

# Safety Warden Responsibilities

Each suite has a minimum of two Safety Wardens who act as liaisons to the Building Management Office and coordinate all safety activities for their respective suites. The primary function of a Safety Warden is to facilitate the safe evacuation of the area of the building under your jurisdiction. You should be prepared to lead an evacuation of your suite and/or floor at a moment's notice. Be sure you know the location of all stairwells on your floor and post a floor plan of your floor in a common area for all employees to see to assist your co-workers in locating the stairwell nearest to their workstation.

In the event of an alarm, please do not attempt to use the elevators as they automatically return to the second floor. Quickly and calmly direct all coworkers to proceed to the nearest stairwell to exit the building. In the event of a preplanned fire drill (for which Safety Wardens will be notified of a few weeks window in advance), it is necessary for tenants to descend the stairs completely and exit the building. The Safety Warden should be the last person to leave the floor after ensuring that everyone else has evacuated safely. Once out of the building, direct everyone to move as far away from the building as possible to the designated gathering area pre-determined by your firm.

An additional duty of the Safety Warden is to register all physically impaired individuals with the Building Management Office. This includes anyone with a condition that would inhibit their descending the stairs (e.g., wheelchair-bound individuals, pregnant women, claustrophobics, etc.). If you have not already done so, please use the form on the following page to register all physically impaired individuals with the Management Office and indicate on the form which stairwell the individual will most likely be evacuated to in the event of an emergency. A copy of the Physically Impaired List is on file at the security console on the second floor of the building. This list will be given to the Fire Department in the event of an emergency so that the fire department personnel can assist them down the stairs. When an alarm sounds, the stairwells are immediately pressurized with outside air and are constructed to withstand fire for two hours with the doors closed. Physically impaired individuals should be directed to enter the stairwell nearest their workstation and wait on the landing with the door closed until a fireman arrives to evacuate them.