



## **EMERGENCY EVACUATION**

(Designated Floor Wardens)

1. Floor Wardens required for each Tenant and or floor, are designated by Local codes and ordinances. The number of Floor Wardens can also be based on the square footage each tenant occupies.
  2. Each Floor Warden should be familiar with Evacuation Procedures, the location of exits and any available portable fire equipment.
  3. In the event of an emergency evacuation or fire alarm, the Floor Warden should:
    - a) Ascertain the problem and location.
    - b) Alert everyone of the emergency and instruct them to immediately execute procedures. Always remain calm. Don Not Panic.
    - c) Follow the guidelines. Direct the evacuation of the floor/suite with the directions received from the buildings Fire Command Station (Security Office).
      - Check the environment in the stairwell for smoke, prior to entry. If smoke is present, notify the Fire Command Station, and an alternate shall be selected.
      - Get to your building's designated evacuation area. Instruct everyone to stay together, to do an attendance count.
- ❖ No one is allowed to re-enter the building, until an "all clear" announcement/signal has been made.

<b>Tenant:</b> _____	<b>Suite:</b> _____
<b>Bus. Phone No.:</b> _____	<input type="checkbox"/> <b>Bishop Street Tower</b>
<b>Bus. Fax No.:</b> _____	<input type="checkbox"/> <b>Fort Street Tower</b>

### **Designated Floor Wardens:**

<b>Name:</b> _____	<b>24hr. Contact Number</b> _____
<b>Name:</b> _____	<b>24hr. Contact Number</b> _____
<b>Name:</b> _____	<b>24hr. Contact Number</b> _____
<b>Name:</b> _____	<b>24hr. Contact Number</b> _____

**Floor Warden Requirements:**

- Small Size Tenant: 1 Floor Warden**
- (1/2) Half Floor Tenant: 2 Floor Wardens**
- Full Floor Tenant: 4 Floor Warden**

**Date:** \_\_\_\_\_

**Please return to:**

700 BISHOP STREET TOWER SUITE 200 HONOLULU, HI 96813  
(808) 531-0444 OFFICE (808) 599-5776 FAX