

# FIRE WARDEN CHECKLIST

## Roles of the Fire Warden:

- Determine primary Floor Warden and Alternate Floor Warden. Have a contingency plan if both are out. Grow your TEAM!!
- Assist with putting together a written plan.
- The plan should include:
  - ALL exits.
  - A place of refuge for employees needing assistance.
  - The assembly area outside the building.
- Review and walk through the emergency plans with all employees before there is an alarm or drill. Review and practice the plan twice a year.
- Wear vests so that employees and Fire Department personnel are able to identify Fire Wardens.
- Remain calm and assist others in the event of an emergency. It is not your responsibility to put yourself in danger if others refuse to evacuate.
- Check all areas of responsibility where people may be located; including bathrooms, storerooms, copy rooms, etc.
- Make sure all doors are closed and unlocked.
- Assist others in getting to the pre-established assembly area.
- Assign a buddy to persons with disabilities who can assist them in getting to the area of refuge.
- Report location of individuals in refuge area to the Fire Department or the building management.
- Establish an accountability system.