

Floor Warden Training Notes

Train your Employees

Floor Wardens / Suite Monitors: Hold small group meetings

- How to respond to alarms
- Respond with urgency; Be in stairwell within 2 minutes or less
- Explain stairwell safety: drinks, shoes, large objects, being quiet
- Know the location of stairs and refuge areas; evacuation routes
- Everyone must check in at the refuge area
- Know names of the Emergency Response Team members and their alternates
- Delegate someone to prepare a sign to remain visible in the area of safe refuge.
- Make sure Group Leaders (Multi-tenant floors) have available pre-printed employee lists. On Single Tenant Floors delegate this task to one or more persons whose job it is to take the roll call and turn in the sheets to you.

When you hear the alarm, the Emergency Response Team should:

- Put on your vest and be prepared to lead and direct others

Put on your vest
Necessary



Suggested



Suggested

GOAL

Get your employees into
the stairwell in

2 minutes

MULTI-TENANT FLOOR

Suite Monitors

- Quickly survey your work area
- Make sure your Group Leaders or Alternate Group Leaders are assuming their roles
- Direct the evacuation as necessary to make sure everyone is evacuated safely as soon as possible. As necessary,
 - Encourage people to leave quickly; to respond with urgency
 - Direct people to the appropriate stairwell / evacuation route
 - Encourage people to remain quiet / calm
- The Suite Monitor and Assistant Suite Monitor should search the suite and common areas, such as restrooms. To signify all rooms and offices have been vacated, tag the doors with a post-it note.
- Depending the size of your suite, you may appoint another search monitor to assist you in the search process.
- Find the building representative in the area of safe refuge and deliver the check-in list.

Group Leaders

- Responsible for 15 to 20 people.
 - Insures employees do not use the elevator; Insures stairwell safety
 - Leads employees to the area of safe refuge
 - Prepares a pre-printed list of employees; takes roll-call in area of safe refuge and delivers check-in lists to the suite monitor.
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Single Tenant Floor

Floor Warden

- Quickly survey your work area
- Make sure your Emergency Response Team Members or alternates are present and assuming their roles; if not present, assign tasks to other employees.
- Direct the evacuation to make sure everyone is evacuated safely as soon as possible. As necessary,
 - Encourage people to leave quickly; to respond with urgency
 - Direct people to the appropriate stairwell / evacuation route
 - Encourage people to remain quiet / calm
- Develop a system so you are aware that all team members have completed their task and then exit the floor.
- Collect the check-in sheets from the persons doing the roll call and submit to the building representative in the area of safe refuge.

Assistant Floor Warden

- Assist the Floor Warden as necessary; perform the Floor Warden duties if Floor Warden not available.

Elevator Monitor

- Direct individuals to a stairwell.

Stairwell Monitors

- Insures the safety of the stairwell
 - Makes sure open containers of liquid (coffee/water), high-heeled shoes, large objects, etc. are not brought into the stairwell.
 - Encourage people to be quiet and orderly; to walk single file.
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Area of Safe Refuge

Person Holding the Sign

- The sign should be visible until all employees on the floor / suite have arrived.



Person doing Roll-Call

- Begin the process of taking a roll-call immediately to account for all employees. When completed, turn-in to your Floor Warden / Suite Monitor who will submit to the building representative at the area of safe refuge.



A Safe Evacuation Requires

- ❑ **An urgent response:** Be in the stairwell in 2 minutes or less.
 - ❑ **Creating a safe stairwell** – eliminating items that create slips, falls and twisted ankles while exiting the building. Therefore, the following should not be brought into the stairwell.
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NO DRINKS



NO FOOD



NO HIGH HEEL SHOES



Options:

1. Have available an extra pair of shoes, such as flats, to wear down the stairs, or
2. Carry your shoes down to the ground level.

NO LARGE BULKY OBJECTS

