How to Complete a Fire Rollcall in Care Control V-Book

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How to Complete a Fire Rollcall in Care Control V-Book

This guide will walk you through the new Navigation Menu in Care Control Cloud

Takes 5+ minutes

For: Managers

Updated: 16th Nov 2026

Introduction

Care Control V-Book includes a **Fire Rollcall** feature that allows authorised staff to check the status of people currently signed in to the care service.

During a fire rollcall, staff can view a list of signed-in people, select individuals and record the appropriate action for each person.

As each person is accounted for, they are removed from the outstanding rollcall list. This helps staff identify anyone who has not yet been accounted for.

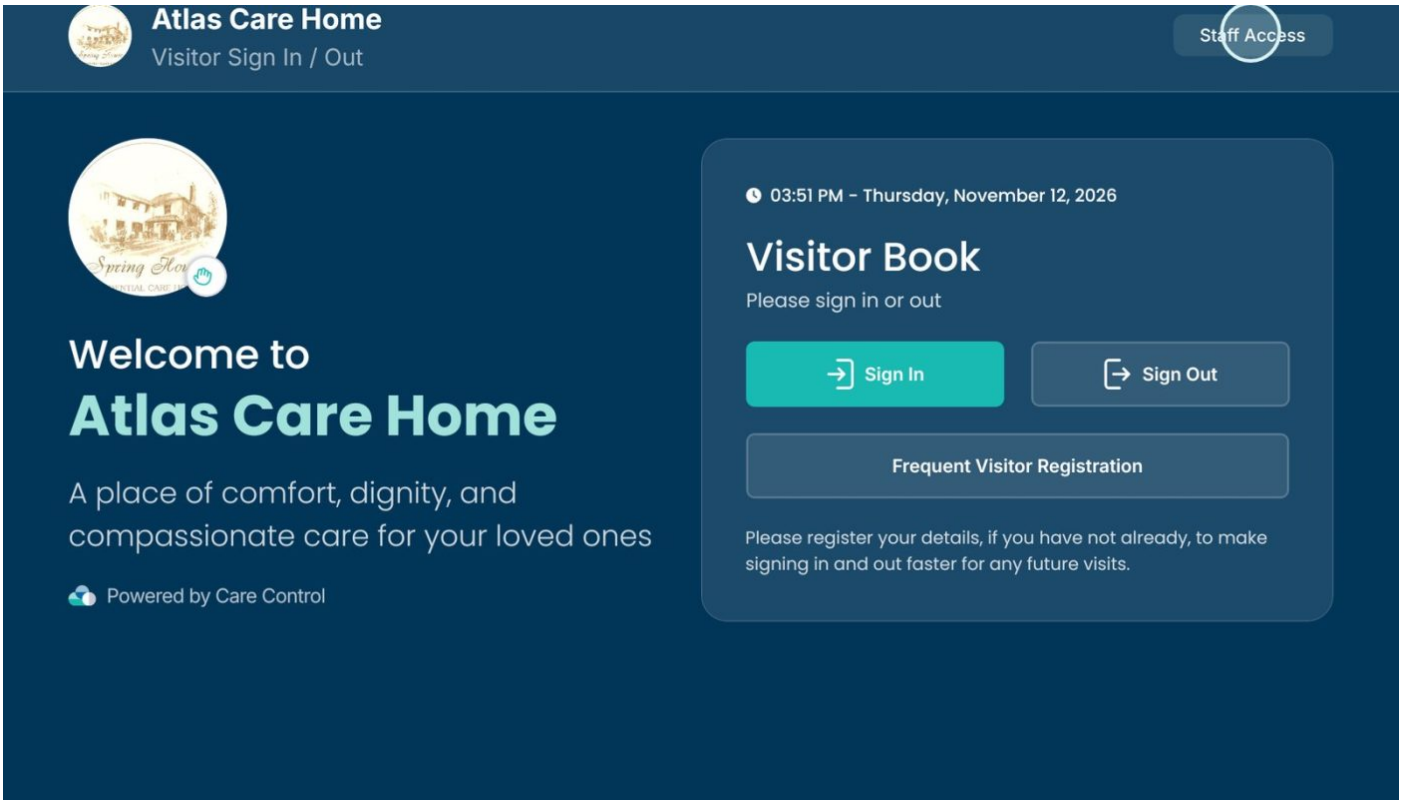
You'll need your **staff PIN** to access this functionality. Always follow your care service's established fire safety and evacuation procedures.

