

**Calais Office Center**  
**Emergency Action Team Information Sheet**

**Floor Wardens**

The Tenant Floor Warden will direct, enforce, and have full charge of the evacuation of all personnel from his/her assigned floor during the period of a fire or other emergency. They will be assisted in their duties by any Assistant Tenant Floor Wardens, Search and Exit Monitors, as required. In addition, the Tenant Floor Warden must be constantly aware of the following points as they directly affect the performance of his/her responsibilities:

- All aisles, corridors and exit doors are to be kept free of obstructions.
- All fire extinguishers and other safety equipment are to be kept in a state of readiness at all times. Although JL Properties provides for regular inspections of the fire life safety equipment, any defects noted should be reported to the Management Office.
- Coordinate with all departments and/or tenants located on the designated floor; formulate plans and procedures, not only for the safety of personnel, but also for the safety and security of valuable documents and records.
- Thoroughly brief all new employees on the Emergency Action Plan, providing instruction as to their duties, if any, and how they are to respond in the event of an emergency.
- Receive information from Search and Exit Monitors regarding status of personnel, i.e. the number of personnel left on the floor, or status of the floor itself.
- Tenant Floor Warden will communicate information to their Safety Coordinator.

Floor Warden Name: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Percent of Time Off-Site: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Alternate Floor Warden Name: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Percent of Time Off-Site: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

## Monitors and Search Monitors

One Exit Monitor shall be positioned at each stairwell exit. The Exit Monitor shall act as a guide in the event of evacuation, discouraging use of elevators. Elevators will not be used for evacuation unless specifically instructed to do so by a member of the Fire Department. If feasible, employees who work in close proximity to the respective exits should be assigned as Exit Monitors. Exit Monitors shall keep the exit doors clear of all obstructions during the evacuation, direct traffic to the stairwell exit, down the stairway, and keep traffic moving steadily and calmly to avoid panic. Exit Monitors will direct personnel to keep to their right to stay out of the way of firemen coming up the stairway. The Exit Monitor shall be the last person leaving the floor. They shall report personnel status on the floor to the Tenant Floor Warden.

In case of fire or other emergencies, the Search Monitors will search all restrooms, storage, file rooms, as well as any other areas, directing personnel to stairwells and not to use elevators. Upon completion, they then report to the Exit Monitor, advising them of the occupancy of the floor or suite and then report to the Tenant Floor Warden for other assignments.

Exit Monitor / Search Monitor Name: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Percent of Time Off-Site: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Exit Monitor / Search Monitor Name: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Percent of Time Off-Site: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

## **Safety Coordinators**

The Safety Coordinator will be responsible for the implementation of your Emergency Action Plan. The Plan will include overseeing any evacuations, assigning other safety personnel responsibilities, training employees in emergency response procedures and practicing emergency procedures. They may also be responsible for ordering the evacuation of your area and ensuring everyone is safely evacuated into a safe area. This person should be someone who is reliable, respected by other employees within your company, and is capable of providing guidance or making decisions in the event of a fire or other emergency. This individual should rarely travel, and should be familiar with the names and faces of all employees in your office. The Safety Coordinator will remain in contact with the management office during all emergencies.

Safety Coordinator Name: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Percent of Time Off-Site: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

## Tenant Wardens

1. Assist the floor warden in the effective implementation of the Emergency Preparedness and Evacuation Plan.

2. Ensure the evacuation of all occupants within your tenant space.

1. In the absence of the floor warden or alternate floor warden, assume the full duties and responsibilities of the floor warden position.

2. Reports to the floor warden before leaving the floor of any personnel left within search area and any emergency condition.

3. Takes roll call after assembling in parking lot outside; reports to floor warden of any personnel left or unaccounted for on designated floor.

4. Secure first aid or medical attention for any injured.

Tenant Warden Name: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Percent of Time Off-Site: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Alternate Tenant Warden Name: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Percent of Time Off-Site: \_\_\_\_\_

Company Name: \_\_\_\_\_ Suite #: \_\_\_\_\_