AL HIKMA BLDG. CONT.(L.L.C.)	**Internal Training**	
Project: Harrow School Abu Dhabi		Date: 19/11/2025
Site No: D -353		Time: 3:30 PM
Location: Al Saadiyat Island		Shift: Day ☐ Night ☐

TOPIC DISCUSSED

Fire Warden Training Before the Fire Drill

Pre-Drill Prep

- Before pulling the alarm like a dramatic movie moment:
- **Choose a date & time** (keep it semi-surprising but not chaotic).
- **Notify key people**: Fire Wardens, security, building management.
- **Check escape routes** for obstacles, locked doors, or renovations.
- **Assign observers** to watch how the drill unfolds and take notes.
- Review your assembly point — clear, safe, and big enough for everyone.

Brief the Fire Wardens

- Give them a quick "mission scroll":
- Their zones to check
- Who needs assistance
- How they'll communicate progress

How to signal their area is clear

- Wardens are the guiding constellations during the drill
- Trigger the alarm system.
- Monitor how quickly people respond.
- Ensure wardens sweep their areas methodically:
- Close doors behind them
- Direct staff toward exits
- Check rooms, restrooms, meeting spaces
- Let the flow of the evacuation unfold without rushing it — clarity over speed.

Evacuation & Assembly Point

At the meeting area:

- **Roll call / headcount** using attendance lists, sign-ins, or warden reports.
- Confirm any missing persons and verify their last-known location.
- Keep people grouped until the "all clear."
- The assembly point becomes your brief.

Post-Drill Debrief

- Gather wardens and observers
- What went smoothly
- Where did people hesitate
- Any blocked exits
- Alarm volume adequate?
- Did anyone take their sweet time grabbing coffee

Document Everything

- Date, time, and duration
- Attendance

- Issues encountered
- Corrective actions
- Any equipment faults

Communicate Outcomes

- Thank everyone
- Share what went well
- Highlight improvements
- Remind staff of routes and procedures

Conducted By:

Safety Representative:	**HSE Engineer**	**Project Manager/Project Engineer**
Name:	**Mr. DAMODHAR ZAMUNI**	**Name: Mr. JIRIES HANI**
Signature:	.....	**Signature:** .....

Organized in Language: **HINDI, URDU & ENGLISH**

AL HIKMA BLDG. CONT. (L.L.C.)

شركة الحكمة لمقاولات البناء (ذ.م.ج.)
AL HIKMA BLDG. CONT. (L.L.C.)

Project Details: Harrow School Abu Dhabi – Al Saadiyat Island













Internal Training Topic – Fire Warden Conducted HSE Engineers by

Date On: 19/11/2025.

HBC AL HIKMA BLDG. CONT. (L.L.C.)	INTEGRATED MANAGEMENT SYSTEM	Effective Date: 24/11/2025
	Document Title: **HSE INTERNAL TRAINING ATTENDANCE**	Document Code: **HBC-HSE-FRM-01**
		Rev. No. / Page No. **1 of 1**

Project Name / Number	Harrow School Abu Dhabi	Location	Al Saadiyat Island
Topic / Subject	Fire Warden	Date and Time	18/11/25 3:30 PM
Duration	25 Minutes	Attachments	Topics and Photos

Sr.No.	Name of Employee	ID No.	Position	Signature
01	Imtiyaz Alam	HH-1506	Helper	Imtiyaz Alam
02	Rajendra Baiswa	HH-1553	Helper	Rajendra
03.	Banwari Lal Baiswa	HM-650	mason	Banwari Lal
04	Raju Ahmed	HP-196	Plumber	Raju
05	Kanhaiya Kumar	HH-1507	Helper	
06.	Jitendra Kumar	HH-1379	Helper	
07.	Deepak Kumar	HS-495	Steel fixer	
08	Seraj Ahmed	HM-627	mason	Seraj Ahmed
09.	Manimaran	HF-191	foreman	
10.	Shoukat ali	HF-133	foreman	

Name / Sign of Trainer	Damodhar / Lutfullah	Name / Sign of Project Manager	Jiries Hani