In this guide, you'll learn how to:

- Access Staff Access in Care Control V-Book.
- Enter your staff PIN.
- Open the Fire Rollcall feature.
- View the list of currently signed-in people.
- Select individuals and record the appropriate rollcall action.
- Complete the rollcall once everyone has been accounted for.

Open Staff Access

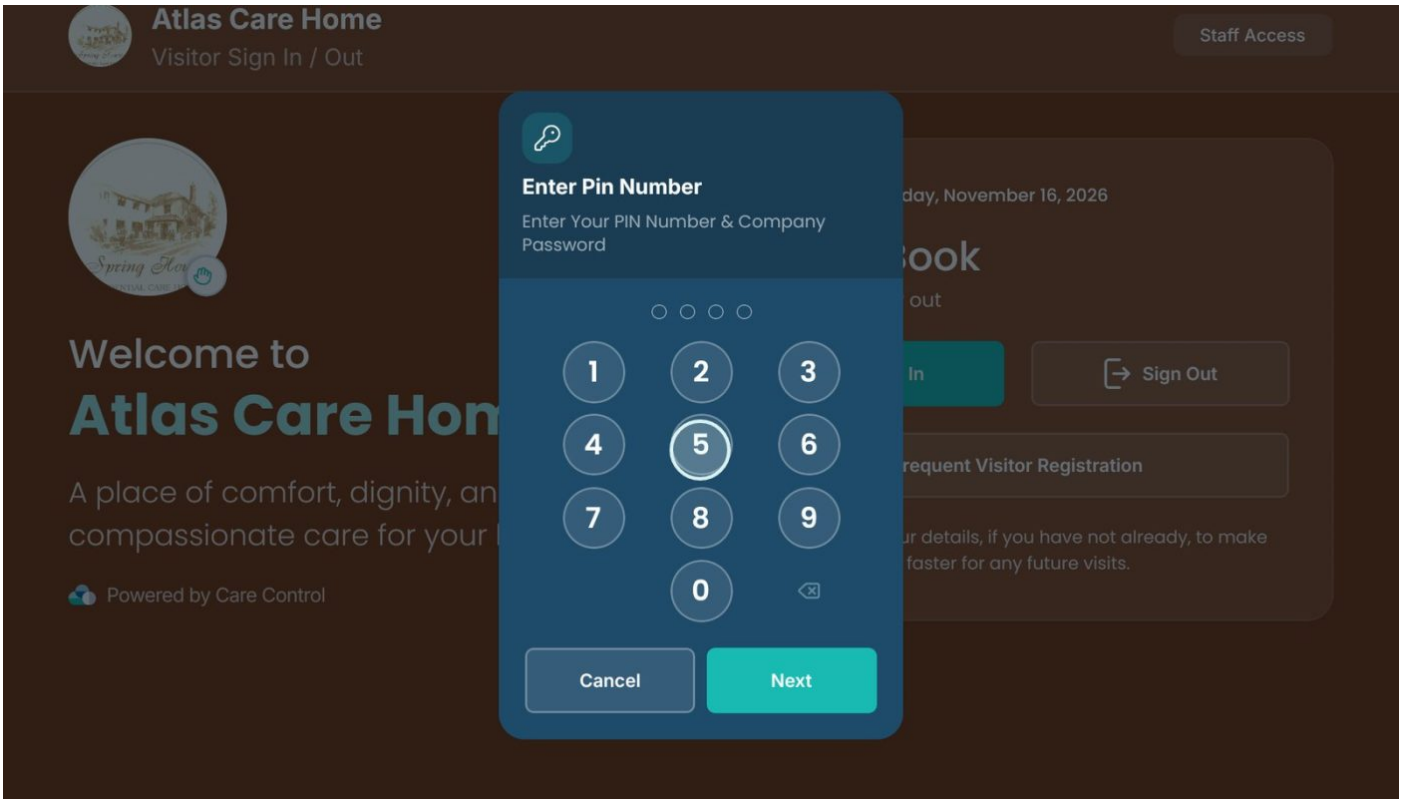
On the **Care Control V-Book** home screen, select **Staff Access** to open the staff management area.



