

FIRE WARDEN

The Fire Warden serves as the primary contact for the management team, security and BFD in the event of a building emergency. He / She will be responsible for relaying life safety information to the rest of the employees within the company, and ensuring all personnel are familiar with the building evacuation procedures.

Company:	
Floor Number(s):	List All Floors
Name:	
Phone:	
Cell Phone:	

ASSISTANT FIRE WARDEN

The Assistant Fire Warden will report directly to the Fire Warden, and will serve as the point of contact for building management, security and BFD if the Fire Warden is unable to fulfill their roles.

Name:	
Cell Phone:	

ALTERNATE

Name:	
Cell Phone:	

RALLY POINT

Please designate an area at least 300 feet away from the building that can accommodate all personnel. Be sure to communicate the location of your rally point to all employees, and ensure everyone checks in during drills and actual emergencies.

ALTERNATE RALLY POINT

Please designate a second meeting place in case your primary point is overcrowded or unusable at the time of the evacuation.
