

FIRE WARDEN DUTIES

Purpose of the Fire Warden

For effective emergency evacuation in any situation, each Tenant should establish an Emergency Response Team based on the roles described below. Evacuation drills will be conducted at least annually and all occupants of the building are required to participate.

The Tenant Emergency Response Team includes:

TENANT WARDENS and their alternates, DEPUTY TENANT WARDENS, assume a key role in performing assigned duties. They should be reliable, respected by other employees, and capable of providing guidance in the event of an emergency situation. Tenant Wardens and their Deputies may be called upon to be lead their co-workers and therefore must display confidence and support cooperation. During an emergency, corporate hierarchy should be relegated in favor of allowing the Tenant Emergency Response Team to effectively take charge (within the bounds of the Emergency Plan). Each company must assign at least one Tenant Warden & Deputy Tenant Warden for every 20 employees. SPECIAL ASSISTANCE TENANT WARDENS (and Deputies) must be designated to assist persons with disabilities within your company in the event of an emergency evacuation.

Fire Warden Duties during the evacuation....

When you hear the alarm and see the strobes...

- “ Put on your Fire Warden vest and take your roll call sheet.
- “ Begin directing employees out of the suite and to your designated stairwell. They should begin to evacuate down the stairs and exit the building. Employees should then congregate at the safe refuge area and stay together so they can be accounted for.
- “ Make a sweep of your area, is anyone still there? Does anyone need help? Once you determine an area is empty, close the door behind you. This helps the fire department know that someone has already checked the area and there is no one trapped behind the door. Don't lock the doors you close.
- “ On the way out of your suite, check to see that any/all special assistance people are staged in either the freight elevator area (first choice) or outside the stairwell (If freight elevators are un-available or if smoke is in the freight elevator vestibule). Their assigned helpers should be with them.
- “ Proceed to evacuate. Go down the stairs and exit the building. Proceed to the safe refuge area, which is the top of the parking garage at Overlook II (across the street from the front entrance to Overlook III). Find your co-workers who should be waiting together for you.
- “ Once there, take attendance. Determine if you are missing anyone. Then ascertain if they may have been out of the building for any reason (Were they at lunch? Didn't come to work today?). If they were still in the building at the time of the alarm, but not at their desk, attempt to locate them in the safe refuge area.
- “ Report to Property Management Staff on any missing or disabled persons. This information gets passed to the fire department, who will re-enter the building and retrieve anyone who was unable to evacuate
- “ Wait for further instructions from Property Management Team or Fire Department. They will announce when or if it is safe to re-enter the building.