you alerts. There is nothing to download from an app store.

IPHONE AND IPAD (SAFARI)



Steps 2 to 4 are illustrations. The exact look depends on your version of iOS. iPhones need iOS 16.4 or later for alerts (Settings > General > About shows your version).

ANDROID PHONES (CHROME)

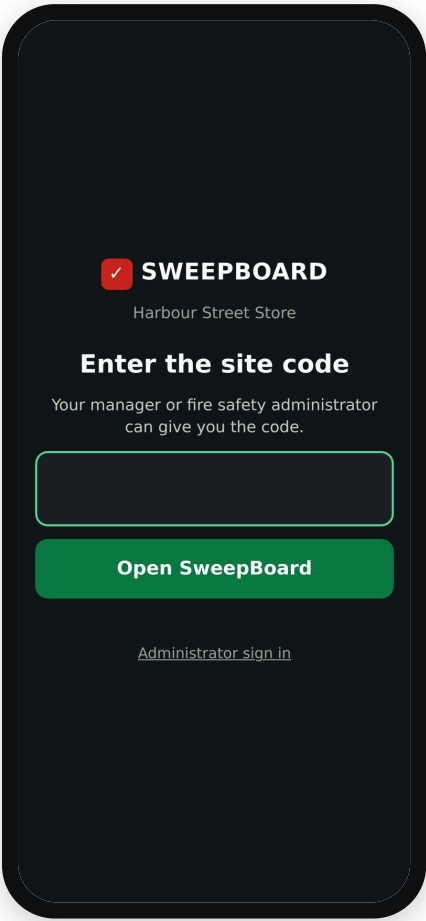
- 1 With SweepBoard open in Chrome, tap the **three dots** ⋮ in the top right corner.
- 2 Tap **Add to Home screen** (on some phones it says **Install app**).
- 3 Tap **Add** or **Install** to confirm.
- 4 Open SweepBoard from the new icon on your Home screen.

Why this matters. On iPhone, alerts are only delivered to the Home Screen version. If you just keep SweepBoard as a Safari tab, you will not be alerted when a drill or evacuation starts.

New phone? Repeat Part 1 on the new phone. Nothing needs removing from the old one.

ENTER THE SITE CODE

Every site has its own 3 to 5 digit code. Only people with the code can open the site's board, see its floor plan or record a sweep. Your manager or fire safety administrator will give it to you.



The code screen

- 1 Type the site code.
- 2 Tap **Open SweepBoard**.
- 3 The site opens. You are ready for steps 4 and 5.

WHEN YOU ARE ASKED FOR IT

YOU OPEN SWEEPBOARD...	CODE NEEDED?
Normally, from the icon or a poster	Yes , every time
By tapping a drill or evacuation alert	No , if you entered it in the last 12 hours
While a drill or evacuation is running	No , if you entered it in the last 12 hours

So in an emergency you go straight to your sweep list. If it has been more than 12 hours, you will be asked once. It takes two seconds.

Wrong code? You are told it is not right. After five wrong tries SweepBoard waits 30 seconds before you can try again.

IF THE CODE CHANGES

Your administrator may change the code, for example when staff leave. Every phone is then asked for the new one. If SweepBoard says **"The site code has changed"**, ask your manager for it.

KEEP IT TO THE TEAM

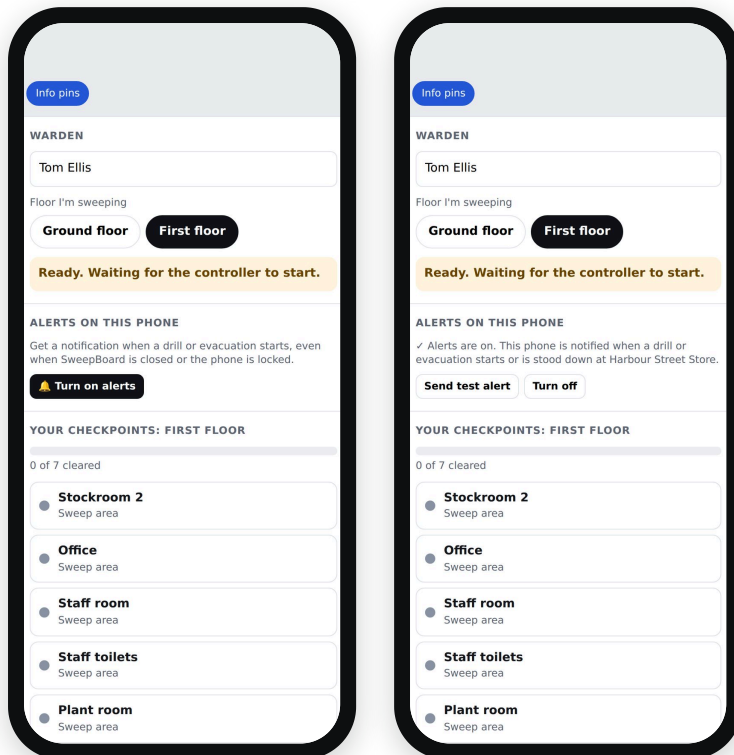
Share the code only with wardens, controllers and managers for this site. Do not write it on the posters or put it on public notices.

WORKS WITHOUT SIGNAL

Once your phone has accepted the code, it can open SweepBoard with that code again even if there is no signal.

ENTER YOUR NAME AND TURN ON ALERTS

Open SweepBoard from your Home Screen icon, enter the site code, then complete these two steps.



Before: name entered, floor chosen, alerts not yet on

After: alerts are on

STEP 4 • TELL SWEEPBOARD WHO YOU ARE

- 1 **Wardens:** type your name in the **Warden** box. Your name is recorded against every area you check.
- 2 Check the right floor is selected under **Floor I'm sweeping**. Tap a different floor if you are covering another one today.
- 1 **Controllers:** type your name in the **Controller (person in charge)** box. You cannot start an incident without it.

Your phone remembers your name, role and floor for next time.

STEP 5 • TURN ON ALERTS

- 1 Scroll to **Alerts on this phone** and tap **Turn on alerts**.
- 2 Your phone asks if SweepBoard can send notifications. Tap **Allow**.
- 3 The message changes to "✓ **Alerts are on**".
- 4 Tap **Send test alert**. A test notification should arrive within a few seconds. If it does, you are ready.

Can't see "Turn on alerts"? On iPhone you are probably still in Safari. Go back to page 6, add SweepBoard to the Home Screen and open it from the icon.

Tapped "Don't Allow" by mistake? On your phone go to Settings > Notifications > SweepBoard and turn on Allow Notifications.

SWITCHING ROLE OR FLOOR

Anyone can switch at any time. Use the **Controller | Warden** buttons at the top of the screen to change role, and the floor buttons under **Floor I'm sweeping** to change floor. This is useful when you are covering for someone, or when rotas change on the day.

