

RESPONSIBILITIES of FIRE WARDENS and ALTERNATES

1. Informing all employees of their emergency exits and egress routes. Maintaining a calm and orderly evacuation. **REMAIN CALM.**
2. Please see the attached 2011 Fire Wardens & Alternates chart. The chart lists the current Wardens and Alternates as well as the exit doors to be used by each office. I suggest posting the chart in a conspicuous place near the office exit door as a reminder to the office staff of the appropriate exit doors to use. **DO NOT EXIT INTO THE S.O.B. VIA THE 3RD FLOOR SKY BRIDGE.**
3. Supervising the evacuation of your designated area. If you are in the building but not in your designated area, return to your area if possible and proceed with evacuation procedures. Check restrooms and private offices to be certain all have been evacuated.
4. **IF TIME PERMITS** allow staff to close window(s) and carry out personal affects such as: jackets, purses, etc. At this time staff should briefly look through their work area for any suspicious looking or unknown items, letting the designated Fire Warden know if there is anything that looks suspicious. The Fire Warden will then pass this information on to the Chief Warden who will advise the appropriate emergency response personnel.
5. **DO NOT** lock doors after evacuating section.
6. Monitor exits to assist in merging traffic with the people already in the stairwell.
7. On a routine daily basis keep corridors, stairwells and doors clear. This will allow the doors to close automatically when an alarm is activated. Do the same during emergency situations. Keep and maintain exit paths free of obstruction.
8. Be familiar with the location of the fire extinguisher in your area, and whether it is operational.
9. Notify firefighters of location of any handicapped person who may be waiting in a stairwell.
10. Once outside the building, you are responsible for ensuring that the building occupants are well away from the building and off the stairs, so as not to hamper fire department access. Direct staff to the designated waiting areas.
11. Upon evacuating the building yourself, report to Chief Fire Warden that your area is clear and report any problems and status of area.

Chief Fire Wardens will be wearing **BRIGHT ORANGE SURVEYOR VESTS** and they will be stationed just outside the North and South exits of the building on 3rd and 4th Streets respectively.

The Senior Fire Warden will be wearing a **BRIGHT ORANGE SURVEYOR VEST** and he will be stationed just outside of the Main Street entrance to the facility with a clipboard with a brilliant red **X** on the back.