



FIRE SAFETY VOLUNTEER LIST

The Lincoln Centre Management Office maintains a list of persons who are designated as Fire Safety Volunteers for your suite/floor. In order to update our current Lincoln Centre Fire Safety Volunteer list, we would like to get an updated list of the volunteers from your company. This list of volunteers is kept in the Lincoln Centre Management Office and the Security Operations Center. A copy is also kept in the Fire Control Room for each building.

Please contact the Lincoln Centre Management Office if you have any questions. Thank you for your cooperation in providing us with this information. Please return this form to the management office at 972-770-2441(fax) or mandycardenas@cousinsproperties.com

Company Name: _____

Building: _____ Suite Number: _____

Main Office Phone Number: _____

FIRE SAFETY VOLUNTEERS

1. Name: _____ Fire Warden

Phone #: _____ - _____ - _____.

2. Name: _____ Asst. Fire Warden

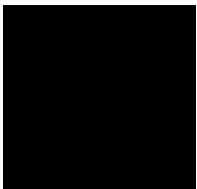
Phone #: _____ - _____ - _____.

3. Name: _____ Searcher

4. Name: _____ Searcher

5. Name: _____ Exit Monitor

6. Name: _____ Exit Monitor



FLOOR WARDEN RESPONSIBILITIES

The Floor Warden shall direct, enforce and have full charge of the evacuation of all personnel on his/her assigned floor during any emergency. Floor Wardens will be assisted in their duties by designated Assistant Floor Wardens, Searchers and Exit Monitors or others that may be required or designated. The size of the suite determines the number of fire team members needed. A full floor tenant may have three or more people designated for each position but a small four person office may only need one person designated as a Floor Warden.

In addition, to being in charge of their suite evacuation the Floor Warden should:

- Know the locations of stairwells and office exits
- Have a current list of disabled employees
- Know the locations of all fire extinguishers
- Have a thorough knowledge of building emergency procedures
- Have a copy of their floor plan (8 ½ x 11)
- Be responsible for fire prevention on their floor
- Work with other Floor Warden's on the floor
- Designate an Assistant Floor Warden and notify that person when away from the building
- Attend all building sponsored training sessions
- Maintain a current list of team members and train them in their duties
- Participate in fire drills
- MOST IMPORTANT: BE IMPOWERED TO MAKE DECISIONS FOR YOUR SUITE AND MAKE SURE ALL EMPLOYEES ARE AWARE OF THE FIRE EMERGENCY PLAN

ASSISTANT FLOOR FIRE WARDEN RESPONSIBILITIES

The Assistant Floor Fire Warden will assist the Floor Fire Warden in the areas that he/she needs assistance. In cases where the Floor Fire Wardens are not present, the Assistant Floor Fire Warden will assume the Fire Warden's responsibilities.

SEARCHER RESPONSIBILITIES

The Searchers will thoroughly search restrooms, closets, storage rooms, computer rooms and other rooms to ensure that all occupants have been evacuated. Close all interior doors after their search is complete and report their findings to the Floor Warden. They can then assist persons who have a special need.

EXIT MONITOR RESPONSIBILITIES

Duties of the Exit Monitors are as follows:

- Make sure that your stairwell is clear of smoke and any other obstacles that could prevent a safe exit from your floor
- Make sure that other occupants from your floor or other floors that may be evacuating do not re-enter on your floor
- If your stairwell is unsafe, you must direct people to a safe stairwell
- If others are trying to re-enter on your floor because it has become unsafe to continue down, direct them to the next set of safe stairs

There should be an Exit Monitor at each exit on each floor. He/she should be stationed at the entrance of the fire stairs and should open the door for evacuees and/or act as a group guide if necessary.