



**INSTRUCTIONS
FOR
FIRE/EAP WARDENS
DEPUTY FIRE/EAP WARDENS
SEARCHERS**

CONGRATULATIONS FOR BEING CONCERNED ABOUT YOUR FELLOW EMPLOYEES AND BECOMING A MEMBER OF THE FIRE/EAP DRILL AND EVACUATION TEAM ON YOUR FLOOR.

THE FIRE/EAP DRILL AND EVACUATION TEAM CONSIST OF A FIRE/EAP WARDEN, DEPUTY FIRE/EAP WARDENS, AND SEARCHERS.

THE **NEW YORK CITY** FIRE CODE REQUIRES THAT EACH FLOOR OF A BUILDING SHALL BE UNDER THE DIRECTION OF A DESIGNATED FIRE/EAP WARDEN FOR THE EVACUATION OF OCCUPANTS IN THE EVENT OF FIRE OR NON-FIRE RELATED EMERGENCY. EACH TENANCY SHALL PROVIDE A DEPUTY FIRE/EAP WARDEN. A DEPUTY FIRE/EAP WARDEN IS NEEDED FOR EVERY ADDITIONAL **7,500** SQUARE FEET OR PORTION THEREOF. ADDITIONALLY, THERE SHOULD BE A TEAM OF AT LEAST ONE MALE AND ONE FEMALE TO SEARCH THE REST ROOMS, LOUNGES AND CONFERENCE ROOMS.

AS A MEMBER OF THE FIRE/EAP DRILL AND EVACUATION TEAM, YOU SHOULD KNOW THE FOLLOWING:

THE LOCATION OF:

- ALL EXITS ON YOUR FLOOR.
- THE FIRE ALARM BOXES ON YOUR FLOOR AND HOW TO USE THEM.
- THE FIRE WARDEN TELEPHONE AND HOW TO USE IT.
- THE OTHER MEMBERS OF THE FIRE WARDEN TEAM;
- THIS CONSISTS OF DEPUTY FIRE WARDEN AND SEARCHERS.
- **EMPLOYEES THAT MAY NEED SPECIAL ASSISTANCE DURING AN EVACUATION.**



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14 Penn Plaza, Suite 1919 | New York | NY 10122 | Tel (212) 695-0890 | Fax (212) 695-0797

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DUTIES OF THE FIRE WARDEN

WHAT TO DO IF THERE IS A FIRE OR SMOKE CONDITION ON YOUR FLOOR

- FIRST** MAKE SURE THAT THE FIRE ALARM IS TRANSMITTED.
- SECOND** ALERT THE OTHER MEMBERS OF THE FIRE DRILL AND EVACUATION TEAM.
- THIRD** START THE EVACUATION OF THE FLOOR IF NECESSARY BY HAVING OCCUPANTS USE THE CLOSEST UNCONTAMINATED FIRE EXITS.
- IF ALL FIRE EXITS ARE CONTAMINATED BY SMOKE OR HEAT RETURN TO OFFICE AND NOTIFY FIRE DEPARTMENT AT 911
- FOURTH** NOTIFY THE FIRE COMMAND STATION IN THE LOBBY BY USING THE FIRE WARDEN PHONE OF THE FOLLOWING:
- (A) AREA OF FIRE
 - (B) SEVERITY OF FIRE
 - (C) ANY EMPLOYEES THAT REQUIRE SPECIAL ASSISTANCE
 - (D) THE EXITS BEING USED FOR EVACUATION
 - (E) ANY EXITS THAT CANNOT BE USED
- FIFTH** AFTER EVACUATION TO A LOWER FLOOR USE THE FIRE WARDEN PHONE TO INFORM THE FIRE COMMAND STATION OF THE FOLLOWING:
- (A) NUMBER OF FLOOR YOU ARE USING FOR RE-ENTRY
 - (B) ANY EMPLOYEES THAT REQUIRE SPECIAL ASSISTANCE
 - (C) ANY INFORMATION YOU THINK IS HELPFUL

PLEASE NOTE:

