



CORPORATE REALTY

Instructions for Fire Drill & Evacuation Responsibilities Reference Chart Form

Please return a copy of the attached appointment form entitled “Fire Drill & Evacuation Responsibilities Reference Chart” to the Corporate Realty Management Office.

Safety Wardens:

A Safety Warden should be someone who is reliable, respected by the other employees within your firm, and capable of providing guidance in the event of a fire or other emergency. This individual should rarely travel and be familiar with the names and faces of all employees in your office. The office manager or personnel manager, or both depending on the size of your firm, would probably be good candidates for Safety Warden. **It is suggested to appoint one (1) Safety Warden for every 7,500 square feet of occupied space (at least 3 per floor).**

The Safety Warden is responsible for the development, implementation, and training of your staff on your company’s fire and life safety program. This program would include development of evacuation plans, assignment of fire-fighting responsibilities if deemed advisable, training of employees in emergency response procedures, and practice of emergency procedures. The Safety Warden is assisted by Deputy Wardens and Evacuation Facilitators.

In the event of a fire or other emergency, the Fire Wardens are in charge of the situation until building management or arrives. The Safety Warden may also be responsible for coordinating the evacuation of your space depending on the severity of the situation. **The Safety Warden will also be a key contact for the management office in case of power failures, medical emergencies, or other emergency situations.**

Deputy Wardens:

You should also select one Deputy Warden for every Safety Warden assigned. Deputy Wardens are to perform a headcount at your designated gathering location following and confirm that all employees have evacuated. They are to report that everyone is accounted for or information on missing or handicapped/mobility impaired individuals to the Safety Wardens who in turn provide that information to Building Management.

Evacuation Facilitators:

In addition to Safety Wardens and Deputy Wardens, you should also appoint **two male and two female Evacuation Facilitators**. They are responsible to ensure everyone on the floor is aware of and heeding an evacuation order. This includes verifying that all individuals in conference rooms attending meetings, any one in a restroom, and all guests to your suite have evacuated. All doors to rooms that have been checked should be closed behind the Evacuation Facilitators to contain the fire and reduce damage.

Should you have any questions or concerns, please feel free to contact the Corporate Realty Management Office at (504) 493-6761 or via the Service Request System located on Benson Tower’s website (www.BensonTowerNOLA.com).