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## Fire Life Safety (FLS) Warden, Deputy Warden, Searcher Training Handout

### **FLS Warden**

One FLS Warden is required for each Floor of the Building. FLS Wardens must be on duty on each Floor during regular business hours for such Floor.

### ***FLS Wardens must:***

- Be familiar with the FDNY Plan, including:
- General Sheltering-in-Place, In-Building Relocation, Partial- and Full-Evacuation Procedures,
- The Exit and In-Building Relocation routes to be utilized for the floor,
- The location of the In-Building Relocation Areas; and
- The means of communicating with the FLS Director;
- In the event of a Fire or Non-Fire Emergency on the Floor or immediately affecting Building Occupants on the Floor, notify the FLS Director and Building Occupants on the Floor of the (Fire or Non-Fire) Emergency and initiate appropriate action;
- In the event of a Fire or Non-Fire Emergency not on the Floor or not immediately affecting Building Occupants on the Floor, establish communication with the FLS Director and, if possible, await direction from the FLS Director;
- Keep the FLS Director informed of his or her location and the progress of the implementation of FDNY Plan measures;
- Confirm the In-Building Relocation or Evacuation of the Floor or portion thereof by directing Deputy FLS Wardens and/or other FLS Staff designated as FLS Searchers to search all areas of the Floor to be Relocated In-Building or Evacuated; to do so by visual inspection, not merely by the lack of a voice response; and to notify any remaining Building Occupants that they must immediately comply with the applicable FDNY Plan Procedures;
- Determine whether Stairways are safe to enter before directing Building Occupants to use them, and, if unsafe, notify the FLS Director;
- Instruct Building Occupants not to use Elevators in the event of Fire; and
- Perform such other duties as set forth in the FDNY Plan or as directed to do so by the FLS Director.

## **Deputy FLS Warden**

At least one Deputy FLS Warden is required for each Employer of Building Occupants on a Floor. If the Floor area occupied by an Employer of Building Occupants on a single Floor exceeds 7,500 square feet; a Deputy FLS Warden must be designated for each 7,500 square feet or portion thereof. No individual Deputy FLS Warden is allowed to be designated for more than 7,500 square feet of Building Floor Area. At least the minimum required number of Deputy FLS Wardens must be on duty on each Floor during regular business hours of each Employer.

In the absence of the FLS Warden, a Deputy FLS Warden needs to perform the duties of the FLS Warden.

In the presence of the FLS Warden, Deputy FLS Wardens are required to assist the FLS Warden in carrying out the requirements of the FDNY Plan and the Fire Code/Fire Rule, by searching all areas of the Floor to be Relocated In-Building or Evacuated, and notifying any remaining Building Occupants that they must immediately comply with the applicable FDNY Plan Procedures, and – performing such other duties as assigned by the FDNY Plan or directed by the FLS Warden.

## **FLS Searchers**

The FLS Searchers are currently only required in the Comprehensive Fire Safety and Emergency Action Plan for Office Buildings.

At least one male and one female FLS Searcher are required for each Employer of Building Occupants on a Floor. Such FLS Searchers must be on duty on each Floor during regular business hours of such Employer.

In the absence of the Deputy FLS Warden, the FLS Searcher must perform the duties of the Deputy FLS Warden.

In the presence of the Deputy FLS Warden, the FLS Searcher must assist the FLS Warden in carrying out the requirements of the FDNY Plan and the Fire Code/Fire Rules, by searching all areas of the Floor to be Relocated In-Building or Evacuated, notifying any remaining Building Occupants that they must immediately comply with the applicable FDNY Plan Procedures, and performing such other duties as assigned by the FDNY Plan or directed by the FLS Warden.

**Responsibilities of the Fire Life Safety Team:**

- Do not jeopardize your safety while performing duties
- Put on hat or vest identifying you as part of the Fire Life Safety Team
- Know all EXITS on your Floor. Be prepared to direct Occupants to an Alternate Route, in the event an Exit is blocked
- Know your Primary and Alternate Stairways
- Know where the MANUAL ALARM PULL STATIONS are on your Floor and how to use them
- Know where the FIRE WARDEN TELEPHONE is and how to operate it
- Establish a Meeting Point on your Floor (Warden Phone)
- Decide where the best locations are for Team Members to stand & direct traffic if Evacuating your Floor
- If Evacuating your Floor, clear the Floor, then meet up with other Team Members and then Evacuate
- Be aware of Occupants that require special assistance during an Evacuation (Elevators not available during Fire emergency)
- Be aware of any instructions being broadcast over the Public Address (PA) System
- Be familiar with the location and operation of the Fire Alarm System
- Know your "Primary" and "Alternate" Assembly Areas in the event of an evacuation

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