BECAUSE PREVENTION IS PERHAPS THE MOST IMPORTANT ASPECT OF OUR FIRE SAFETY PROGRAM, WE HAVE PREPARED A VOLUNTARY WEEKLY FIRE WARDEN INSPECTION CHECK LIST. BY SPENDING A FEW MINUTES EACH WEEK TO FILL OUT THIS

CHECK LIST AND FOWARDING IT TO YOUR BUILDING'S **FIRE SAFETY/EAP DIRECTOR**, YOU WILL BE HELPIING TO CREATE A MUCH SAFER AND HEALTHIER WORK ENVIRONMENT. THIS CHECK LIST CAN BE FOUND ON THE LAST PAGE OF THIS HANDOUT.



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DUTIES OF THE DEPUTY FIRE WARDENS

1. IN THE ABSENCE OF THE FIRE WARDEN, A DEPUTY WARDEN SHOULD ASSUME THE DUTIES OF THE FIRE WARDEN. (SEE PAGE ONE).
2. ASSIST THE FIRE WARDEN IN ALERTING EMPLOYEES AND DIRECTING THEM TO THEIR NEAREST FIRE EXIT.
3. IF POSSIBLE BEFORE LEAVING FLOOR, REPORT RESULTS AND ANY DISCREPANCIES TO THE FIRE WARDEN.

DUTIES OF THE SEARCHERS

1. THE PRIMARY TASK OF THE MALE AND FEMALE SEARCHERS ARE TO CHECK THE REST ROOMS, LOUNGES AND CONFERENCE ROOMS TO ALERT EMPLOYEES TO EITHER EVACUATE OR TO GET READY TO EVACUATE.
2. AFTER COMPLETION OF THIS ASSIGNMENT, SEARCHERS IF POSSIBLE SHOULD REPORT THEIR FINDING TO THE FIRE WARDEN ON THEIR FLOOR.

GENERAL INSTRUCTIONS

THE MOST CRITICAL AREAS FOR IMMEDIATE EVACUATION ARE THE FIRE FLOOR AND THE FLOORS IMMEDIATELY ABOVE. EVACUATION SHOULD BE VIA UNCONTAMINATED STAIRS. EVACUATION TO TWO OR MORE FLOORS BELOW THE FIRE FLOOR IS GENERALLY ADEQUATE. DEPUTY FIRE WARDENS SHOULD CHECK ENVIRONMENT IN THE STAIR PRIOR TO ENTRY FOR EVACUATION. IF AFFECTED BY SMOKE, AN ALTERNATE EXIT SHALL BE USED.

** TO CHECK ENVIRONMENT IN STAIRWELL: FIRST FEEL DOOR, IF DOOR IS HOT SELECT ANOTHER EXIT. IF DOOR IS NOT HOT, OPEN A FEW INCHES AND VISUALLY CHECK FOR SMOKE; IF DOOR IS NOT HOT AND THERE IS NO SMOKE IN STAIRWELL, IT IS SAFE TO USE.



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WHAT TO DO IF YOU HEAR FIRE ALARM OR INQUIRY TONE, BUT THERE IS NO VISIBLE FIRE OR SMOKE ON YOUR FLOOR:

IF YOU HEAR THE FIRE TONE OR INQUIRY TONE ON YOUR FLOOR, BUT THERE IS NO SIGN OF FIRE, SMOKE OR EXCESSIVE HEAT, DO NOT AUTOMATICALLY EVACUATE. RESPOND TO THE FIRE WARDEN STATION ON YOUR FLOOR WITH THE OTHER MEMBERS OF THE FIRE DRILL AND EVACUATION TEAM AND STAND BY FOR AN ANNOUNCEMENT FROM THE FIRE SAFETY/EAP DIRECTOR. IF THERE IS NO ANNOUNCEMENT WITHIN A FEW MINUTES FROM THE **FIRE SAFETY/EAP DIRECTOR**, PICK UP THE FIRE WARDEN PHONE AND ASK THE **FIRE SAFETY/EAP DIRECTOR** THE REASON FOR THE FIRE TONE ON YOUR FLOOR. FOLLOW THE INSTRUCTIONS OF THE **FIRE SAFETY/EAP DIRECTOR**.

