

ONE SOUTH BROAD

TENANT FIRE WARDENS/ASSISTANTS

Each tenant shall designate responsible and dependable employees available as fire wardens and assistant fire wardens. Each floor shall be under the direction of one fire warden and three assistants. The responsibility and importance of these individuals cannot be overstated.

Each fire warden and assistant shall be familiar with the Fire Safety Plan and the location of all exists, fire alarm pull stations, fire towers, emergency speakers, fire hose cabinets, etc.

In the event of an emergency, the fire warden must:

- 1.) Ascertain the exact location of the emergency and, if required, direct the evacuation of the floor.
- 2.) Notify security, and proper authorities, of the situation.
- 3.) Keep co-workers calm, quiet, and orderly.

If evacuation instructions are given, the fire warden must:

- 1.) Notify personnel that evacuation procedures are in effect.
- 2.) Check fire towers for smoke prior to evacuation.
- 3.) Advise co-workers to take their personal belongings, secure property, **CLOSE ALL DOORS** and evacuate in a calm, orderly manner.
- 4.) Instruct the assistant fire wardens to conduct a search of the rest rooms and other closed areas for persons who may have become incapacitated.
- 5.) When satisfied that their assigned areas are completely vacant, notify security.
- 6.) In the absence of further instructions, evacuate to the designated area and stand-by until the "All Clear" is given by the Fire Department.

ONE SOUTH BROAD

TENANT FIRE WARDENS/ASSISTANTS

Tenant: _____

Floor: _____

Tenant Contact: _____

Telephone: _____

Date: _____

FLOOR: _____

Fire Warden: _____ Phone #: _____

Assistant: _____ Phone #: _____

Assistant: _____ Phone #: _____

FLOOR: _____

Fire Warden: _____ Phone #: _____

Assistant: _____ Phone #: _____

Assistant: _____ Phone #: _____

FLOOR: _____

Fire Warden: _____ Phone #: _____

Assistant: _____ Phone #: _____

Assistant: _____ Phone #: _____

NOTE: EACH FLOOR SHOULD HAVE ONE (1) FIRE WARDEN AND THREE (3) ASSISTANTS. PLEASE MAKE A COPY OF THIS FORM, COMPLETE THE INFORMATION AND RETURN IT TO THE BUILDING MANAGEMENT OFFICE. (PLEASE UPDATE AS CHANGES DICTATE).