

M. FLOOR WARDENS

Floor Wardens receive special training and are responsible for knowing the building relocation and/or evacuation plan, floor layouts, and the location and use of fire equipment. During an emergency, they are responsible for implementing an orderly evacuation, following instructions of the Fire Safety Director of the fire department.

Prior to an emergency, Floor Wardens are also responsible for educating their fellow workers about emergency procedures, through training or bulletin board postings as necessary. They maintain lists of handicapped people in their offices and assure that each is assigned one or more Aids. Finally, Floor Wardens are responsible for identifying and training Deputy Floor Wardens capable of performing their duties in their absence and assisting them during a drill or emergency.

Floor Wardens are assigned one per tenant or one per floor for multi-floor companies. They are chosen by their employees and must be capable of assuming a leadership role and commanding obedience during an alert. They must be at their desks within the immediate work area each day on a consistent basis. An individual whose job requires frequent absences from the office is not a good choice.

N. FLOOR WARDEN - SAFETY PLANNING RESPONSIBILITIES

1. **Have an evacuation route clearly planned.** Assist Deputy Floor Wardens in preparing evacuation plans for their individual areas.
2. **Identify weak points during fire drills.** Discuss these with the Fire Safety Director and work with Deputy Floor Wardens to correct deficiencies.
3. **Maintain up to date organization charts** of Deputy Floor Wardens and Aids to the Handicapped. Report changes to the Fire Safety Director.
4. **Instruct new Deputies and Aids** in their responsibilities during drills or actual evacuations.
5. **Inspect your area** periodically for safety. Make sure stairwells are kept free of obstructions and all flammable substances are stored in approved containers.
6. **Know the location of fire extinguishers** and how to use them, but do not endanger yourself or others. If the fire is large or spreading rapidly, close the door and leave the area. Do not attempt to use fire hoses. **Only personnel trained in the proper use of fire extinguishers should attempt to use them.**

O. FLOOR WARDEN RESPONSIBILITIES – IF A FIRE IS DISCOVERED

1. **Confine the fire** by closing doors and windows. Take steps to control the fire if appropriate but in all cases, removing anyone in danger, confirming the fire and giving notification take precedence over fighting the fire.
2. Call the Fire Department. Dial 911. Tell them:
 - The exact location of the fire, including the building address, the floor number, and location (e.g. northeast corner).
 - The material that is burning: e.g. wiring, paper, liquids, furniture.
 - The severity of the fire.
 - Your name, location, and phone number.
1. Contact the lobby desk at 617-737-9007 and provide the same information. Thereafter, keep building management informed of the status of the fire, smoke conditions, and progress of evacuation, if called for.

P. FLOOR WARDEN RESPONSIBILITIES – DURING AN ALERT

If a decision to evacuate your floor is announced, Floor Warden should:

1. **Report to your designated telephone** so that building management can reach you at the expected number. You may delegate this task but do not leave your phone unattended until the floor has been evacuated
2. **Initiate evacuation**, calling upon Deputies and Aids to the Handicapped as preplanned. Assign others as needed to:
 - Handle flashlights or other emergency lighting in the case of a power failure.
 - Take a first aid kit.
 - Secure special company records.
 - Unplug electrical equipment such as copiers, hot plates and coffee makers.
 - Check the area for remaining visitors or employees. Instruct floor searchers to turn off lights and to close but not lock doors.
3. If your floor is not involved, ask your Deputy Floor Wardens to inform people in their areas that they are not in danger. **DO NOT EVACUATE** unless directed to do so.
4. If your floor encounters smoke, do not wait for an evacuation order. Contact the Fire Safety Director and tell him or her of your intent to evacuate, and the route you will take.
5. **Reassemble and account** for all people in your work area on the prearranged re-entry floor. If there is a full building evacuation, meet at your firm's prearranged area. Stay away from the building to avoid falling glass.

Q. DEPUTY FLOOR WARDENS

Two Deputy Floor Wardens are typically chosen per floor. Businesses occupying less than a full floor may choose one or two depending on their office configuration. Deputy Floor Wardens receive training adequate to assume Floor Warden responsibilities if necessary. When the regular Floor Warden is present, Deputies will direct traffic away from the elevators unless otherwise instructed by the Fire Safety Director or the fire department. Prior to entering a stairwell, Deputies should feel the door for heat that would indicate a fire, and check for smoke. If the stairwell is unsafe, they will direct traffic to an alternate stairwell.

During an alert, Deputies inspect their areas to verify that all personnel have relocated and report to the Floor Warden when the area is clear. Once relocated, the Deputy will assemble and account for all people in his or her assigned area.

R. AIDS TO THE HANDICAPPED

Two fellow employees are assigned as Aids to assist any person who has a handicap which causes difficulty in relocating. Handicapped people with hearing or visual impairments are assigned one Aid. Aids to the handicapped are designated in advance and their names reported to the Fire Safety Director. Upon reaching their destination, they will request that their Floor Warden notify the Fire Safety Director of the handicapped person's relocation. A list of handicapped persons will be kept on file in the property Management Office.