Enter Your Staff PIN

Enter your **staff PIN** into the field provided.

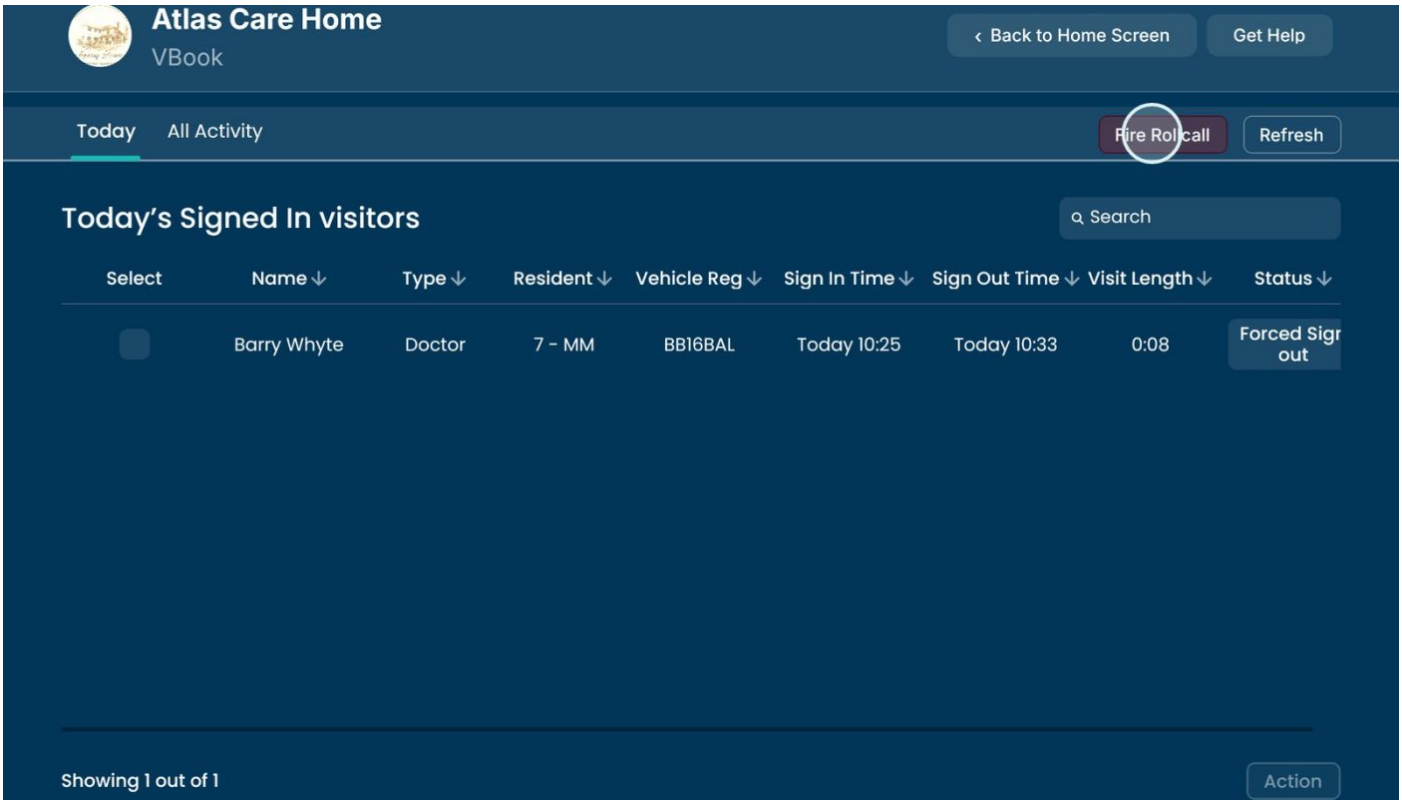
Select **Next** to access the staff management options.



