



EMERGENCY EVACUATION **DESIGNATED FLOOR WARDEN**

1. Floor Wardens required for each Tenant and or floor, are designated by Local codes and ordinances. The number of Floor Wardens can also be based on the square footage each tenant occupies.
2. Each Floor Warden should be familiar with Evacuation Procedures, the location of exits and any available portable fire equipment.
3. In the event of an emergency evacuation or fire alarm, the Floor Warden should:
 - a. Ascertain the problem and location.
 - b. Alert everyone of the emergency and instruct them to immediately execute procedures. Always remain calm. Do not panic.
 - c. Follow the guidelines. Direct the evacuation of the floor/suite with the directions received from the buildings Fire Command Station (Security Office).
 - Check the environment in the stairwell for smoke, prior to entry. If smoke is present, notify the Fire Command Station, and an alternate stair shall be selected.
 - Get to your building's designated evacuation area. Instruct everyone to stay together, to do an attendance count.
 - ❖ No one is allowed to re-enter the building, until an "all clear" announcement/signal has been made.

Tenant:		

Bishop Street Tower <input type="checkbox"/>	Fort Street Tower <input type="checkbox"/>	Suite No.: _____
Co. Phone No.: _____		Co. Fax No.: _____

Designated Floor Wardens:

Name:	24hr. Contact Number
_____	_____
Name:	24hr. Contact Number
_____	_____
Name:	24hr. Contact Number
_____	_____
Name:	24hr. Contact Number
_____	_____

Floor Warden Requirements:

Small Size Tenant: 1 Floor Warden
(1/2) Half Floor Tenant: 2 Floor Warden
Full Floor Tenant: 4 Floor Warden

Date: _____

Please return to: