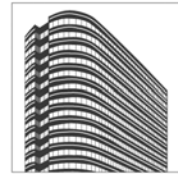
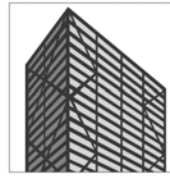
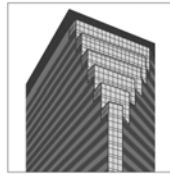
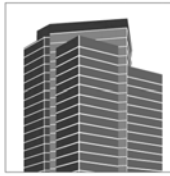


## **DUTIES OF FIRE WARDENS AND DEPUTY FIRE WARDENS**

In order to facilitate a safe and effective evacuation in the case of an emergency such as a fire or bomb threat, we would ask that all fire wardens and deputy wardens familiarize themselves with the procedures outlined below.

Overview of responsibilities:

1. Although you will be supported and assisted by trained emergency personnel, the safe evacuation of the building depends primarily on your actions.
2. Every floor has two emergency stairwells located at the East and West ends of the hallways and marked by lighted “Exit” signs. **DO NOT USE THE ELEVATORS DURING AN EMERGENCY EVACUATION.**
3. Speakers are located on every floor to provide verbal instructions and directions.
4. All emergency coordination and direction will be conducted at the Security Operations Center located in the 3000 Town Center basement. Call 248-358-0908 to report emergencies or request direction.
5. You should know the number of occupants on your floor and the names, if possible. This will facilitate an accurate head count at the assembly area after the evacuation.
6. The floor should be divided between East and West for evacuation with the Deputy Fire Warden taking half the floor and reporting to the Fire Warden.
7. Familiarize yourself with any disabled occupants who may require special assistance in the event of an emergency. Disabled tenants should have a “buddy” designated to assist them in the event of an emergency.
8. Be familiar with the layout of your floor.
9. All occupants of the floor should know who the fire warden and deputy fire warden are.
10. Designate an area at least 500 feet away from the outside of the building to assemble in the event of an evacuation of the building



If a fire alarm is activated on a floor, it will also sound on the two floors above the activated floor and one floor below the activated floor. Tenants not on the four affected floors are not in danger and should remain in their suite.

Specific duties of the Wardens in the event of an emergency are as follows:

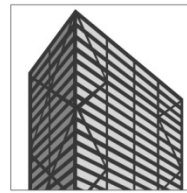
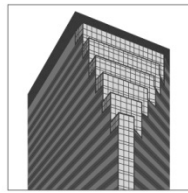
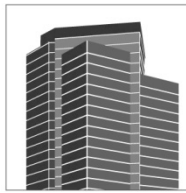
1. Insure that all occupants of the floor are notified.
2. Insure that the Security Operations Center is alerted, 248-358-0908.
3. If appropriate, make sure the Southfield Fire Department is alerted, dial 911.
4. Prepare all floor occupants for evacuation, if necessary.
5. Leave the floor when instructed to do so.

In the event of a need for evacuation, or if the order to evacuate is received:

1. Check the stairwells to insure they are safe for evacuation.
2. Direct the orderly evacuation of the floor. **DO NOT USE ELEVATORS.**
3. Notify the Security Operations Center of evacuation commencement; call 248-358-0908.
4. Walk down at least four floors below the “alarm floor”. At this point you may re-enter the building. Do not go up to higher floors.
5. Direct the assembly of floor occupants at a pre-designated assembly area and complete a head count of evacuated personnel.

The Southfield Fire Department and Fire Marshall are able to monitor the extent of the fire and all activity from both the building’s main lobby and the Security Operations Center. They will provide occupants with all necessary communications over the public address system and will be in radio contact with fireman dispatched throughout the building.

Southfield  
TOWN CENTER



TO: SOUTHFIELD TOWN CENTER TENANTS

FROM: PROPERTY MANAGER

RE: **UPDATED POPULATION CENSUS, CONTACTS, EMERGENCY CONTACTS,  
PHYSICALLY CHALLENGED, FIRE WARDENS - VERY IMPORTANT!**

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We are updating our records and need your assistance. The following information is requested so we may better serve you and the needs of Southfield Town Center; please make additional copies if necessary.

1) Tenant Name \_\_\_\_\_ Bldg. \_\_\_\_\_ Suite #(s): \_\_\_\_\_

- If your company occupies more than one floor, please list all floors and suite #(s) accordingly.

2) Contact Name(s) \_\_\_\_\_

- Person(s) to correspond with and / or call for general building matters.

3) Main Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Contact Person's  
Direct # \_\_\_\_\_

4) Email Address for Main Contact Person \_\_\_\_\_

- Please attach a separate page if you have several emails for the distribution list.

5) After Hours

1<sup>st</sup> Emergency Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

2<sup>nd</sup> Emergency Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

- Please attach a separate page on letterhead if you have formal reporting procedures with an off-site monitoring service for after-hours emergency notification (i.e. alarm company, corporate HQ, etc.)

6) Fire Warden Name(s) / Suite # (s) \_\_\_\_\_

- Please attach a separate page if you have several fire wardens.

7) # of Persons Occupying Suite during: Weekday \_\_\_\_\_ Weeknight \_\_\_\_\_ Weekend \_\_\_\_\_

8) Physically Challenged individuals needing assistance during an emergency with suite and location:

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- Please attach a separate page if you have several physically challenged individuals.

**Thank you for your cooperation.**

Rev. 10.22.15