Open Fire Rollcall

From the available staff management options, select **Fire Rollcall**.

This will open the rollcall screen, where you can review people currently recorded as signed in.

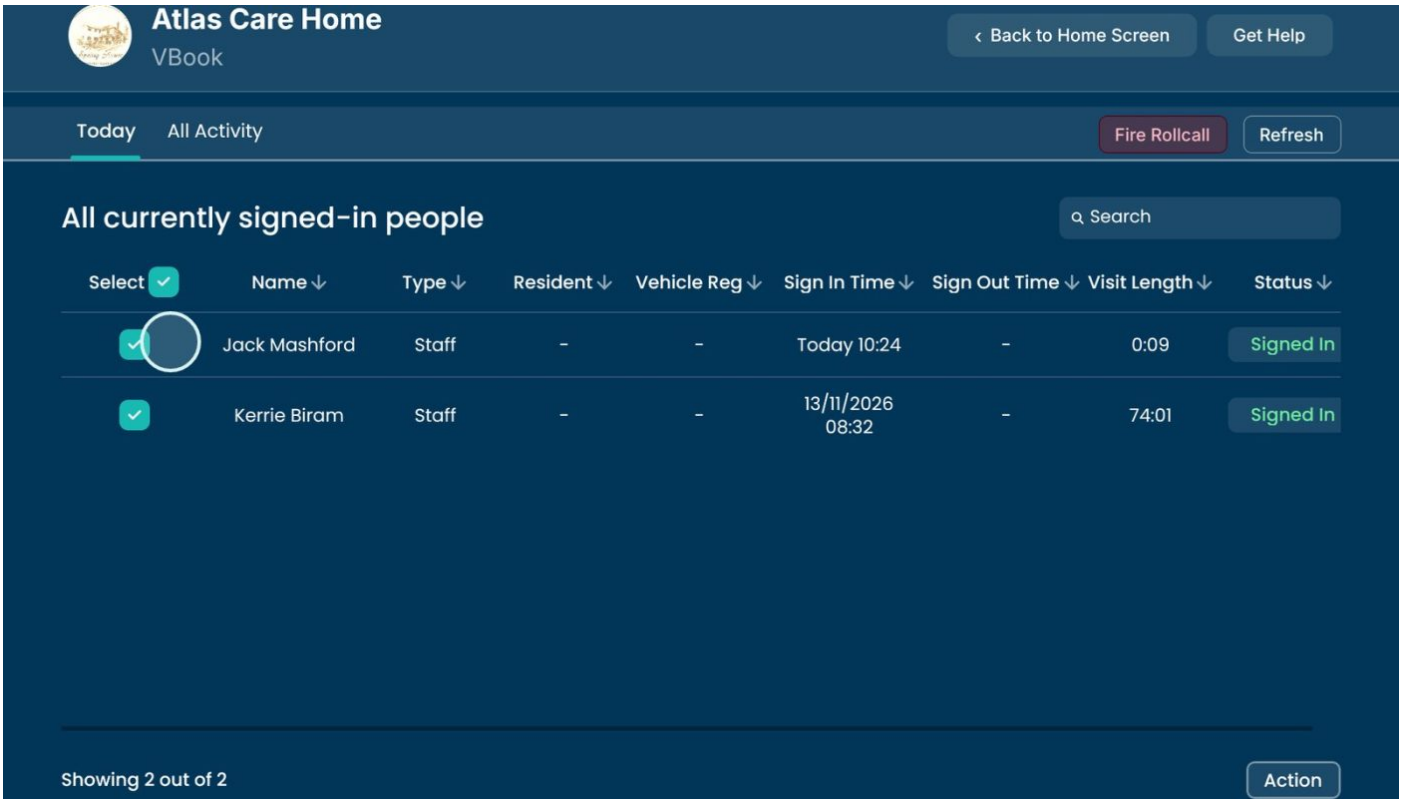


Review the List of Signed-In People

A list of people currently recorded as **Signed In** will appear.