HOW ALERTS WORK

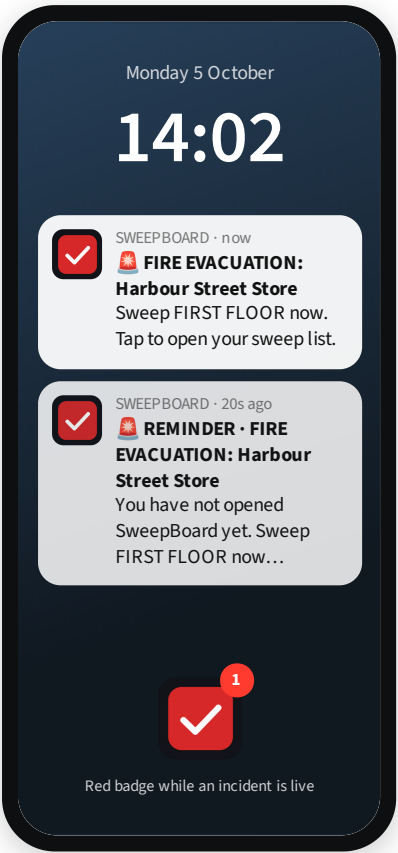


Illustration of a warden's Lock Screen

WHEN	WHAT YOUR PHONE SHOWS
Evacuation starts	 FIRE EVACUATION: [site name] Wardens: "Sweep [YOUR FLOOR] now. Tap to open your sweep list." Controllers: "Go to the fire alarm panel and take control."
Drill starts	 FIRE DRILL: [site name] with the same instructions.
20 and 45 seconds later	REMINDER alerts, but only if you have not opened SweepBoard yet. Opening the app stops them.
While it is live	A red badge on the SweepBoard icon.
Stand down	 STAND DOWN: [site name] . The badge clears.

Tap the alert and SweepBoard opens on the right screen: your floor's sweep list if you are a warden, the live board if you are a controller.

The person who presses Start or Stand Down does not get the alert on their own phone, because they already know.

SET YOUR PHONE UP TO MAKE ALERTS HARD TO MISS

iPhone: Settings > Notifications

- Display As: **List**
- Show Previews: **Always**
- SweepBoard > Allow Notifications, Lock Screen, Banners: **on**
- SweepBoard > Banner Style: **Persistent**
- SweepBoard > Sounds and Badges: **on**

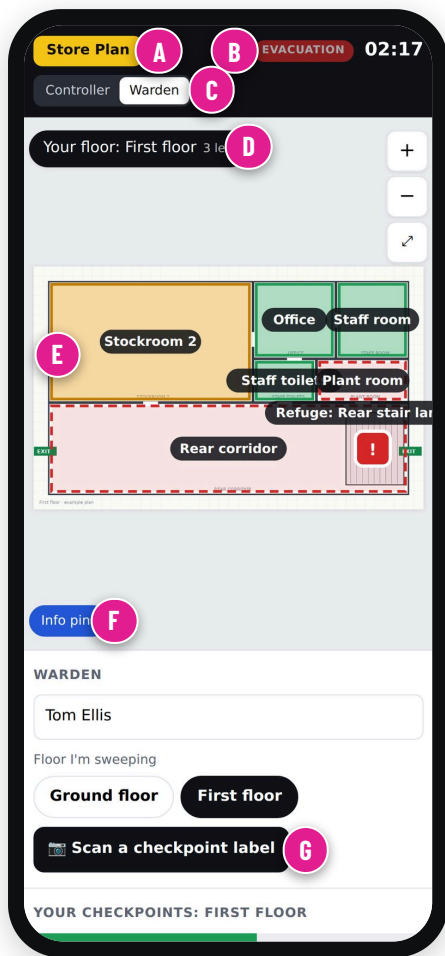
Android: Settings > Apps > SweepBoard (or Chrome) > Notifications: allow, with sound and pop-up on.

IMPORTANT LIMITS

- Alerts use your phone's normal notification sound. They are **not** as loud as a government emergency alert.
- If your phone is on **silent, Do Not Disturb or a Focus mode**, you may not hear them. At work, keep the ringer on and allow SweepBoard in any Focus mode you use.
- Alerts need mobile signal or Wi-Fi to arrive.

So: the fire alarm is your signal. When it sounds, open SweepBoard straight away. Do not wait for the alert.

WHEN THE ALARM SOUNDS



The warden screen during an evacuation

- 1 **Stop what you are doing** and put on your warden vest.
- 2 **Open SweepBoard:** tap the alert if it has arrived, or open it from your Home Screen and enter the site code if asked.
- 3 Check the top of the screen shows **EVACUATION** or **DRILL IN PROGRESS** and that it says **Your floor:** with the right floor.
- 4 Start your sweep (next page).

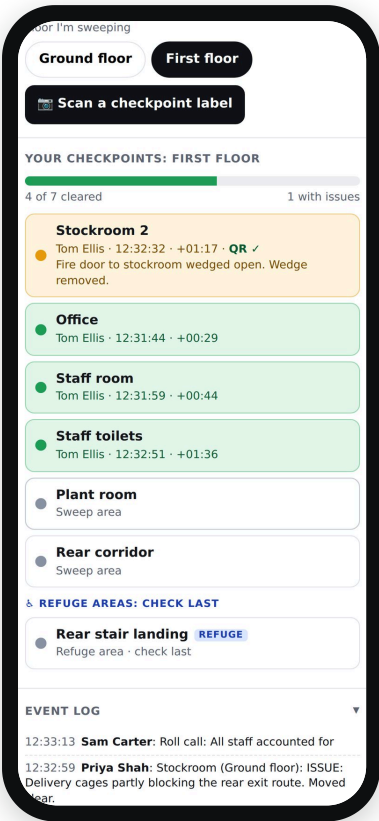
WHAT YOU CAN SEE

- A Store Plan** button: assembly point, your action card and site details.
- B Status and clock:** evacuation or drill, and the time since the alarm.
- C Controller | Warden:** shows your role. You should be on Warden.
- D Your floor** and how many areas are left.
- E Floor plan:** your areas, coloured as you check them. Pinch to zoom, drag to move, or tap an area to report it.
- F Info pins:** shows or hides markers such as the alarm panel and known hazards.
- G Scan a checkpoint label** (only at sites that use labels): scan a label to open that area.

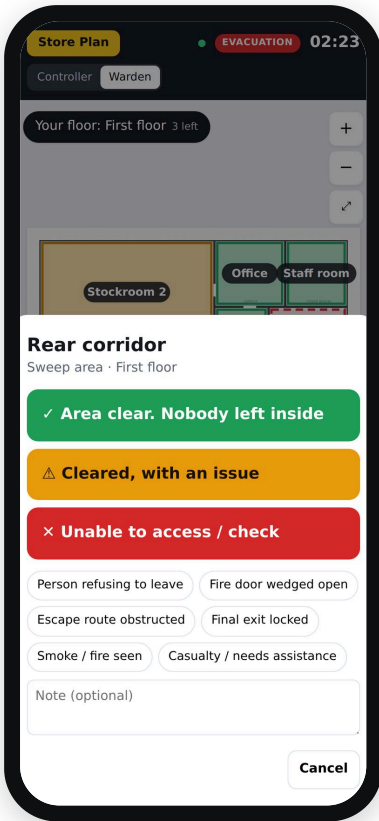
Still says "Standby"? The controller has not started the incident yet. Begin your sweep anyway. As soon as they start it, your screen changes and you can tap your areas.

Your safety comes first. If you see fire or smoke, or it is not safe to continue, leave by the nearest safe exit and tell the controller. Do not finish the sweep and do not stop to use your phone.

SWEEPING YOUR FLOOR



Your sweep list. Tap an area when you have checked it.



