



# Shared Solutions

4950 S. Yosemite F2- 149, Greenwood Village, CO 80111

P: 303-506-6151

[Mshepherd@ssolutionsllc.org](mailto:Mshepherd@ssolutionsllc.org)

[www.ssolutionsllc.org](http://www.ssolutionsllc.org)

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## Fire Warden Checklist & Tips

### Preparation

- Determine a primary Floor Warden and Alternate Floor Warden. Have a contingency plan if both are out. *\*Tip: Grow your TEAM for safety!! Create a team of emergency responding assistants. Assign team members to help check break rooms, file rooms, conference rooms; & male/female to check restrooms.*
- 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.
- Establish an accountability system.
- Know the location of all emergency stairwell exits and where your safe meeting place is outside. (At least 300 ft. away from the building)

### During a Drill or Fire

- 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. *\*Everyone should remain QUIET and listen for directions: Otherwise you probably will not hear any updates...or you could fall and injure yourself and others. Texting and talking on phones is NOT an option. Exit, then chat!*
- Find and evacuate everyone from your suite. Check all areas of responsibility where people may be located; including conference rooms, elevator lobbies, bathrooms, storerooms, copy rooms, etc. *\*Assign TEAM to split it into sections. No searcher should have more than 25 people to evacuate. Everyone should be into the stairwell in 3 minutes or less.*
- Close every door inside your unit and every door as you leave. *\* Closed doors keep fire and smoke to the smallest possible area.*

## Fire Warden Checklist & Tips contd...

- Assign a buddy to persons with disabilities who can assist them in getting to the area of refuge. *\*If a person with functional and access needs does not know where to go, take him/her with a buddy to the stairwell area of refuge, or the elevator lobby if it is an enclosed area of refuge. (Not all enclosed elevator lobbies are areas of refuge; some are enclosed for security reasons.) Tell the buddy to stay with their person until the alarm is cleared. If the person with disabilities or others needing additional assistance is in danger for any reason (like a medical emergency), call 911 to get help, then give first aid to the level of their training. If the phones are not working, try a landline if it is safe, or walk down the stairs and notify the Fire Department and/or building staff.*
- Assist others in getting to the pre-established assembly area. *\*Check the stairwell landings and elevator lobbies to see if anyone is waiting for assistance. Assign a buddy if needed.*
- Report location of individuals in refuge area to the Fire Department or the building management. *\*Most enclosed stairwells in most buildings are areas of refuge. Some buildings also have the elevators lobbies as areas of refuge.)*
- LEAVE ITEMS BEHIND: *\*Do not allow anyone to take coffee, food, drinks of any kind--including water bottles or large items into the stairs. Tell them to "Leave it." Many people are injured by slips, trips and falls, so hands should be free of all items so they can use the handrails.*
- Notify the building staff that your unit/suite/floor is clear. **Number 1 priority- to report...**
  - Is anyone left in the building
  - If so, where are they located?
  - Are they just refusing to evacuate?

*\*The Fire Department will need this information as soon as possible in the event of a real emergency where we might have to send in rescue teams.*