HOWEVER IN NO EVENT WILL EVACUATION BE DELAYED IF INSTRUCTIONS FROM ABOVE PERSONNEL ARE NOT FORTHCOMING AND YOU HAVE REASON TO BELIEVE THERE IS AN ACTUAL EMERGENCY.

PLEASE NOTE: IN ADDITION TO THE FIRE TONE THERE IS ALSO AN INQUIRY TONE. THE INQUIRY IS USED TO ALERT THE BUILDING **FIRE SAFETY/EAP DIRECTOR** AND MEMBERS OF THE BUILDING FIRE BRIGADE WHEN A FIRE EMERGENCY ARISES AND THEY ARE NOT AT THE FIRE COMMAND STATION.

ADDITIONAL NOTE:

BECAUSE OF THE IMPORTANCE, THE **NEW YORK CITY** FIRE DEPARTMENT PLACES ON YOUR NEW ASSIGNMENT, FIRE WARDENS AND DEPUTY FIRE WARDENS ARE **REQUIRED TO SIGN IN** EACH MORNING IN THE LOG PROVIDED IN THE LOBBY AREA.

ONCE AGAIN, ON BEHALF OF **THE NEW YORK CITY** FIRE DEPARTMENT AND YOUR BUILDING MANAGEMENT, WE WOULD LIKE TO THANK YOU FOR JOINING THE BUILDING FIRE DRILL AND EVACUATION TEAM.



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EVACUATION PROCEDURE: EMPLOYEES IN NEED OF ASSISTANCE

THE FOLLOWING GUIDELINES HAVE BEEN PREPARED SO THAT IF PERSONS NEEDING ASSISTANCE ARE WORKING ON YOUR FLOOR. THEY WILL BE ESCORTED TO SAFETY IN A MINIMUM AMOUNT OF TIME.

- A) TWO EMPLOYEES SHOULD BE ASSIGNED TO ASSIST EACH EMPLOYEE IN NEED OF ASSISTANCE SHOULD THERE BE A NEED TO EVACUATE THE FLOOR BECAUSE OF SMOKE OR FIRE. THIS IS KNOWN AS THE 'BUDDY SYSTEM'.
- B) THE NAME, LOCATION, PHONE NUMBER OF EACH EMPLOYEE IN NEED OF ASSISTANCE TOGETHER WITH THE NAMES OF THE TWO EMPLOYEES ASSIGNED TO ASSIST MUST BE SUBMITTED TO THE **FIRE SAFETY/EAP DIRECTOR** OF YOUR BUILDING.

I. IN THE EVENT OF SMOKE OR FIRE ON YOUR FLOOR.

- a. INFORM FIRE WARDEN ON YOUR FLOOR THAT YOU ARE ASSISTING THE EMPLOYEE IN NEED OF ASSISTANCE TO THE FIRE EXIT.
- b. IF YOUR BUILDING HAS AN EXIT WHICH IS A 'FIRE TOWER' THIS SHOULD BE THE PRIMARY MEANS OF EVACUATION.
- c. IF YOUR BUILDING DOESN'T HAVE A FIRE TOWER, OR IF IT IS NOT POSSIBLE TO REACH THE FIRE TOWER, USE THE NEAREST UNAFFECTED FIRE EXIT.
- d. IF UNABLE TO ASSIST EMPLOYEE DOWN STAIRS, STAY WITH EMPLOYEE IN STAIRWAY UNTIL ARRIVAL OF FIRE DEPARTMENT.

II. UPON HEARING FIRE ALARM, BUT NO VISIBLE SIGNS OF SMOKE OR FIRE.

- a. WAIT IN VICINITY OF EMPLOYEE IN NEED OF ASSISTANCE FOR FURTHER INSTRUCTIONS FROM BUILDING **FIRE SAFETY/EAP DIRECTOR** OR THE FIRE WARDEN ON YOUR FLOOR.
- b. WHILE WAITING FOR INSTRUCTIONS YOU OBSERVE SMOKE OR FIRE ON YOUR FLOOR INSTITUTE THE EVACUATION PROCEDURE AS DESCRIBED IN I(a) THRU (d).

