

Emergency Team Organization

Floor Warden / Suite Monitor

Name: _____

Company/Department: _____

Telephone: _____ Suite: _____

Alternate Floor Warden Suite Monitor Name _____ Telephone _____	Alternate Floor Warden Suite Monitor Name _____ Telephone _____
Group Leaders Name _____ Department _____ Name _____ Department _____ Name _____ Department _____	Group Leaders Name _____ Department _____ Name _____ Department _____ Name _____ Department _____
Stairwell Monitors Name _____ Telephone _____ Name _____ Telephone _____	Alternate Stairwell Monitors Name _____ Telephone _____ Name _____ Telephone _____
Elevator Monitor Name _____ Telephone _____	Alternate Elevator Monitor Name _____ Telephone _____
Searchers Name _____ Department _____ Name _____ Department _____ Searchers Name _____ Department _____	Searchers Name _____ Department _____ Name _____ Department _____ Searchers Name _____ Department _____
Telephone Monitor Name _____	Telephone Monitor Name _____

Floor Wardens

Duties of Floor Wardens

The primary role of floor wardens, as required by California codes, is to facilitate the orderly evacuation of occupants during an emergency. Floor wardens are the first responders in any emergency. Their quick actions, clear thinking and calm leadership are vital to ensuring the safety of building occupants during an emergency.

Alert Occupants & Help Evacuation

Upon activation of an alarm, floor wardens should quickly tour the floor and alert all occupants of the need to evacuate. Particular attention should be paid to isolated offices and individuals with hearing impairment. An assertive manner and authoritative voice will help to motivate those who are hesitant. Instruct occupants to use stairwells, not elevators, to evacuate the floor.

Close Doors

While checking the floor and alerting occupants, the floor warden should be closing the doors to all rooms. Closing doors helps to prevent the spread of fire and toxic smoke.

Defend In Place

If evacuation becomes impossible, an alternative is to defend in place. The most appropriate location for refuge is a totally enclosed, outside office with a telephone and a window. All doors between the fire and the office should be closed as you retreat and the bottom of the door sealed with available material to prevent smoke from entering. Call the fire department to report your location, place something in the window to indicate where you are, look out the window for landmarks to assist the fire department in locating you.

Remind Evacuating Occupants of Their Meeting Place

As tenants exit the floor, one of the team members should remind them to stay to the inside of the stairwell and where their safe refuge area is. It is also a good idea to remind people to remain at the safe refuge area until notified that it is safe to leave the area.

Inform The Fire Safety Director Or Fire Department Of Problems

Persons remaining on the floor or in stairwells should be reported to appropriate authority. This will ensure that assistance will be sent to those in need.

Assign Two Assistants To Physically Impaired Individuals

Two persons should be assigned to each physically impaired individual whose limited mobility may prevent them from evacuating the floor. A pre-arranged meeting place should be established and the evacuation procedure discussed. One assistance monitor will take note of the floor and stairwell in which the person is located and will report this location to the fire safety director, building management or fire department.

For Those Unable To Use The Stairs

Persons who are unable to negotiate exit stairs should review the following items.

- Wait near the exit stairwell until everyone has evacuated the floor and traffic in the stairwell has cleared.
- Enter the stairwell with your assistants, close the door and wait on the landing.
- Wait for further instructions. The fire department will send assistance if necessary.
- If traffic in the stairwell begins to back up, re-enter your floor and wait for the stairwell to clear.
- Assistants should not attempt to carry you down unless conditions in the stairwell become threatening.
- If the situation becomes threatening and you cannot get down the stairs, consider seeking an area of refuge on the floor. See "Defend In Place" sidebar.





Fire Extinguishers

Choose the Right Extinguisher

It is important to choose the proper fire extinguisher for each fire. Fire extinguishers are labeled with letters and/or pictograms to indicate the type of fire on which the extinguisher is effective.

Ordinary Combustibles Fire



A - paper, wood, many plastics, fabric, rubber, trash

Flammable Liquids Fire



B - gasoline, oil, grease, some paints and solvents

Electrical Fire



C - energized electrical equipment; appliances, computers, circuit breakers, wiring

BC & ABC - Combination extinguishers can be used on two or more different types of fires.

Remember the P.A.S.S. Word

There are four basic steps to using a fire extinguisher.

Pull



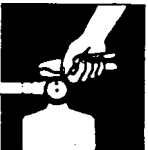
Pull the safety pin by grabbing the ring and twisting

Aim



Aim the hose at the base of the fire

Squeeze



Squeeze the handle

Sweep



Sweep the hose from side to side while discharging

Get Out



If the fire gets bigger, close the door to slow the spread of heat and smoke and evacuate

Be Prepared!

Training and practice are the best ways to prepare for emergencies. Make certain you know the P.A.S.S. system and understand how to safely use a fire extinguisher before you ever need to.

- Don't force yourself to fight a fire that makes you uncomfortable or puts you at risk.
- Always let someone know and make certain 911 has been called before using an extinguisher on a fire.
- Fire extinguishers are small quick fixes. If you are unable to put out the fire with one extinguisher, leave and close the door behind you.
- A fire involving any portion of building structure is too big for a portable fire extinguisher.
- While using a fire extinguisher stay low, the smoke is filled with carbon monoxide and many other toxic gases.
- Don't let the fire come between you and your exit. Keep your back to the exit and the fire in front of you.



Bomb Threat Check List

Place This Sheet At Any Telephone That Can Receive An Outside Call

Your Name _____
Date of call: _____
Time Received: _____
Time Ended: _____

Speech

- | | | |
|---------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Calm | <input type="checkbox"/> Slurred |

Questions to Ask

1. When will it explode?

2. Where is the bomb?

3. What kind of bomb is it?

4. What does it look like?

5. Why are you doing this?

6. Where are you calling from?

7. What is your name?

Other Voice Characteristics

Other Comments About Tone of Speech

Background Noise

- | | | |
|----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Office | <input type="checkbox"/> Airport | <input type="checkbox"/> Music |
| <input type="checkbox"/> Factory | <input type="checkbox"/> Street | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Railroad | <input type="checkbox"/> Voices |

Origin of the Call

- | | | | |
|--------------------------------|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Local | <input type="checkbox"/> Internal | <input type="checkbox"/> Phone Booth | <input type="checkbox"/> Long Distance |
|--------------------------------|-----------------------------------|--------------------------------------|--|

Exact words of the caller:

Notifications (indicate who and when)

Police _____

Others _____

Description of the caller's voice:

- | | | |
|-----------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Deep | <input type="checkbox"/> Distorted |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Raspy | <input type="checkbox"/> Intoxicated |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Stutter | <input type="checkbox"/> Foul |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Distant | <input type="checkbox"/> Nasal |

Male _____ or Female _____

Young _____ Middle Aged _____ Old _____

Estimated Age _____

Describe Accent _____

Was the voice Familiar? _____

If so who did it sound like?

Remarks

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

**Floor Warden
FIRE DRILL CRITIQUE**

DRILL DATE: _____ **TIME:** _____

COMPANY NAME: _____

SUITE/FLOOR#: _____ **WARDEN NAME:** _____

Commendations:

General Observations:

Special Notes:

Noted Non-Participants:

Noted Physically Impaired and Monitors:

***Remained to Answer Phones:**