Choose the result

- 1 Scroll down to **Your checkpoints**. Your areas and tasks are listed in the order to check them.
- 2 **Go to the first area and check it properly:** every room, toilet cubicle, fitting room and store cupboard.
- 3 Tell everyone to leave by the nearest safe exit. Do not use lifts.
- 4 When the area is empty, **tap it** in the list or on the plan.
- 5 If the area has a **QR label**, scan it (next page).
- 6 Tap the result: usually **Area clear. Nobody left inside**.
- 7 Close the door behind you (do not lock it) and move on until every item has a colour.

BUTTON	WHEN TO USE IT	SHOWS AS
✓ Area clear. Nobody left inside	You have checked the whole area and it is empty.	GREEN
⚠ Cleared, with an issue	The area is empty, but you found a problem (page 13).	AMBER
✗ Unable to access / check	You could not get in or could not check it, for example a locked door or smoke.	RED

GOOD TO KNOW

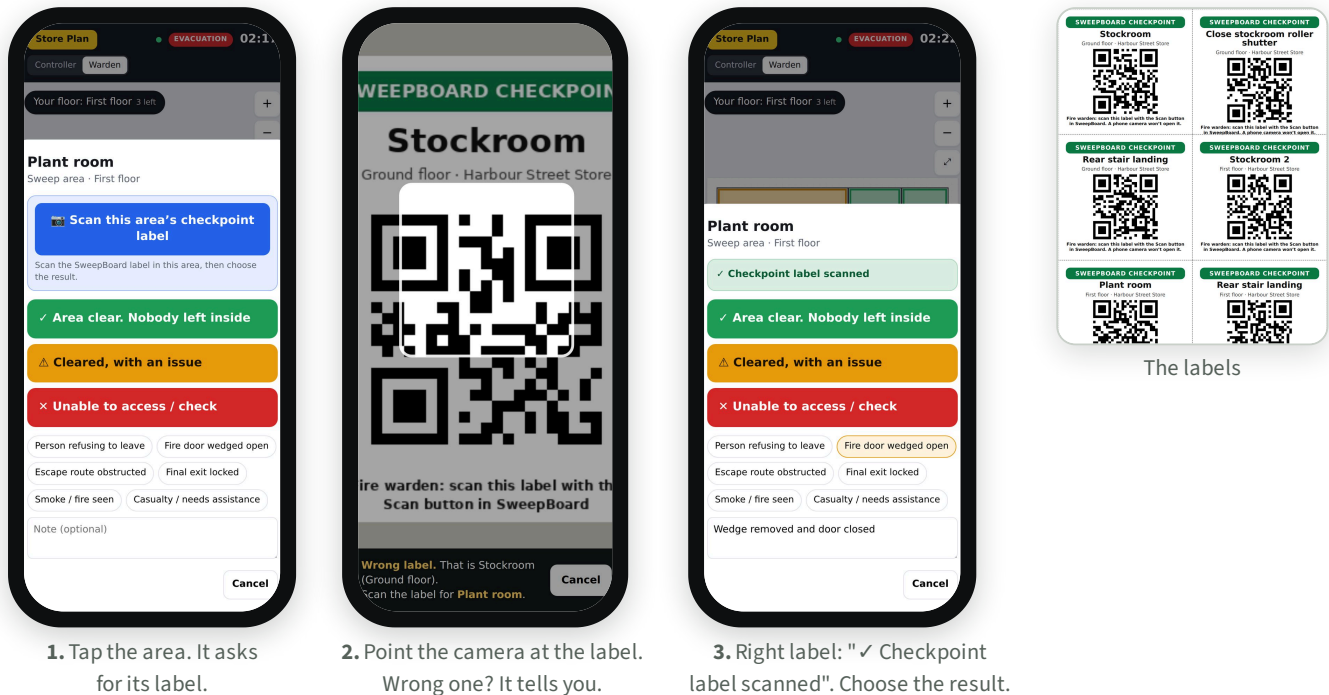
- Each tap is saved with your name and the time.
- The controller sees it within a few seconds.
- The bar above the list shows how many you have done.
- **QR ✓** next to an area means its label was scanned.

ONLY TAP WHAT YOU HAVE CHECKED

Tap an area **after** you have physically checked it, never before and never from memory. The controller and the fire service rely on the board being true.

CHECKPOINT QR LABELS

Some sites fix a small green **SweepBoard checkpoint** label in chosen areas, such as refuges and stockrooms. Scanning it proves you physically reached that spot. Areas without a label work as normal.



HOW TO SCAN

- 1 Check the area, then tap it in SweepBoard.
- 2 Tap **Scan this area's checkpoint label**. Allow the camera the first time.
- 3 Hold the phone 15 to 30 cm from the label until it buzzes.
- 4 Tap the result as normal.

You can also use **Scan a checkpoint label** under your floor buttons: it opens whichever area the label belongs to.

"Wrong label" means the label belongs to a different area. The camera stays open and tells you which label it was and which one to scan. Find the right label or tap Cancel.

Can't scan? Damaged label, camera blocked or too dark? Tap the result anyway, then **Mark ... without scanning**. It shows as **NOT SCANNED** on the board and in the report. Never delay your sweep for a label.

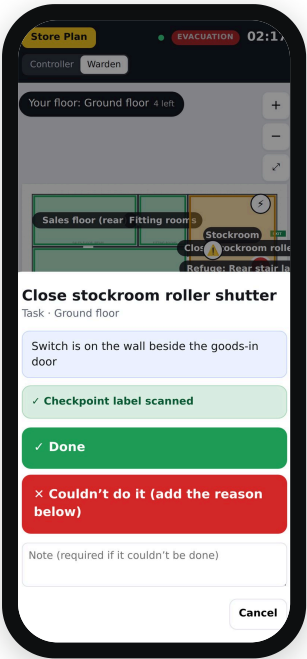
WHY THE PHONE CAMERA DOES NOTHING

A label holds only a random code, not a web link. Scanned with an ordinary phone camera it opens nothing. It only works inside SweepBoard, for someone who has the site code.

LABELS MISSING OR DAMAGED?

Tell your manager after the drill. Labels can be reprinted, and if any are lost or copied the administrator can replace every code so the old labels stop working.

TASKS, ISSUES AND CORRECTIONS



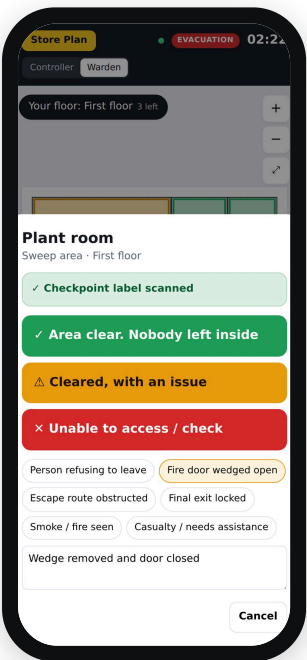
A floor warden task

TASKS

Some items in your list are **tasks** rather than areas, marked **TASK**. A task is a specific action, such as *Close stockroom roller shutter* or *Check the lift is empty*. The instruction underneath tells you exactly what to do.

- ✓ **Done** when you have done it.
- ✗ **Couldn't do it** if you could not. **Type the reason** in the note box first: SweepBoard asks for it.

Tasks hold the all clear. The board does not show the building as clear while a task is unfinished or not done. The controller can override this when it is safe, so always report honestly.



Reporting an issue

REPORTING AN ISSUE

- 1 Tap the area.
- 2 Tap one or more **quick options** and add a short note if it helps.
- 3 Tap **⚠ Cleared, with an issue**, or **✗ Unable to access / check** if you could not check it.

