

Floor Warden Training

Helping You Prepare for Emergencies
Presented by: Alan Major



There for you.

The Objectives

- Roles of the Emergency Response Team
- Building Evacuation Procedures
- Building Life Safety Equipment
- How to respond to different emergencies

Requirements

- Provide emergency procedures information to all occupants
- Fire Safety Director
- Floor Wardens/ Suite Monitors
- Annual Training
- Annual Drills

If You Discover A Fire

- First Priority: Life Safety
- Notification: Activate Alarm, Call 911
- Fire Fighting: Optional
- Evacuation

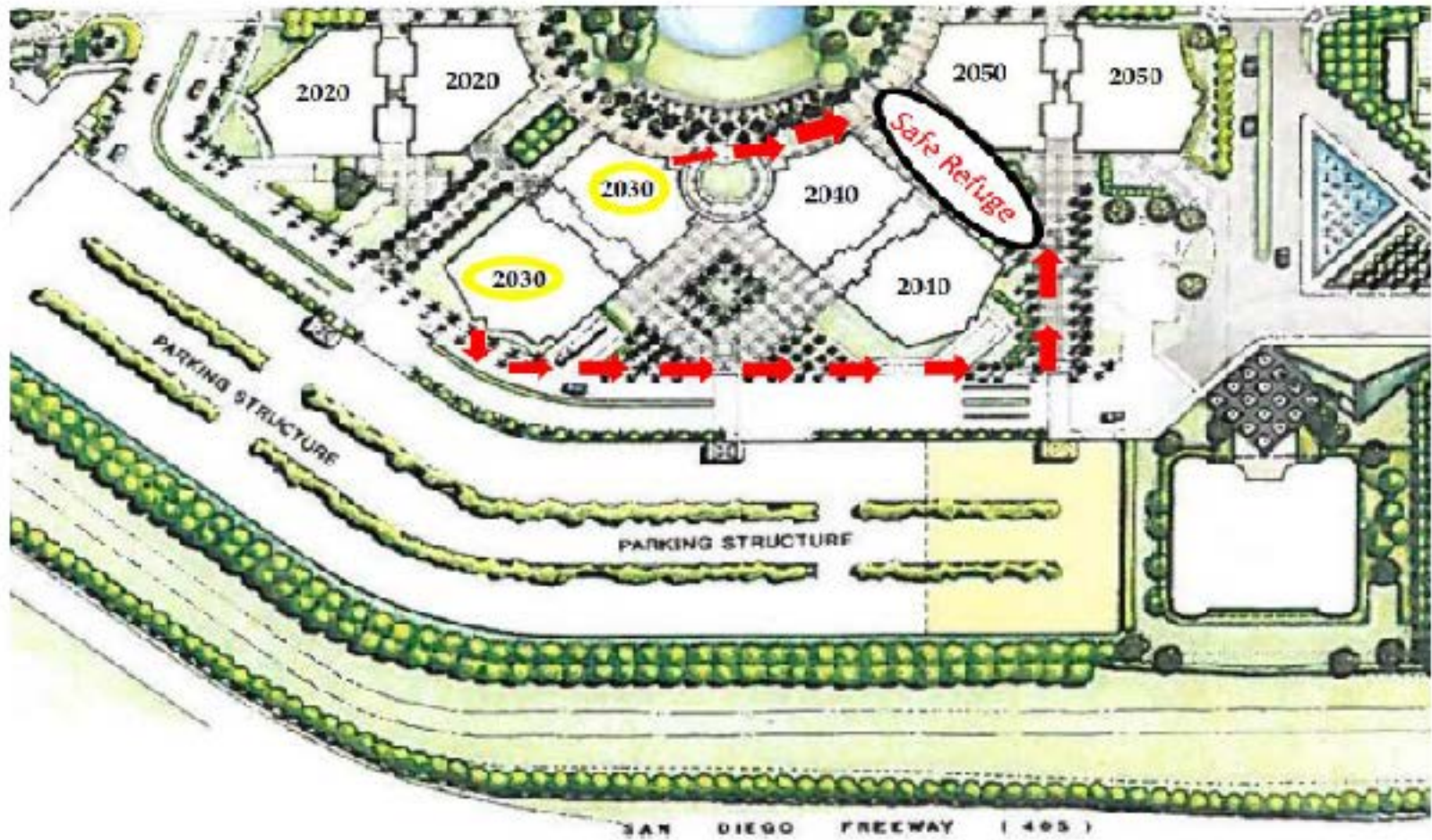


If You Hear or See An Alarm

- **Assume it's for real!**
- Audible and visual alarms – On the floor placed into alarm 1 floor above and 1 floor below.
- Evacuate to your designated ***Safe Refuge Area***
- Other floors are not required to evacuate

2030 Main Street