During the rollcall, select each person you have identified so you can record their status.

Continue working through the list, checking each person's status as part of your care service's fire safety procedures.

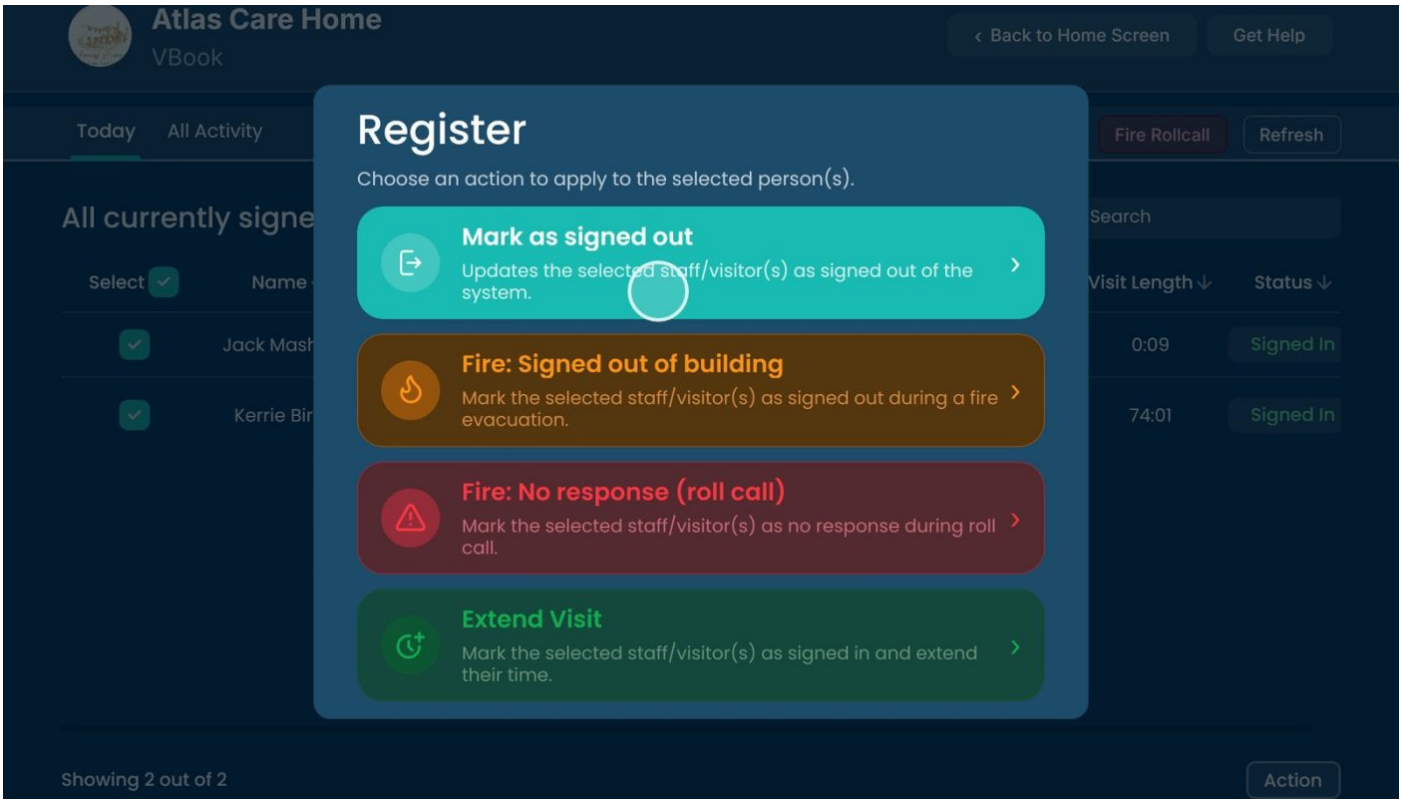


Record the Appropriate Rollcall Action

After selecting a person, choose the **appropriate action** to record their rollcall status.

Each available action includes a description underneath to explain what it means. Read these descriptions carefully before making your selection.

Repeat this process for each person on the rollcall list.

