

CHIEF EVACUATION WARDEN CHECKLIST

Task	Complete
Have the stairwell wardens been selected and trained? (one per stairwell per floor)	<input type="checkbox"/>
Have the sweep wardens been selected and trained? (two per floor)	<input type="checkbox"/>
Is a spare supply of masks or face covers readily available?	<input type="checkbox"/>
Has a room been selected as the Protect in Place (PIP) room?	<input type="checkbox"/>
Does the PIP room contain the following items:	
<ul style="list-style-type: none"> • Telephone • Emergency contact list • Directions from the PIP room to the freight elevator lobby • Roll of duct tape • Stack of towels • Bottled water • Paper and markers • Flashlight or glow sticks • Whistle or other noise maker 	<input type="checkbox"/>
Has a designated meeting area been selected?	<input type="checkbox"/>
Are the employees aware of the location of the designated meeting area?	<input type="checkbox"/>
Do the fire wardens have adequate PPE (armbands, radios, reflective vests)?	<input type="checkbox"/>
Are the fire wardens familiar with the operation of the TDC fire alarm system?	<input type="checkbox"/>
Are the employees familiar with the location of the exit stairwells?	<input type="checkbox"/>

For clarification or additional information on any of the above tasks, please reach out to tdcfirelifesafety@cadillacfairview.com.