# Sample email for Fire Wardens to send

Hello,

Just a reminder that there will be a fire alarm in our building sometime next week. I am your Fire Warden for building X, floor X.  If you would like to be a Fire Warden, please let me know as soon as possible.

When you hear the fire alarm while in your office (if you aren't, then just skip 1 - 4), please do the following:

1. Save your work and shut down your computer or lock it
2. Grab your keys/coat, purse or wallet
3. Shut off your lights
4. Close your door (if you have windows, close those too)
5. Evacuate using the closest safe exit
6. When you get outside, move away from the exit (about 30 m or 100 feet)
7. If you are aware that someone may still be in the building either let Security or the Fire Department know
8. Stay out of the building until you are authorized to go back in
9. If you observe an unsafe condition, please inform me (Fire Warden) as soon as possible so it can be addressed (Fire wardens have been issued Ryerson safety vest with "Fire Warden" embroidered on them

Please let me know in advance if you will require assistance during the evacuation. Remember, you should never use the elevator.

Regards,

X

(Fire Warden)