



## **Fire Wardens and Deputy Fire Wardens Duties:**

A. The Fire Wardens and Assistant Fire Wardens should familiarize themselves with:

1. The Emergency Procedures Handbook.
2. Location of **all exits**.
3. Location and operation **of all** available **fire** alarm devices.
  - Life safety system communication speakers
  - Strobes if available on your floor
  - Exit signs
4. Location and operation of available fire extinguishing equipment.
5. Storage Areas and 18-inch clearance requirements.
6. Emergency Phone Numbers.

**The City of Richardson requires us to do annual fire drills that are documented in our system. It is imperative that Fire Warden attend training at least once a year.**

Training will be held at different times each quarter to enable all wardens to attend and have the most current information on our buildings.

Below are the wardens that we have designated for your suite that will be required to attend training at least once a year.

### **Suite Warden Designated:**

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Email

### **Deputy Suite Warden Designated:**

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Email