PLEASE NOTE:

IF WHEEL CHAIR WILL BLOCK STAIRS, WAIT UNTIL EXIT IS CLEAR OF PEDESTRIANS.



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If a fire breaks out in your office or apartment, get out fast. Many people are killed because they don't realize how fast a small fire can spread.

If you are caught in smoke, take short breaths, breathe through your nose, and crawl to escape. The air is better near the floor

Use the stairs – not the elevator. A bad fire can cut off the power to elevators. Close all doors behind you.

If you are trapped in a smoke-filled room, stay near the floor, where the air is better. If possible, sit by a window where you can call for help.

Feel every door with your hand. If it's hot, don't open. If it's cool, make this test: open slowly and stay behind the door. If you feel heat or pressure coming through the open door, slam it shut.

It is acceptable to break sealed or locked windows if there is a heavy smoke condition in the room. Do not open or break a window over the fire.

Don't fight a fire yourself.

Don't jump. Many people have jumped and died – without realizing rescue was just a few minutes away.

If there is a panic for the main exit, get away from the mob. Try to find another way out. Once you are safety out, DON'T go back in. Call the Fire Department immediately. Use alarm box or telephone. Dial 911.

SELF ESCAPE:

Practice self escape

Participate in all fire drills

Fire drills could save your life.

The above suggested guidelines were prepared by Quality Fire Protection Consultants, Inc.



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NON-FIRE RELATED RESPONSES

SHELTER-IN-PLACE

- **DEFINITION:** Building occupants remain inside the building, at their work locations, in response to an emergency.

ROLE OF WARDENS WHEN ADVISED TO SHELTER-IN-PLACE:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Meet up with/ensure other Fire/EAP Warden Team members are present
- Be aware of any instructions being broadcast over the PA System
- Advise all occupants on your floor to shelter in place
- Notify the Fire Safety/EAP Director (Warden Phone) if you have any type of emergency to report on your floor

ROLE OF DEPUTY WARDENS WHEN ADVISED TO SHELTER-IN-PLACE:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Meet up with/ensure other Fire/EAP Warden Team members are present
- Be aware of any instructions being broadcast over the PA System
- Advise all occupants on your floor (in your assigned area) to shelter in place
- Check the Exit Stairways to make sure they are safe

ROLE OF SEARCHERS WHEN ADVISED TO SHELTER-IN-PLACE:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Be aware of any instructions being broadcast over the PA System
- Check all rooms on your floor including restrooms, conference rooms, computer rooms, print rooms and other remote areas on the floor and advise all occupants to shelter in place



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IN-BUILDING RELOCATION

DEFINITION:

- Initiated to move persons from an endangered section or area of the building to a safe area within the same building.
- Provides additional protection to external threats.
- Relocation areas will usually be the core of the building.
- Typically interior corridors and/or elevator lobbies.
- Effectively against threat on any side of the building.

ROLE OF WARDENS WHEN ADVISED TO IN-BUILDING RELOCATE:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Meet up with/ensure other Fire/EAP Warden Team members are present
- Be aware of any instructions being broadcast over the PA System
- Advise all occupants on your floor to move immediately to the In Building Relocation Area on your floor
- Notify the Fire Safety/EAP Director (Warden Phone) if you have any type of emergency to report on your floor

ROLE OF DEPUTY WARDENS WHEN ADVISED TO IN-BUILDING RELOCATE:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Meet up with/ensure other Fire/EAP Warden Team members are present
- Be aware of any instructions being broadcast over the PA System
- Advise all occupants on your floor to move immediately to the In Building Relocation Area on your floor
- Check the Exit Stairways to make sure they are safe

ROLE OF SEARCHERS WHEN ADVISED TO IN BUILDING RELOCATE:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Be aware of any instructions being broadcast over the PA System
- Check all rooms on your floor including restrooms, conference rooms, computer rooms, print rooms and other remote areas on the floor and advise all occupants to move to the In Building Relocation Area on your floor



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PARTIAL/FULL EVACUATION

DEFINITION:

- Initiated to clear the entire building or selected floors in response to an immediate or emerging non fire related emergency.
- Primary and alternate exit routes may be designated.
- Elevators can be used at the direction of the FS/EAP Director.
- Elevators used primarily for persons needing assistance.

