

Sample Floor Warden Introduction Letter

As your designated Floor Warden, I recently attended a safety training session conducted by Wright Runstad & Company Property Management. Let me share with you the procedure to follow if a building emergency should occur:

- When a fire alarm is activated on our floor or on the floors directly above and below ours, you will hear a siren and see flashing emergency lights on the walls.
- Do not attempt to exit the building unless so directed! Everyone on the “alarm floors” must move **four (4) floors down** via the nearest stairwell, exit into that floor’s lobby and wait to receive further instructions.
- If the alarm is not sounding on our floor, you may continue to work in your office. **Do not leave our floor or exit the building unless so directed.**
- **Do not use elevators during an emergency!** Note that stairwells are usually locked, but during an alarm the doors will automatically unlock.
- During the alarm, per Seattle Fire Code, the elevators are recalled to the main lobby. If you happen to be on the elevator when the fire alarm sounds - don’t worry, the elevator will automatically be recalled to the lobby and you can exit there.
- We will not be allowed to return to our floor until the Seattle Fire Department gives Property Management permission to reset the alarm. There will be an announcement over the speaker system when we are able to return to our floor.

In case of an emergency, please defer to me for direction. I have been trained to respond to fire alarms as well as other building emergencies, including medical emergencies, earthquakes, bomb threats, suspicious packages and suspicious substances. Please contact me with any questions regarding these topics and other emergency response issues.

Sincerely,

Your Floor Warden