QUICK OPTION	USE IT WHEN
Person refusing to leave	Someone will not evacuate. Do not argue. Report it and move on.
Fire door wedged open	A fire door was propped open. Close it if you can.
Smoke / fire seen · Casualty	Leave, and tell the controller in person or by radio too.

MADE A MISTAKE?

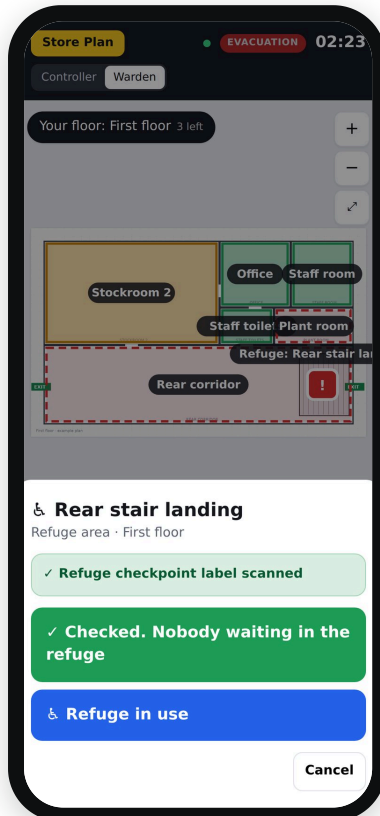
Tap the item again and choose a different result, or tap **Mark unchecked**. Changes are recorded in the log.

"NO ACCESS" IS NOT A FAILURE

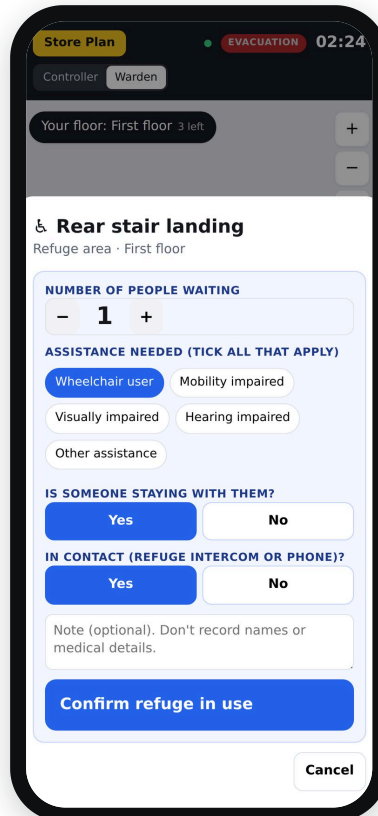
If you cannot safely check an area, saying so is exactly right. It turns red so the controller can act. Never mark an area clear that you have not checked.

REFUGE AREAS

A refuge is a protected place, usually on an escape stair landing, where someone who cannot use the stairs can wait safely for help. If your floor has one, it is always the **last** item in your list, under "🚫 Refuge areas: check last".



Tap the refuge, scan its label if it has one, then choose



Details for a refuge in use

IF NOBODY IS WAITING

Go to the refuge itself. Tap it, scan its label if asked, then tap

✓ **Checked. Nobody waiting in the refuge**.

It turns green.

IF SOMEONE IS WAITING

- 1 Tap the refuge, then **🚫 Refuge in use**.
- 2 Set the **number of people** with – and +.
- 3 Tick the **assistance needed**.
- 4 Answer **Is someone staying with them?** and **In contact?**
- 5 Tap **Confirm refuge in use**. It turns blue.

WHAT HAPPENS NEXT

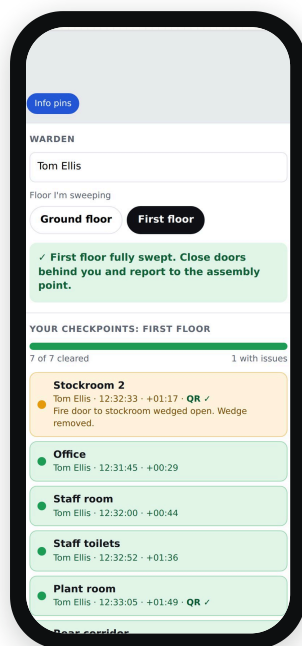
- The controller sees it immediately at the top of their board and tells the fire service.
- Reassure the person. Show them the refuge intercom if there is one.
- Follow your site procedure on whether someone stays with them.

IF THE PERSON LEAVES

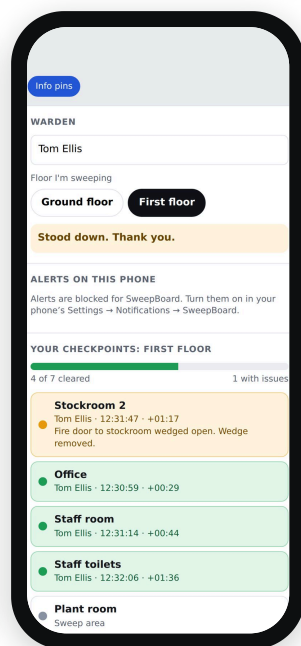
Tap the refuge again, tap **✓ Refuge now clear**, choose how it was cleared and confirm. If more people arrive, tap **🔧 Update details**.

Refuges matter most. At sites with checkpoint labels, the refuge is usually one of the labelled places, so the record shows someone actually went there. **Privacy:** never type names or medical details into the note box.

FINISHING YOUR SWEEP, AND THE STORE PLAN



Floor fully swept



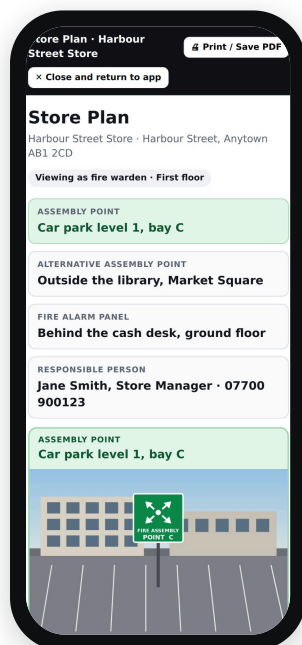
After stand down

WHEN EVERY ITEM HAS A COLOUR

- 1 A green message confirms your floor is **fully swept**.
- 2 Leave by the nearest safe exit, closing doors behind you.
- 3 Go to the **assembly point** and report to the controller: any issues, anyone in a refuge, anyone who refused to leave, any task not done.
- 4 **Keep SweepBoard open** until you get there, especially if you lost signal (page 23).
- 5 Stay at the assembly point until you are told it is safe.

When the controller stands down, you get a **STAND DOWN** alert and your screen shows "Stood down. Thank you." There is nothing else for you to do.

THE STORE PLAN



Key facts and assembly point photo



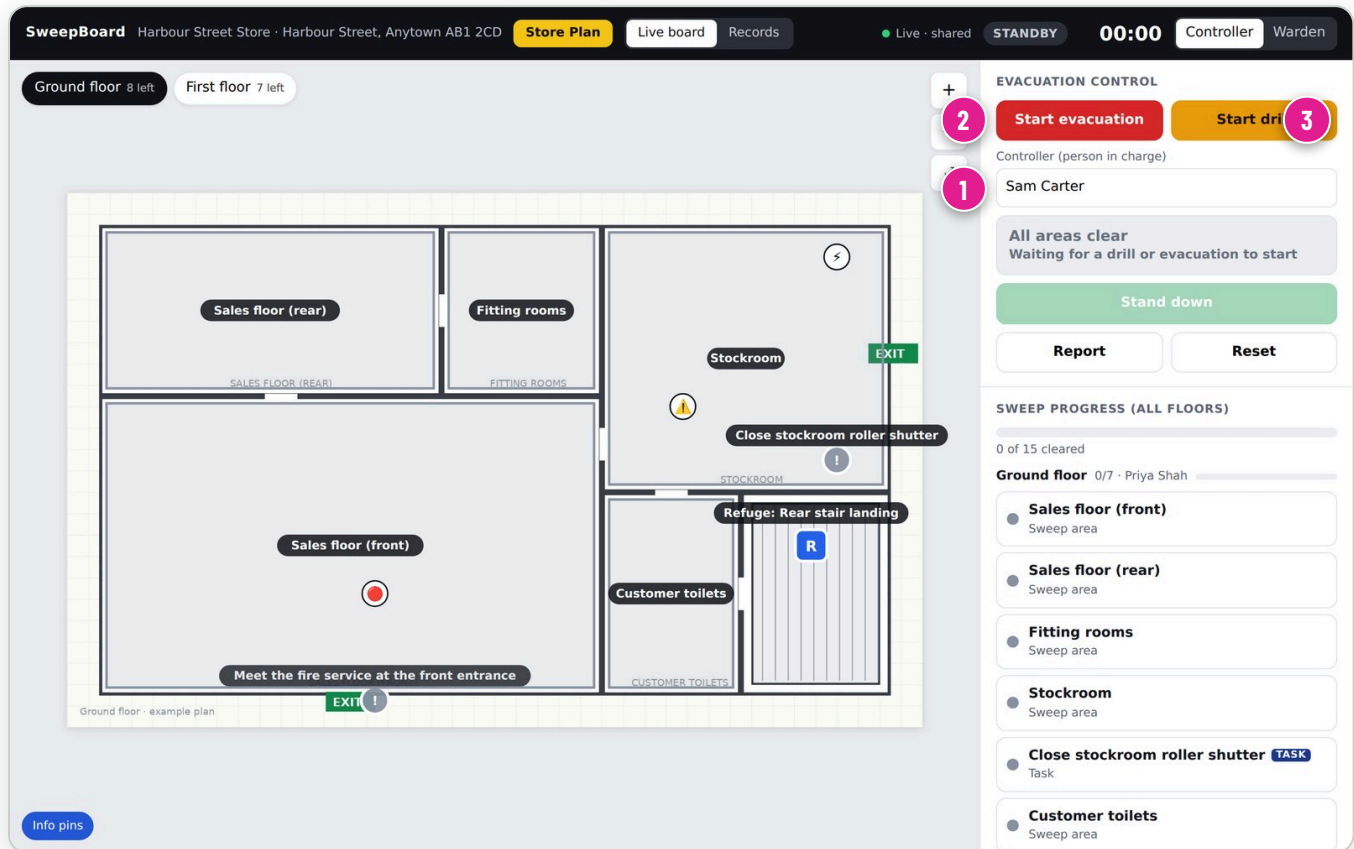
Your action card

Tap the yellow **Store Plan** button at the top of any screen, at any time, to see:

- **The assembly point**, with a photo, and the alternative assembly point.
- **Where the fire alarm panel is** and who the responsible person is.
- **Your action card**: the steps for your role, yours first.
- **The areas to sweep** on your floor.
- **Site information**: exits, refuges, hazards and contacts.

Read it before you need it. Take five minutes now to read your action card and check you know where the assembly point is.

STARTING AN EVACUATION OR DRILL



The controller's board on standby. It works the same on a tablet, laptop or phone.

- 1 Type your name in **Controller (person in charge)**. The board will not start without it.
- 2 For a real alarm, tap **Start evacuation**.
- 3 For a planned drill, tap **Start drill** instead.

WHAT HAPPENS WHEN YOU TAP START

- The clock starts and the status changes to Evacuation or Drill in progress.
- Every other registered phone gets an alert. Wardens are told which floor to sweep.
- Every sweep area turns red dashed, meaning "not yet swept".
- **Reset is locked** until you stand down, so the incident cannot be wiped by mistake.
- The event log starts recording. Sections you don't need fold away: tap a heading to open one.

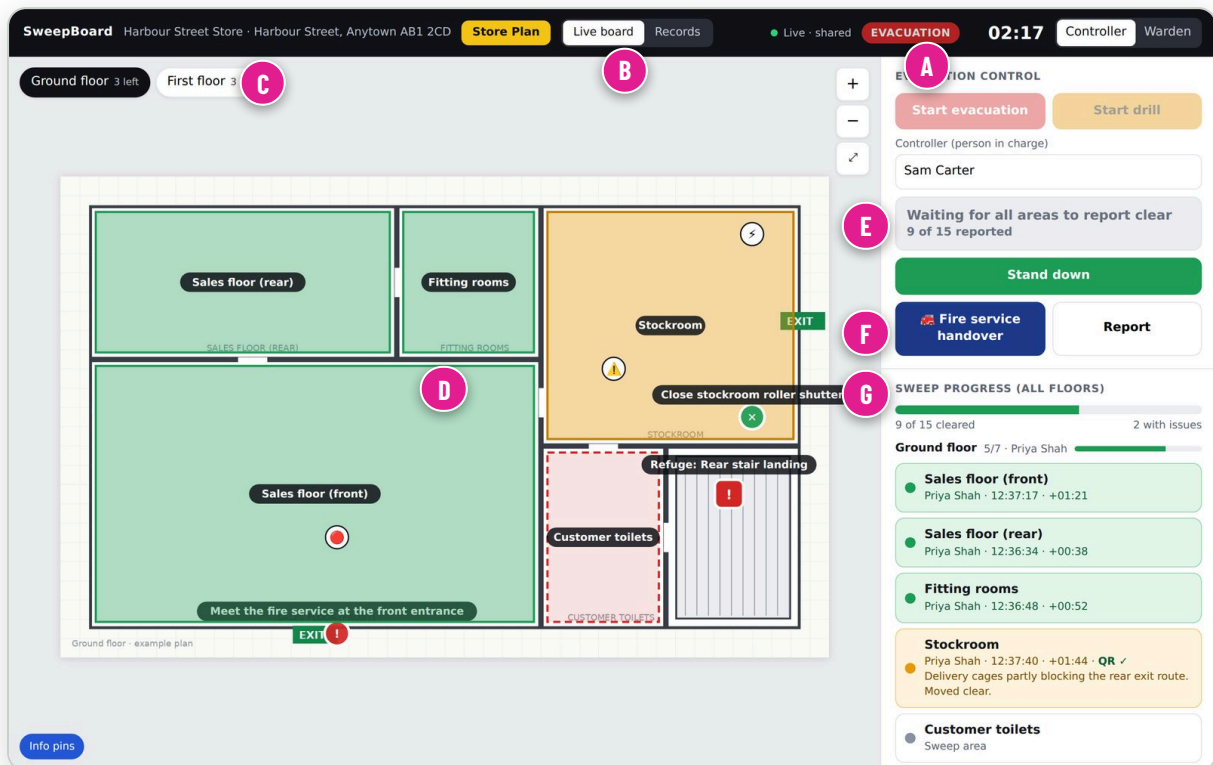
IN A REAL FIRE

Make sure 999 has been called. Never assume someone else has done it. Starting SweepBoard does not call the fire service.

