

## Floor/Fire Wardens

To assist with the evacuation of the building in the event of a fire or other building emergency, each tenant is asked to volunteer a floor warden for their suite or floor. Blackstone Property Management updates the floor warden list annually and provides training sessions for floor wardens once a year, prior to the annual fire drill.

A sheet summarizing the duties of a floor warden is available [here](#). It is suggested that the floor warden be a person who is routinely in the office and who wishes to assume responsibility in times of crisis.

An Updated Population Census & Contacts form is available [here](#). The name of the person designated as your floor/fire warden should be indicated on this form.

For further information or questions regarding the floor/fire warden program, contact Town Center Security at 248.358.0908.