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FIRE WARDENS & ROLL CALL

BUILDING

ASSEMBLY POINT

BACKUP ASSEMBLY POINT

Fire warden	Backup	Area to sweep	Phone

PEOPLE WHO NEED HELP TO LEAVE (WITH THEIR CONSENT) AND WHO HELPS THEM

Name (staff and visitors)	Area / dept	Here	Off today	Name (staff and visitors)	Here	Off

If anyone is missing, tell the fire department on arrival where they were last seen. Never go back inside to look for them.