

Suite Warden duties and responsibilities are:

1. Oversee the safe evacuation of the occupants from the floor on which they are located at the moment of emergency evacuation.
2. Be familiar with the Emergency Evacuation Plan, the location of all emergency exits and the location of assigned evacuation areas.
3. Distribute appropriate pre-planned emergency procedures and/or data to all employees.
4. Assure that during their absences from the building, other qualified associates are always familiar with and available to perform their emergency duties.
5. Write a brief report covering their actions in response to the emergency or drill, including any special problems or incidents that were encountered.

### **FIRE EVACUATION**

Determine the location of the fire and direct the evacuation of the floor in accordance with the directions received and the following guidelines:

- The most critical areas for evacuation are the fire floor and those floors immediately above and below. The Suite Wardens on these floors should immediately implement evacuation procedures for their suite. Evacuation from other floors/suites shall be instituted upon instructions from Building Management or other emergency response personnel, or when conditions indicate such action is necessary. Evacuation shall be via uncontaminated stairs. *Remember*, elevators should **never** be used in a fire emergency except when the elevator is under the direct control of a member of the Fire Department.
- Make certain that all people in the suite are notified of the fire and are evacuated to the assigned evacuation areas outside of the building. A search must be done of all lavatories and other areas intermittently occupied.
- After evacuation to the refuge area, verify employee head count number obtained from the supervisors to make certain that all staff are out of the building and/or accounted for. Suite Wardens on those floors not in the immediate vicinity of the fire should begin evacuation procedures as far as staging the floor occupants at the stairwell and await further instructions from the Fire Command Station.