Start it as early as you can. Wardens cannot record their sweep until you have started the incident. If you are delayed, another controller can start it from their own phone.

Only one incident runs at a time. If someone else has already started it, your screen already shows it as live. You can both follow the same board.

READING THE LIVE BOARD



- A Status and clock.** Evacuation or drill, time since the alarm, and "Live · shared" when connected.
- B Live board | Records.** Records lists past drills and evacuations.
- C Floor tabs.** Each shows how many items are left. A tick means the floor is done.
- D Live plan.** Areas change colour as wardens report. Pins mark the alarm panel, isolation points, hazards and tasks.

- E All-clear box.** Counts the areas reported, then turns green and stamps the time when the last one reports.
- F Fire service handover and Report buttons** (page 19).
- G Sweep progress.** Every area and task by floor: who, when, notes, and **QR ✓** or **Not scanned** where the site uses labels.

WHAT TO WATCH FOR

- **RED DASHED** areas that stay unswept: who should be checking them?
- **RED** no access, or a task not done: send help or tell the fire service.
- **AMBER** areas: read the note. Does it need action now?
- **Not scanned:** ask the warden at the assembly point whether they reached that spot.

IS A FLOOR NOT MOVING?

Each floor heading in Sweep progress shows who is sweeping it. If a floor shows no name or nothing is being reported, send someone, or ask a warden who has finished to cover it. They can switch floor in the app.

FOLLOWING UP, CONTROLLER TASKS AND REFUGES

RECORDING AN AREA YOURSELF

If a warden reports to you in person, by radio or on a paper checklist, tap the area in the list or on the plan, choose the result and add a note saying who told you. It is recorded under your name.

CONTROLLER TASKS

Some sites give the controller their own tasks, such as *Meet the fire service at the front entrance*. They appear under **Controller tasks** in your panel. Tap one, then **✓ Done**, or **✗ Couldn't do it** with the reason.

Unfinished tasks hold the all clear. If you have to stand down with a task still open, the Stand down button asks you to tap again to confirm.

CONTROLLER TASKS

Meet the fire service at the front entrance **TASK**
 Controller task

ASSEMBLY POINT ROLL CALL

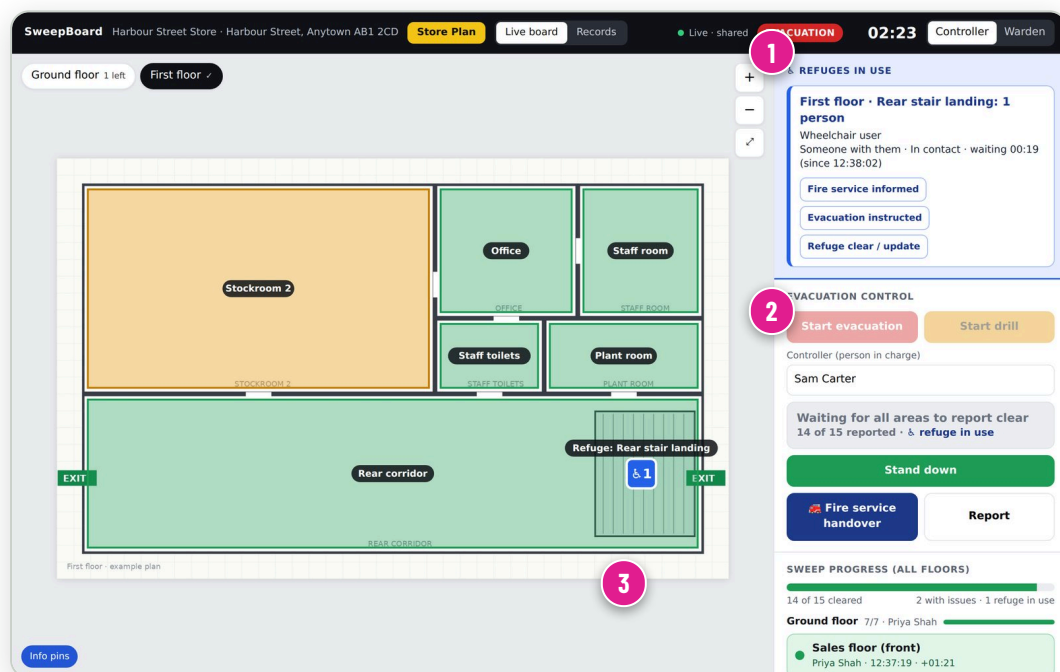
☒ **All staff accounted for**
 Confirmed by Sam Carter at 12:37:54 (+01:58)

☐ **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 tasks above the roll call



A refuge in use on the first floor

WHEN A REFUGE IS IN USE

- 1 A blue **Refuges in use** panel appears at the top: floor, number of people, help needed, whether someone is with them, and how long they have waited.
- 2 The all-clear box shows "**1 refuge in use**". The building is not clear until every refuge is cleared.
- 3 A blue marker shows the refuge and number of people on the plan.

YOUR THREE BUTTONS

- **Fire service informed:** tap when you have told the crew.
- **Evacuation instructed:** tap when the refuge is to be cleared.
- **Refuge clear / update:** record that the person is out, and how.

Each tap is time-stamped in the report.

ROLL CALL, NOTES AND THE FIRE SERVICE

ASSEMBLY POINT ROLL CALL

☒ **All staff accounted for**
Confirmed by Sam Carter at 12:37:54 (+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.

Roll call and controller notes

ASSEMBLY POINT ROLL CALL

At the assembly point, confirm each group and tick the box:

- **All staff accounted for** (use the rota or staff list)
- **All visitors accounted for** (visitor book)
- **All contractors accounted for** (contractor sign-in)

Each tick turns green and records your name and the time. Anything not ticked is listed in red as "Not yet confirmed".

Only tick what you have confirmed. If someone is missing, leave the box unticked, tell the fire service, and write who is missing in your notes.

CONTROLLER NOTES

Record what set the alarm off, when 999 was called and by whom, decisions you made and follow-up actions. Notes save automatically and appear in the report.

Fire service handover

Ground floor

- Fire alarm panel: Fire alarm panel
- Electrical isolation: Main isolator (riser)
- Known hazard / FRA issue: Lithium battery cage
- Not yet cleared: Meet the fire service at the front entrance
- Not yet cleared: Customer toilets
- Not yet cleared: Rear stair landing

First floor

- Not yet cleared: Plant room
- Not yet cleared: Rear corridor
- Not yet cleared: Rear stair landing

Roll call not yet confirmed:
visitors, contractors

Tap an item to show it on the plan.