ROLE OF WARDENS WHEN ADVISED TO EVACUATE THE BUILDING DURING A NON-FIRE EMERGENCY:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Meet up with/ensure other Fire/EAP Warden Team members are present
- Be aware of any instructions being broadcast over the PA System
- Advise all occupants on your floor to move immediately to the Exit Stairwells and evacuate the building. Advise Occupants to report to the outside assembly area.
- Meet up with other Fire/EAP Warden Team members to make sure the floor is clear, then evacuate and report to outside assembly area.
- Notify the Fire Safety/EAP Director (Warden Phone) if you have any type of emergency to report on your floor

ROLE OF DEPUTY WARDENS WHEN ADVISED TO EVACUATE THE BUILDING DURING A NON-FIRE EMERGENCY:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Meet up with/ensure other Fire/EAP Warden Team members are present
- Be aware of any instructions being broadcast over the PA System
- Check the Exit Stairways to make sure they are safe.
- Advise all occupants on your floor to move immediately to the Exit Stairwells and evacuate the building. Advise Occupants to report to the outside assembly area.
- Meet up with other Fire/EAP Warden Team members to make sure the floor is clear, then evacuate and report to outside assembly area.



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ROLE OF SEARCHERS WHEN ADVISED TO EVACUATE THE BUILDING DURING A NON-FIRE EMERGENCY:

- Put on your fire vest, hat or armband identifying you as part of the Fire/EAP Warden Team
- Meet up with/ensure other Fire/EAP Warden Team members are present
- Be aware of any instructions being broadcast over the PA System
- Check all rooms on your floor including restrooms, conference rooms, computer rooms, print rooms and other remote areas on the floor and advise all occupants to move immediately to the Exit Stairwells and evacuate the building. Advise Occupants to report to the outside assembly area
- Meet up with other Fire/EAP Warden Team members to make sure the floor is clear, then evacuate and report to outside assembly area.

ROLE OF BUDDIES DURING A FIRE/NON-FIRE EMERGENCY:

There should be two people assigned as buddies to assist any occupants that might need assistance in an emergency.

They will need to:

- Assist people that need assistance during an emergency
- Assist people that need assistance to the stairwells during a fire or to the In Building Relocation Area on the floor in a Non-Fire emergency
- During an evacuation for a Non-Fire emergency people that need assistance may be removed by elevators by Firefighters or Building Staff
- Reports to Floor Warden

ASSEMBLY AREAS

- **DEFINITION:** A designated area outside of a building to which building occupants are directed to report upon implementation of a partial or full evacuation.

May allow for:

- Continuous movement of building occupants away from the building
- Accounting for your employees
- Medical attention if needed



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Medical Emergency on your Floor:

- Scene Safety (Size it Up)
- Do not attempt to move person if not in immediate danger
- Remain with the Person
- Call or Have someone call 911
- Notify Fire Safety/Emergency Action Plan Director or Building Management
- Have a Co-worker meet Emergency Personnel by the Passenger Elevator Lobby on your floor to escort them to the location.

Answers to Common Questions about Fire in High-Rise Office Buildings

Why isn't a building always evacuated when there's a fire?

Total evacuation of a high-rise building is usually not necessary and only hinders the efforts of firefighters. Immediately evacuation of the fire floor and the floor above where the alarm will be sounding is usually all that is necessary. The occupants of the floors above will be guided by the instructions of the Fire Safety/EAP director.

Why didn't the alarm go off when there was a fire in my office building?

Experience has shown that the most critical floors during a fire are the fire floor and the floor above. Therefore, in high-rise buildings an alarm will sound only on those floors. However, in accordance with a predetermined "fire safety and evacuation plan", the building's Fire Safety/EAP director is required to make appropriate announcements and give instructions, as conditions dictate, over the public address system, during any fire or emergency.



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What is a fire safety and evacuation plan?