Safe Refuge Area Map



NOTE: NEW SAFE REFUGE AREA

Defend In Place

- Retreat to an outside office
- Call 911
- Close all doors enroute
- Keep smoke out
- Place bright object in window
- Remain calm

Floor Warden Duties

- Organizes and directs the evacuation
- Wears appropriate emergency identification
- Ensures all areas are searched and evacuated
- Keeps Property Management team informed



Stairwell Monitor

- Manages stairwell evacuation
 - No food or drink
 - No high heel shoes
 - No large bulky objects
 - No texting



Elevator Monitor

Makes sure
occupants do not
use the elevator

Directs everyone
to the stairwell



Searchers

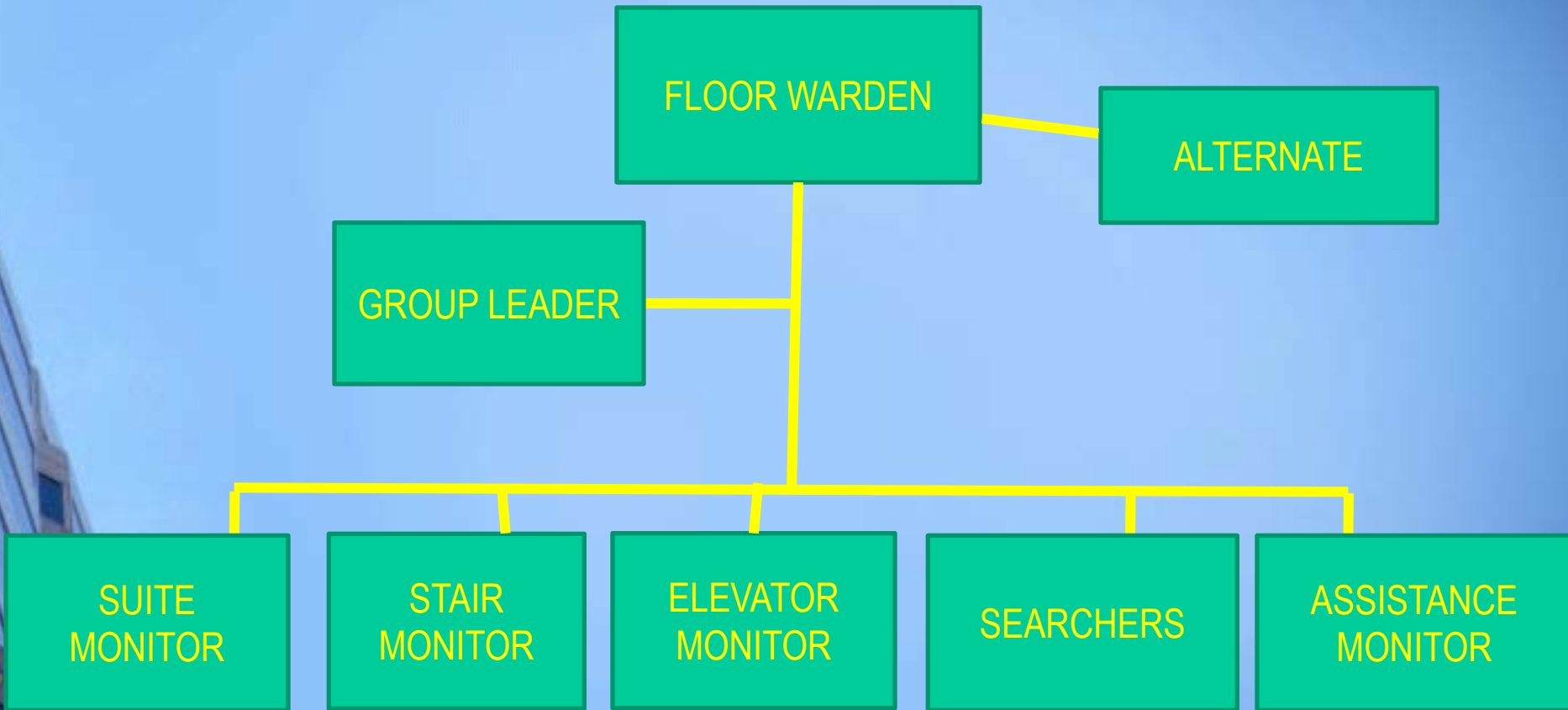
- Makes sure everyone has evacuated
- Use Post-it Notes to identify areas evacuated
- Makes sure all doors have been closed
- Informs Floor Warden when assigned area has been evacuated.