Fire service handover, full screen

BRIEFING THE FIRE SERVICE

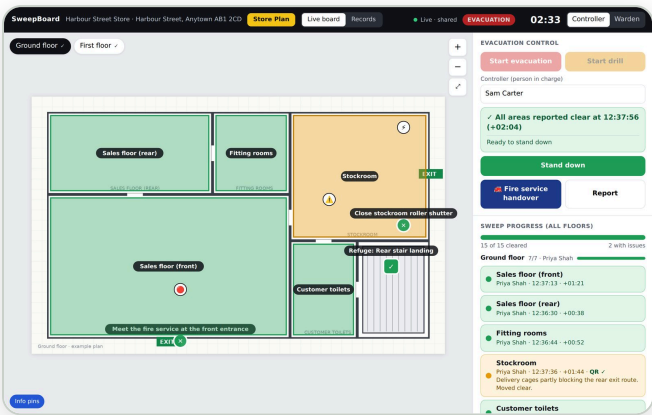
Tap the blue  **Fire service handover** button. A full-screen summary opens, ready to show or read to the officer in charge:

- **Refuges in use**, listed first
- The **fire alarm panel** and **isolation points**
- **Known hazards**
- Areas and tasks **not yet cleared** on each floor
- Any **roll call not confirmed**

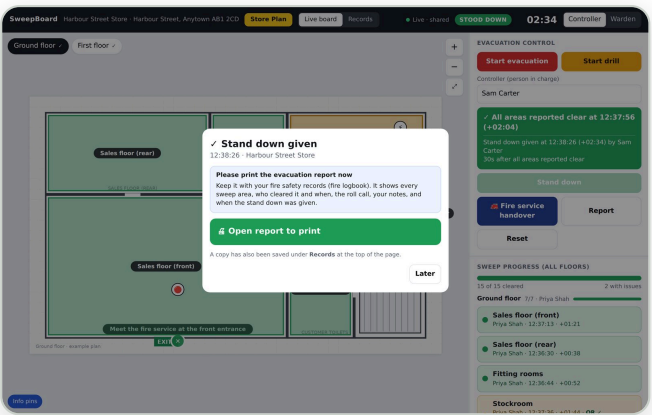
Tap any item to show it on the plan. Tap **Close** to return.

Nobody goes back in until the fire service, or you for a drill, says it is safe.

ALL CLEAR, STAND DOWN AND THE REPORT



All areas reported clear, roll call complete



Stand down given, with the reminder to print

- 1 When the last area is reported, the all-clear box turns **green** and shows the time.
- 2 Finish the **roll call**, any **controller tasks** and your **notes**.
- 3 When it is safe, tap **Stand down**.
- 4 If an area is not cleared, a task is unfinished, a refuge is in use or the roll call is incomplete, the button says so and asks you to **tap again to confirm**.
- 5 Tap **Open report to print**, or Later.

ON STAND DOWN

- Every phone gets a **STAND DOWN** alert.
- The full report is saved under **Records** automatically, and managers can see it.
- All clear time, stand down time and the gap between them are recorded.

Reset clears the board ready for next time. It only appears once you have stood down.

Evacuation report

Harbour Street Store - Harbour Street, Anytown AB1 2CD - 13/10/2026, 12:35:52

Total time
02:34

Areas cleared
15 / 15

Roll call
3 / 3

Issues raised
2

Timeline

Controller (person in charge)	Sam Carter
Evacuation started	13/10/2026, 12:35:52
All areas reported clear	12:37:56 (+02:04)
Stand down given	12:38:26 (+02:34) by Sam Carter
Delay between the two	30s

Assembly point roll call

All staff accounted for	✓ Yes. Confirmed by Sam Carter at 12:37:50 (+01:58)
All visitors accounted for	✓ Yes. Confirmed by Sam Carter at 12:38:02 (+02:10)
All contractors accounted for	✓ Yes. Confirmed by Sam Carter at 12:38:08 (+02:16)

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	Checkpoint QR	Warden	Time	Elapsed	Notes
Ground	Controller task:	Task done		Sam	12:38:12	02:20	

The report: timeline, roll call, notes, every area with its checkpoint result, and the event log

Drill & evacuation records

Records in 2026: 5 (3 drills - 2 evacuations)

Average time to all areas clear across 5 records: 02:15

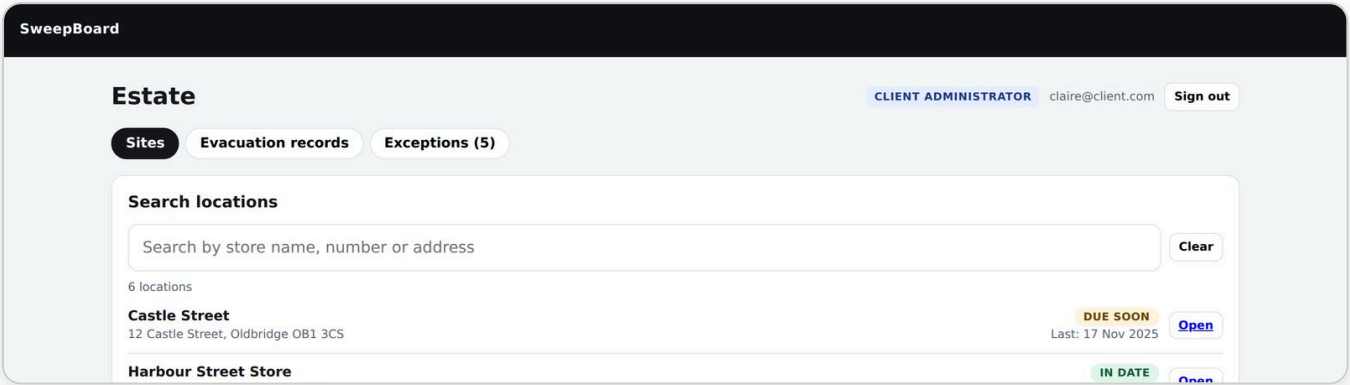
DATE	TYPE	CONTROLLER	ALL AREAS CLEAR	STAND DOWN	DELAY	AREAS	ISSUES	ROLL CALL
13 Oct 2026 12:35	EVACUATION	Sam Carter	02:04	02:34	30s	15/15	2	3/3 ✓
26 Sept 2026 14:36	DRILL	Sam Carter	01:58	02:31	33s	11/11	1	3/3 ✓
30 Jun 2026 14:36	EVACUATION	Jane Smith	02:22	03:16	54s	11/11	2	3/3 ✓
05 Apr 2026 14:36	DRILL	Jane Smith	02:11	02:50	39s	11/11	0	3/3 ✓
08 Jan 2026 13:36	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.

Records: every past drill and evacuation for this site. Tap a row to open its report.

YOUR ESTATE: SITES, RECORDS AND EXCEPTIONS

Area managers, head office and other client administrators can sign in to see every site, every evacuation record and anything that needs attention. Total Risk Management sets up your login.

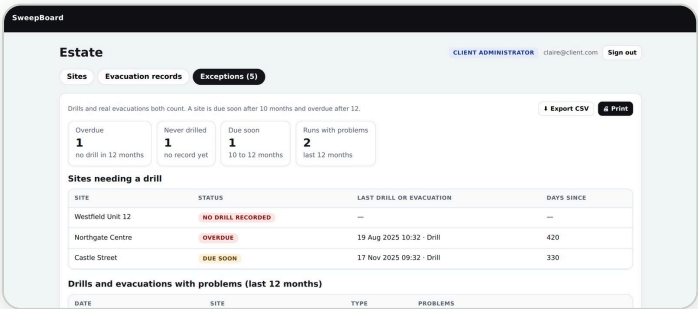


The estate page for a client administrator

SIGNING IN

- 1 You receive an email from SweepBoard. Use its link to set your own password.
- 2 Go to your SweepBoard address with **?admin** on the end, for example **yourco.sweepboard.co.uk/?admin**, or tap **Administrator sign in** on the site code screen.
- 3 Sign in with your email and password. Use **Forgotten password?** if you need a new one.

