

200 WEST MADISON

BUILDING FIRE TEAMS

27 May 2015

Each Tenant is required to provide the following information.

EVACUATION TEAM/PERSONNEL

ROLE	NAME	PHONE NUMBER	ALT. PHONE NUMBER	FLOOR
FLOOR WARDEN				
ASST. FLOOR WARDEN				
SEARCHER 1				
SEARCHER 2				
STAIRWELL MONITOR 1				
STAIRWELL MONITOR 2				
ELEVATOR MONITOR 1				
ELEVATOR MONITOR 2				
EVACUATION ASSISTANT				
ALTERNATE 1				
ALTERNATE 2				

DESCRIPTION OF ROLES

FLOOR WARDEN, (1) per floor: Assigns and directs floors' evacuation team, ensuring emergency team members are performing their assigned position. Maintain and up-to-date floor roster in an emergency situation to the Fire Safety Director and Deputy Fire Safety Director (members of the Building Management Team).

ASSISTANT FLOOR WARDEN, (1) per floor: Assists the Floor Warden, and takes over the Floor Warden's responsibilities should the Floor Warden be absent.

SEARCHERS, (2) per floor: Responsible for searching the entire office space and common area restrooms, storage rooms, etc. on their floors. Closes every interior office door, without locking, to signify the room has been searched. (Tip: mark a searched room by leaving a post-it on the closed door)

STAIRWELL MONITOR, (2) per floor: Assists in the orderly evacuation to stairwells on your respective floor. There will be one stairwell monitor per stairwell.

ELEVATOR MONITOR, (1) per floor: Monitors the elevator lobby of their respective floor, to ensure no one uses the elevators during the evacuation (unless otherwise directed by the Fire or Police Department). Directs personnel to appropriate stairwell.

EVACUATION ASSISTANT, (2) per floor: Assists in the evacuation of an individual who may need assistance in traveling to and down the stairwell to the safety location.

ALTERNATE FIRE TEAM MEMBERS: Members that will be cross trained and available to assist in each role should a Team Member be absent in the event of an emergency.