

## FIRE PROTECTION DUTIES

ROLE	DUTIES
<b>I. FIRE WARDENS</b>	1. Ascertains the location of the fire and sound the alarm if this has not already been done.
	2. Notifies the Building office of a fire emergency.
	3. Positions himself in the vicinity of the Communication Station (red phone) on the floor to maintain communication with the Fire Command Station.
	4. Gives the order to evacuate if necessary prior to the arrival of the Building General Manager or Assistant Manager.
	5. Gives instructions to the Searchers.
	6. Coordinates evacuation for Occupants with physical disabilities.
	7. Continues fire evacuation procedures during actual fire.
	8. Participates in semi-annual fire drills.
	9. Maintains fire protection supplies ( <i>flashlights, batteries, arm bands, whistles</i> ).
	10. Maintains Occupant Reference Chart.
<b>II. DEPUTY FIRE WARDENS AND SEARCHERS</b>	1. Follows instructions from Occupant Fire Wardens.
	2. Searches lavatories to verify all individuals have left.
	3. Takes a head count after an evacuation to verify that all regular occupants on the floor have been evacuated.
	4. Participates in semi-annual fire drills.
<b>III. ASSISTANT MANAGER</b>	1. Manages all activities on the fire floor.
	2. Communicates with the General Manager to report status/request assistance.
	3. Organizes and participates in semi-annual fire drills.
	4. Plans and conducts Occupant Safety training for building staff.
<b>IV. GENERAL MANAGER</b>	1. Manages all building activities excluding the fire floor.
	2. Communicates with the Assistant Manager and Security regarding status and implementation.
	3. Orders elevator recall.
	4. Orders evacuation of non-fire floors.
	5. Calls the Fire Department.
<b>V. FIRE SAFETY DIRECTOR</b>	1. Directs activities in Building lobby.
	2. Maintains communication with the General Manager to implement instructions.
	3. Assists evacuation to lobby or refuge floor.
	4. Reports status of evacuation to the General Manager.
	5. Meets the Fire Department and direct them to the fire floor.
<b>VI. FIRE DEPARTMENT</b>	1. Manages all Building activities upon arrival at the Building.
	2. Moves Occupants with physical disabilities.