

## **Role and Responsibilities for Floor Warden of Emergency Response Team**

- i. Sound the Fire Alarm (Fire Alarm will be sound continuously)
- ii. Arrange the process of evacuating the building for each level.
- iii. Check all available spaces on each floor to make sure there are no employees in those spaces.
- iv. Make sure all employees have left the office space. (Including cleaning worker and contractors)
- v. Arrange the position of the employees according to their Division and take attendance of all those present at the gathering compound.
- vi. Confirm and check the employee's attendance according to their Division.
- vii. Report the employee's attendance based on their Division to Occupational Safety & Health (OSH) secretariat from time to time.