TAB	WHAT IT SHOWS
Sites	Every site, with its drill status: IN DATE DUE SOON OVERDUE . Search by name, number or address. Open shows the live board.
Evacuation records	Every drill and evacuation across all sites. Filter by date, type or site, open any report, export to CSV or print.
Exceptions	What needs action: sites never drilled, overdue or due soon, and runs with problems in the last 12 months.



Exceptions: drills due and problem runs

How "due" is worked out. Drills and real evacuations both count. A site is **due soon** 10 months after its last one, and **overdue** after 12 months.

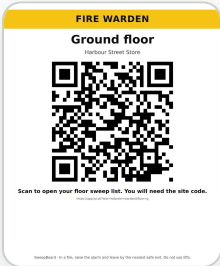
Problem runs include areas not cleared, no access, tasks not done, refuges in use and incomplete roll calls.

View only. You can watch any site's board, but to take part in a drill you enter that site's code like everyone else. You cannot change set-up, site codes or records.

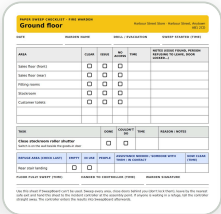
HOW YOUR SITE IS SET UP

Total Risk Management sets up and maintains each site for you. This page explains what is in place, so you know what to ask for when something changes.

ITEM	WHAT IT IS
Floor plans and areas	Your floor plans, with each sweep area drawn on and listed in sweep order. Refuges are always checked last.
Tasks	Specific actions for floor wardens or the controller, with an instruction.
Info pins	Alarm panel, isolation points, known hazards and other key locations.
Store Plan	Assembly points and photo, responsible person, action cards, contacts and site information.
Site code	The 3 to 5 digit code everyone enters to open the site (page 7).
Posters	A red controller poster and a yellow poster for each floor, to open SweepBoard.
Paper checklists	Printed from the same set-up, for the grab bag and fire point.
Checkpoint labels	Optional. Green QR labels for the areas you choose, such as refuges only.



Floor poster



Paper checklist



Checkpoint labels

SITE ACCESS CODE

Everyone opening this site must enter this 3 to 5 digit code. If you change it, every phone has to enter the new code.

Save code

Current code: 640

QR CHECKPOINT CONFIRMATION

☒ Use QR checkpoint labels at this site

Optional. Choose which items need a label with the **QR label** tick on each sweep area, refuge and floor warden task in the list below, or use the quick choices here. Fix each label where the warden finishes checking. Wardens scan it before marking the item. They can still mark it without scanning; it then shows as **Not scanned**.

Labels on:

Everything

Refuges only

Nothing

QR label on 6 of 14 item(s).

Print checkpoint QR labels

Replace all label codes

Each label holds a random code, not a web link: scanning it with a phone camera opens nothing. If labels are lost or copied, **Replace all label codes** stops the old labels working. Then print and fit the new ones.

Site code and checkpoint label settings (administrator view)

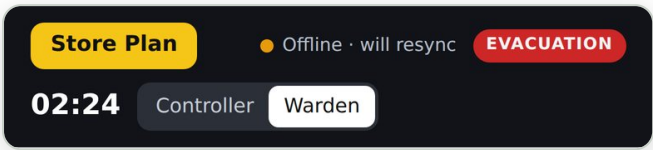
TELL TRM WHEN...

- the layout, a floor plan or an exit changes
- the assembly point or responsible person changes
- you want labels added, moved or reprinted
- a label is lost or may have been copied (all codes can be replaced)
- staff with the site code leave (the code can be changed)

If your organisation has been given Store Plan editing, client administrators can update the Store Plan themselves from the site's board.

LOSS OF SIGNAL AND PAPER CHECKLISTS

IF YOUR PHONE LOSES SIGNAL DURING A SWEEP



The top of the screen shows "Offline · will resync"

- 1 Carry on.** Keep tapping your areas as normal. Each result is saved on your phone with the time you tapped it. Label scans work offline too.
- 2 Keep SweepBoard open.** Do not close the app or switch your phone off.
- 3** When signal returns, your results **send automatically**.
- 4** At the assembly point, **tell the controller** your floor is done, in case your results have not arrived yet.

CONTROLLERS

An area that stays unswept may simply be a warden without signal. Never assume it is clear. Ask the warden when they reach you, then record it yourself (page 18) if their phone still has not caught up.

GOOD HABITS

- Open SweepBoard as soon as the alarm sounds, while you still have signal.
- Connect your phone to the site Wi-Fi if you are allowed to.
- Keep your phone charged during your shift.

IF YOU CANNOT USE YOUR PHONE AT ALL

Warden sheet (one per floor)

Controller sheet

Flat battery, phone left behind, or no signal when the alarm sounds? Use the **paper sweep checklist**. It lists exactly the same areas and tasks as the app.

- 1** Take your floor's sheet from the fire grab bag or fire point.
- 2** Tick **Clear**, **Issue** or **No access** for each area and note the time.
- 3** Complete the **refuge** line last.
- 4** Hand the sheet to the controller at the assembly point.

Controllers enter paper results into SweepBoard so the record is complete. Fresh sheets are printed from **QR codes, links & printing** on the controller's panel.

TROUBLESHOOTING

PROBLEM	WHAT TO DO
I don't know the site code	Ask your manager or fire safety administrator. It is never printed on the posters.
"The site code has changed"	The administrator has set a new code. Ask your manager for it.
"Too many attempts"	Wait 30 seconds, then type the code carefully.
I did not get the alert	Open SweepBoard anyway: the alarm is your signal. Afterwards check alerts show "✓ Alerts are on", your phone was not on silent or Focus, and notifications are allowed for SweepBoard. Then use Send test alert.
There is no "Turn on alerts" button	On iPhone you are in Safari, not the Home Screen app. Add SweepBoard to the Home Screen (page 6) and open it from the icon. iPhones need iOS 16.4 or later.
The scanner says "Wrong label"	That label belongs to another area. Find the label for the area you are checking, or Cancel and mark it without scanning.
The scanner won't read the label	Allow camera access, wipe the lens, move to 15 to 30 cm and add light. Still no good? Mark the area without scanning and report the label.
"Label not recognised" or "old-style label"	The label has been replaced or belongs to another site. Mark without scanning and tell your manager.
My phone camera shows only a code	That is normal for checkpoint labels. Scan them from inside SweepBoard.
The screen says "Standby" but the alarm is sounding	The controller has not started it yet. Start your sweep. Your screen updates by itself when they do.
Tapping says "Enter your name first"	Type your name in the Warden box.
It is showing the wrong floor or role	Tap the right floor under "Floor I'm sweeping", or Warden / Controller at the top.
I tapped the wrong result	Tap the item again and choose the right one, or Mark unchecked.
It says "Offline · will resync"	Carry on and keep the app open. Your taps send when signal returns.
Controller: I cannot start	Enter your name in "Controller (person in charge)". If the buttons are greyed out, an incident is already running.
Controller: there is no Reset button	Reset only appears after Stand down, so a live incident cannot be wiped.
Controller: started by mistake	Tap Stand down (and confirm), add a note saying it was started in error, then Reset.
The app looks different from this guide	Close SweepBoard fully and reopen it to load the latest version.

STILL STUCK?

Speak to your manager. They can contact Total Risk Management to check the site set-up, reprint posters, checklists and labels, or change the site code.

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.