

Fire Wardens & Assistant Fire Wardens

Fire Wardens and Assistant Fire Wardens are volunteers or designates responsible for coordinating the orderly evacuation of their floor/suite during a fire or other emergency or during practice drills.

Familiar with non-crossover floors

The responsibilities of the Fire Warden & Assistant Fire Wardens are:

1. Attend Fire Warden Meetings presented by building management and the Calgary Fire Department.
2. Understand the evacuation procedures for the building.
3. Become familiar with and understand the fire alarm tones and know what action is required in the event of an alarm sounding.
4. Ensure all floor occupants understand the procedures to be followed during an evacuation emergency.
5. Acquire a detailed knowledge of the floor. (stairwell, fire phone and fire extinguisher locations, etc.)
6. Keep current, a list of all special needs persons and their designated "buddies" and ensure building management is advised immediately when changes occur.
7. Ensure all aisles, corridors and exits are kept free of obstructions.
8. Inform new employees of the Emergency Procedures and their duties, if any, in the event of an emergency.
9. Maintain a list of any hazardous materials on your floor and provide the list to building management.

The duties of the Fire Warden during an evacuation emergency are:

At First Stage Tone (Designated Floor Evacuation)

1. Prepare for possible floor evacuation.
2. Put on Fire Warden identifier red hat/cap.
3. Meet with all other Wardens/Deputy Wardens and "buddies" in elevator lobby to determine who is missing. Re-task others to replace missing Wardens/buddies as required.
4. Confirm number and location of special needs person(s).
5. Listen to all announcements and act accordingly.

At Second Stage (Building Evacuation Stage)

1. Instruct employees to exit their offices leaving the doors open and proceed to the stairwells.
2. Direct Deputy Wardens to quickly check all areas including offices, washrooms, storage areas, conference rooms, etc. to ensure no one is left behind and closing doors once the space has been cleared.
3. Ensure all special needs persons and their "buddies" are together.
4. When evacuating your floor, report any special needs persons and their "buddies" who are being left behind, to security at the main floor security desk, to the alternate control centre or by using the Fire Phone.
5. When evacuating the building, report the status of your home floor in person to security at the main floor security desk or the alternate control center.
6. If applicable, report anyone refusing to leave to security officer or control center when your floor status is reported.
7. Ensure your floor personnel move to your designated assembly area well away from the building assuring their personal safety and ensuring they do not become an obstruction to the firefighters.

Tips for Tenants/Fire Wardens

1. Keep your Warden hats and keys in a spot where you can quickly grab them.
2. Use the standby period to mentally prepare yourselves for the possibility of evacuation.
3. Remain calm, exit through the designated stairwell as quietly as possible and in an orderly fashion, single line using hand rails.
4. Designate one Fire Warden to check in with security.
5. Do not go inside until the "All Clear" is given or is confirmed.
6. You cannot use the elevators during an alarm. During an all stages alarm, the elevators automatically home to the ground floor or the "all safe floor".
7. Do not stand or gather at the base of the building. Safely cross the road via the crosswalk lights.
8. Review regularly evacuation procedures you have been given, as this information is discussed in detail.
9. Feel free to hold your own office drill/evacuation, taking your staff down the proper stairs and to the correct meeting place.
10. When there is any change in your warden staff and/or Mobility Impaired list, ensure you advise Tillyard Management Inc.
11. The Mobility Impaired List is held downstairs with security and is given to the fire department at the time of an evacuation. The mobility impaired personnel are to remain in the elevator lobby of the floor which is reported on this list. If they are on another floor they can use the emergency phone to inform the fire department which floor they are on. In the case of a fire evacuation of that floor, the fire department will come to evacuate the mobility impaired.