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Date: 1/25/2013 9:52:52 AM
Subject: FW: Tower - Floor/ Suite Warden Training recap

From: Butler, Kim [mailto:Kim.Butler@colliers.com]
Sent: Friday, January 25, 2013 9:43 AM
Subject: Tower - Floor/ Suite Warden Training recap

Dear valued Tower Suite Wardens:

Thank you very much for attending the training class. Your participation and cooperation is the means to a successful evacuation. To recap a few of the items we discussed:

1. The name Floor Warden was confusing as the person holding this position actually only oversees that role for their suite so we changed the name to Suite Warden.
2. Larger tenants occupying multiple floors should make certain that there are designated Suite Wardens and backups on each of their floors.
3. Reviewed the Suite Warden responsibilities (see pages 9 &10 in the Emergency Procedures Manual).
4. Reviewed the evacuation plan; know the stairwell locations and assembly point. Also know alternate routes as you may not be at your desk in the event of an actual emergency and may have to use a different route to exit the building.
5. Review the manual with all employees so everyone knows what is expected during an evacuation and make certain that all new hires are aware of the emergency procedures for your suite in particular and the building in general.
6. Check in with the Emergency Action Director (Kim Butler) or Deputy Emergency Action Director (Jim Meadows) in the courtyard after evacuating with an "All Clear" for your suite and let us know if any disabled persons are in the stairwell (East or West end). This is absolutely critical as it provides the information necessary for firefighters to immediately focus any rescue efforts. For clarification, the east stairwell is the one closest to Marion Street, where the Bank of America drive-through is, and the west stairwell is the one closest to Sumter Street, the Statehouse side of the building. Both stairwells have a three-hour fire rating with the doors closed.

Matt Lam with the Columbia Fire Department was present and spoke about the evacuation process and fines associated with individuals who do not evacuate. The maximum fine is \$1092.50 and/or with jail time. He also showed how to properly use a fire extinguisher and said that if one extinguisher doesn't put out the fire, never seek out an additional extinguisher. Evacuate immediately. Matt reminded us that during evacuation (this means drills and actual emergencies), everyone should descend as quickly as possible down the right hand side of the stairs only. The right-hand side of the stairwell going up must remain open to fire fighters and any other emergency responders. Matt has offered his assistance if anyone needs for him to come speak to your office employees to help with the next evacuation.

I hope you found this training class helpful. Again, I appreciate you taking the time out of your busy day to come learn how about these procedures so we can have a systematic, safe and orderly evacuation of all occupants in the Tower.

Kindly share this information with everyone in your office.

Best regards,

Kim Butler CPM®

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