A fire safety and evacuation plan is essentially an ongoing educational program about fire prevention and evacuation that prepares every occupant of the building to react knowledgeably and confidently when there is an alarm of fire. It is impossible to design stairways to accommodate all the occupants of high-rise buildings at the same time. They are, in reality, vertical cities with up to 10,000 or more people in them. Therefore, it is necessary to have a plan to safely evacuate the endangered occupants during a fire. The fire safety and evacuation plan must be designed and implemented by a certified fire safety/EAP director who knows his building and has pre-planned which exits should be used in varying fire or emergency situations.

What is a Fire Safety/EAP Director?

The law requires that a trained, certified building employee (Fire Safety/EAP director, Deputy or a Building Evacuation Supervisor) must be on duty while an office building is occupied. He/she must immediately report to the fire command station in the event of a fire or emergency to implement the building's fire safety evacuation plan and assist the fire department upon their arrival. A Deputy Fire Safety/EAP director must be on duty when the Fire Safety/EAP director is not available. It also requires that a building evacuation supervisor who has been trained by the Fire Safety/EAP director be on duty during non-business hours. A chart listing the names of the Fire Safety/EAP director, the Deputy Fire Safety/EAP director and the floor wardens must be posted in a conspicuous location on every floor and in each tenancy.

What are floor wardens?

Floor wardens are tenants of the building who are trained by the Fire Safety/EAP director to take the necessary action if there is a fire on his or her floor, and to implement the fire safety and evacuation plan. There is a floor warden designated for every floor and deputy floor wardens for each tenancy. They are essentially the "eyes and ears" of the Fire Safety/EAP director during those critical moments when the building's fire alarm system activates and the Fire Department has not yet arrived.

Are fire drills really necessary?

Yes. They familiarize all occupants, not only the fire wardens, with the evacuation procedure and other parts of the fire safety plan. Fire drills provide an opportunity to review how to call the Fire Department, how to use the floor warden phone, the location of exit stairs, and other matters relating to fire safety. The Fire Department recommends quarterly drills because of personnel turnover, but semiannual drills are required by law. It is important that all occupants participate. Although the Fire Department does not conduct fire drills, it does inspect high-rise office buildings for fire code violations.



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Why don't the elevators work when the fire alarm sounds?

Certain automatic fire alarm devices recall elevators to their lowest level for use by firefighters. Use of elevators can be dangerous during a fire. Do so only if directed by firefighters.

Shouldn't I go to the roof if there is a fire in my building?

No. The roof should be used as a last resort. It is best to get below the fire. Heat and smoke rise and can create chimney-like conditions very rapidly in a stairway. They can easily trap you as you go to the roof. Following the instructions of the Fire Safety/EAP director, particularly regarding which stairway is safe, and the implementation of an evacuation plan rehearsed through fire drills, is the key to your safety.

What should I do if fire or smoke blocks my escape?

Remain calm and, if possible, get to a room with an outside window. Seal cracks around the door and cover vents with clothing or towels. If you can, open the windows a little at the top and bottom to admit fresh air and wave something to attract rescuers' attention. If there is a telephone, call the Fire Department and remain in contact with the dispatcher.



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FLOOR WARDEN WEEKLY CHECKLIST

Please complete “this floor warden checklist”, and forward to the Building Fire Safety/EAP director. Note location of discrepancies in “remarks” column.

Additionally, any changes in the fire evacuation team must be reflected on your organization chart.

FIRE WARDEN: _____ FLOOR #: _____

FLOOR WARDEN CHART

REMARKS

- Are there any personnel vacancies YES NO
- Personnel vacancies to be filled
 - Fire Warden
 - Deputy Fire Warden
 - Searchers
- Persons assigned to assist disabled employee
- Assign two persons to assist each disabled person.

MEANS OF EGRESS:

- Is access to exits good? YES NO
- Are exit directional signs properly illuminated? YES NO

EXIT DOORS:

- Are they obstructed? YES NO
- Are they wedged open? YES NO
- Do they latch securely? YES NO
- Is letter designation missing from door? YES NO

GENERAL:

- Are all fire extinguishers fully charged? YES NO
- Is there any accumulation of Rubbish anywhere on floor?



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