

2600 Association, Inc.

Jersey City, New Jersey 07306

FIRE WARDENS' DUTIES

- A. Fire Wardens shall be familiar with the 2600 Association Fire Safety Plan, the location of exits and the location and operation of any available fire alarm.
- B. In the event of a fire alarm, Fire Wardens:
1. Shall ascertain the location of the fire; ensure that all occupants are notified of the fire and that they proceed immediately to execute the Fire Safety Plan.
 2. Shall lead the evacuation of the floor in accordance with directions received and the following guidelines:
 - a. They shall select the safest stairway to use for the evacuation of occupants on the basis of the location of the fire and any information received from the Fire Command Station. The Fire Wardens shall check the environment in the stairway prior to entry for evacuation. If it is affected by smoke, an alternate stairway shall be selected and the Fire Command Station notified.
 - b. The Fire Wardens shall keep the Fire Command Station informed of the means being employed for evacuation by the occupants of their floor.
 3. The most critical areas for immediate evacuation are the fire floor and the floors above and below it. Evacuation from other floors shall be instituted when instruction from the Fire Command Station or conditions indicate such action. Evacuation should be via uncontaminated stairways. The Fire Wardens shall try to avoid using stairways being used by the Fire Department. If this is not possible, they shall try to attract the attention of Fire Department personnel before such personnel open the door to the fire floor.
 4. Evacuation to the Lobby is generally adequate. The Fire Wardens shall keep the Fire Command Station informed regarding their location.
 5. The Fire Wardens on the floor above the fire shall, after executing the Fire Safety Plan, notify the Command Station of the means being used for evacuation and any other particulars employed for evacuation by the occupants of their floor.