

DEFINITION OF A FLOOR WARDEN

The definition of a Floor Warden is as follows:

A responsible person on each floor/suite shall be designated as the Floor Warden. In cooperation with the Fire Safety Director, Floor Wardens shall oversee and ensure safe and complete evacuation or relocation of occupants during a fire, other emergency, or a fire drill. Alternate Floor Wardens shall be designated for each floor/suite and shall assume Floor Warden duties when necessary.

FLOOR WARDEN DUTIES

The Floor Warden directs other members of the Floor Response Team and coordinates response procedures. All others make status reports to the Floor Warden who then reports the information to the Fire Safety Director.

If an evacuation to a Safe Refuge area is called for, assure that Floor Response Team members are properly positioned and that emergency procedures are being put into effect through:

- ◆ Stairwell monitoring and supervision.
- ◆ Assistance for anyone who may have difficulty in a stair evacuation.
- ◆ A systematic final search routine.

During Relocation out of the building, perform a systematic and thorough search of all floor areas including restrooms, break rooms, conference rooms, libraries and copy rooms.

- ◆ After areas are searched, close all doors to reduce the spread of heat and smoke.
- ◆ Mark doors of all areas searched with post-its or tape. Mark the searched doors both at eye level and on lower portion of door.
- ◆ After the entire floor has been searched, notify the Elevator Monitor and proceed to the nearest stairwell to evacuate.

After Relocation out of the building, assemble all personnel and perform a head count. The method determined appropriate and most effective for this head count should be identified in the pre-planning phase. Suggestions include using employee lists, company telephone directories, in/out tablets at reception, or the buddy system.

Once relocation is complete and personnel are accounted for, Floor Wardens should give a status report. "Floor number _____ has been evacuated", to the Fire Safety Director.

Evacuees should never return to their floor or the building until the Tenant Liaison or the Fire Department instructs them that it is safe to do so. This announcement will be made via bullhorns.

FLOOR RESPONSE TEAM

In addition to the responsibilities assigned to the Floor Wardens there are also other duties assigned to "Monitors" to help facilitate the efficient search and evacuation of each floor. Listed below are the Response Team Monitors that will be utilized at 4040 Civic Center and a brief description of their responsibilities in a fire evacuation.

Assistant Floor Warden

This person is selected to evacuate all occupants to the designated Safe Refuge Area and to keep the group together at this location for a head count. This person will assume the duties of the Floor Warden in his/her absence.

Stairwell Monitors

When alarm is sounded, take up positions at EACH stairwell as soon as possible and assist in occupant relocation/evacuation. Have occupants begin evacuation immediately.

When admitting occupants into the stairwell, keep the door open. Never block the stairwell door with a device such as a wedge, trashcan, fire extinguisher, etc. Be prepared to alternate the entry evacuees into lines of already moving "traffic". Give safety instructions and guidance as follows:

- ◆ To prevent injury, instruct evacuees to remove high heels or slick-soled shoes and carry them with them down the stairs. (Emergency preparedness tip: All high-rise building occupants should have a pair of tennis shoes readily available at their desks to aid in safe evacuation practices.)
- ◆ Instruct evacuees to use the handrail in the center of the stairwell. This is usually where the most continuous rail is found, and emergency personnel will be passing on the outside edge in the stairwell.
- ◆ Instruct evacuees to leave any food or beverage behind.
- ◆ Evacuees should not bring with them excessive items such as Laptops, gym bags.
- ◆ Direct traffic to the Safe Refuge Area.
- ◆ Instruct physically impaired individuals and their assistants to enter the stairwell last to assure evacuation.
- ◆ Dispel any false information and rumors to reduce panic. It is often helpful to refrain from using the word "fire" during a relocation or evacuation.

When the occupants have cleared the floor, and when the Searchers provide this confirmation, proceed down the stairs also to the Safe Refuge Area, closing the stairwell door securely behind you.

Elevator Monitor

Elevators should be monitored to assure that no person enters an elevator during an evacuation. This person directs others entering the elevator lobby to the safest stairwell exit. **DO NOT USE THE ELEVATORS!**

Searchers

These persons will perform a systematic and thorough search of all floor areas including restrooms, break rooms, conference rooms, libraries and copy rooms.

- ◆ After areas are searched, close all doors to reduce the spread of heat and smoke.

- ◆ Mark doors of all areas searched with post-its or tape. Mark the searched doors both at eye level and on lower portion of door.
- ◆ After the entire floor has been searched, report to the Floor Warden with status report and proceed to the nearest stairwell to evacuate.

Physically Impaired Assistance Monitors

A minimum of two persons, properly trained, should be assigned to assist physically impaired individuals (see Physically Impaired Roster) down the stairwell to the Safe Refuge Area. The Tenant Liaison shall maintain a current list of persons that have requested they would require assistance.

- ◆ Ask individual(s) how they can be best helped.
- ◆ Be prepared to carry those who are confined to a wheelchair down the stairwell.
- ◆ Use approved methods of evacuation whenever possible.
- ◆ Leave wheelchair(s) on the evacuated floor outside the stairwell. Also, so as not to congest the evacuation lines, these individuals and their monitors should enter the stairwells last.