FIRE WARDEN EVACUATION PLAN

1. Alert Occupants and Facilitate Evacuation
   Upon activation of the alarm, fire wardens should quickly tour the floor and alert all occupants that a fire alarm has sounded and evacuation is required. Particular attention should be paid to isolated offices and individuals who may be deaf or hard of hearing. An assertive manner and authoritative voice will help motivate those who are hesitant about evacuating. Instruct occupants to use the exit stairwells, not the elevators, to evacuate the floor.

2. Close Doors
   While checking the floor and alerting occupants, the fire warden should also be closing the doors to all rooms if it is safe to do so. Closing doors helps prevent fire spread, as well as limiting the spread of smoke and toxic gases.

3. As occupants exit the floor, the fire warden should remind them:
   A. Keep to the right in the stairwell
   B. Where the assembly point is.

4. Inform Emergency Responders of anybody left in the building.
   On your way out make note of any mobility impaired people or others who remained in the building. After meeting at your assembly point, make a note of anyone who may still be in the building and/or need assistance with evacuating and inform emergency responders. Also relay any special information that you noticed concerning the emergency.