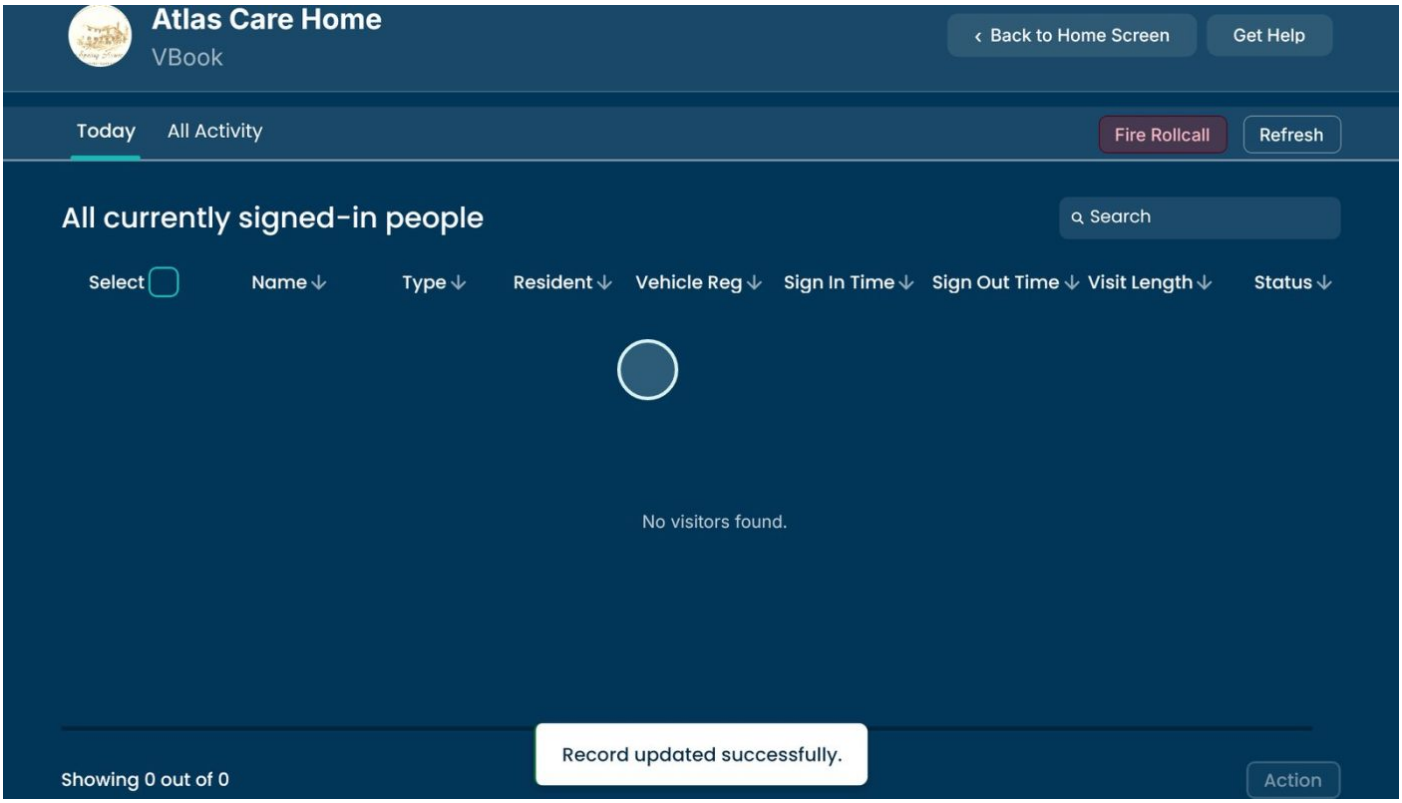


Complete the Fire Rollcall

Continue selecting people and recording the appropriate actions until everyone on the list has been accounted for.

Once all individuals have been processed, the **Fire Rollcall list will be empty**.

This indicates that all people on the displayed rollcall list have had an action recorded against them.



Top tip

Make sure you select the appropriate action for each person during the rollcall. The system provides descriptions of the available actions to help you record their status correctly.

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