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Philadelphia Fire Department
Fire Code Unit

Michael Jackson
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2LP

TWO LIBERTY PLACE
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By Michael A. Jackson at 4:13 pm, Dec 15, 2020

EMERGENCY EVACUATION PROCEDURES

Fire Wardens/Assistant Fire Wardens

Roles and Responsibilities

1. Be completely familiar with the Fire Safety Plan and make everyone aware of the off-site assembly evacuation area at Rittenhouse Square, 18th & Walnut Street.
2. Know your stairwell and ensure exits are unobstructed.
3. Fire Wardens must always have an updated check list of any disabled employees.
4. Assign representatives to aid those requiring assistance in an evacuation.
5. In an emergency event fire wardens must wear the red fire warden caps for identification.
6. When an alarm is activated, immediately stop what you are doing, listen to the announcements and follow all directions given in the message. **Note:** evacuation may entail exiting the building and moving to the designated off-site evacuation area at Rittenhouse Square, 18th & Walnut Street (map attached). **In the event that the emergency condition requires a total building off-site evacuation, an additional message will be provided and activated manually.**
7. **DO NOT USE THE ELEVATORS.** The stairwells must be used in order to leave the building. The elevators will automatically go to the ground floor for the Fire Department use only.
8. Should you hear an off-site evacuation message, the floor wardens will go into immediate action and place on red fire warden cap for identification and **PROCEED TO THE NEAREST STAIRWELL.** Inspect the stairwell for smoke. If there is smoke, use alternate stairwell. Evacuate the building in a calm manner using the handrail as you go down the stairs. Stay with your group until evacuation is complete. Do not remain on the floor with a person refusing to evacuate.
9. Each disabled person should have an assigned representative to help assist them in the event of an evacuation. For the physically disabled, it is necessary to move the person into the stairwell and advise the Fire Department of their location so they can assist them out of the building.
10. Fire Wardens in the stairwell are to keep the tenants moving quietly down the stairs (wall/right side).



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Role, Responsibilities and Duties of a Fire Warden

Fire Wardens can make a significant difference in the success of a Building Emergency Response plan. Fire Wardens are on the front lines of an emergency response when a fire or evacuation occurs. High rise buildings in particular benefit from the actions of these members of the emergency response team.

The primary role of fire wardens is to lead the evacuation process of occupants from the floor during a fire emergency. Their quick actions, clear thinking and calm leadership are vital to ensuring the safety of building occupants during a fire emergency.

Fire wardens must have a structure or framework to follow within the organization to allow their role to work in preventing fires.

This structure has to be regularly audited and managed to ensure it works and protects staff. Failure to take it seriously could result in a significant fire incident.

A Fire Warden's roles and responsibilities fall broadly into 2 categories:

- **Proactive day to day duties**
- **Reactive emergency duties**

Proactive and day to day duties of a Fire Warden

While a workplace fire warden must not put themselves at risk while carrying out their duties, they are essentially there to carry out many elements of a fire risk assessment, to increase the chances of preventing a fire in the first place.

Actual finalized tasks will change from organization to organization, depending on number of staff, size of building, contents of building and so on but, as an example, Fire Warden duties in the work place might include:

- Must be completely familiar with the Fire/Life Safety Plan and know your fire exit stairwells.
- Know the Evacuation Assembly Area is at Rittenhouse Square, 18th & Walnut Street, (see map attached)
- Must always have an updated check list of any disabled employees and assign them a representative.
- All fire exits and routes must remain free from obstruction and available at all times. It is crucial that fire exits are opened to check they are not blocked from the outside.
- Ensuring Fire extinguishers are in their correct place, serviced and signed.

11. **IMPORTANT: Once you exit the Building, do not, under any conditions, congregate near or re-enter the building.** Continue to your offsite evacuation area at Rittenhouse Square, 18th & Walnut Street, (map attached).
12. Once at the assembly point in front of Rittenhouse Square, 18th and Walnut Street: Fire Wardens must report to Building Management Personnel for your tenant paddle, clipboards, pens and a list of your employees that accessed the building.
13. Within Rittenhouse Square, hold up your paddle at an assembly point for your employees to gather so you can take part in the roll call to ensure everyone has been accounted for.

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