Assistance Monitors for Impaired People

- Impaired: “Anyone who can not walk one flight of stairs unassisted.”
- Requires two Assistance Monitors
- Take Safe Refuge in the stairwell
- Wait until the stairs are clear before entering
- One monitor stays; the second monitor goes to area of refuge to check in.



Emergency Response Team



Fire Drill Expectations

- Mandatory Participation
- Failure to participate is punishable by a fine and or jail sentence
- **Respond as if it were real**

Fire Drill Expectations

- Exercise leadership
- To hear instructions, emphasize being quiet
- Evacuate quickly – **2** minutes or less

Safe Refuge Area

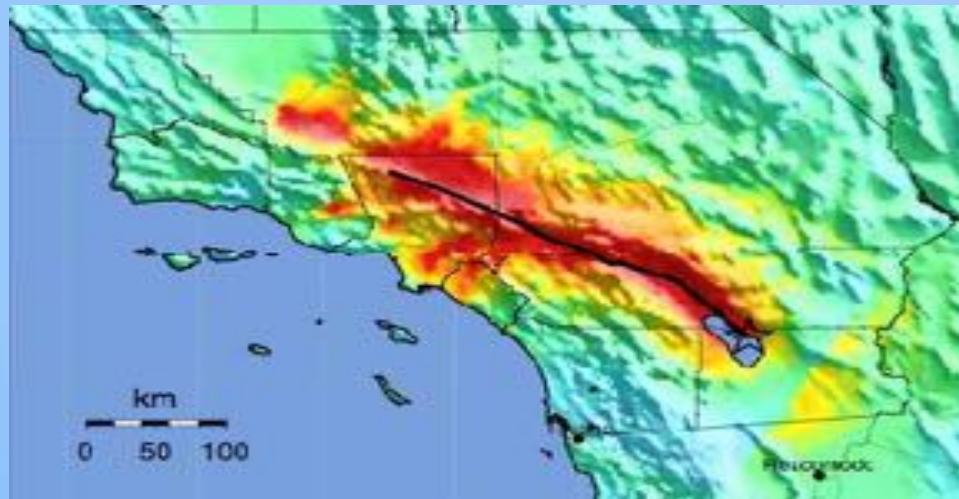
- Account for all occupants
- Have a company sign
- Turn in employee lists to a building representative

Building Safety Systems

- Pressurized Stairwells
- Smoke Detectors
- Sprinkler Systems
- Fire Rated Doors
- Fire Control Room
- Alarm System
- 24 hour monitoring
- Back up power
- Staff Assistance

The BIG ONE!

When the big one hits, you may be on your own
for up to *7 days*.



www.earthquakecountry.org

Earthquake Preparedness

- **BEFORE:** Have a plan for

* Home



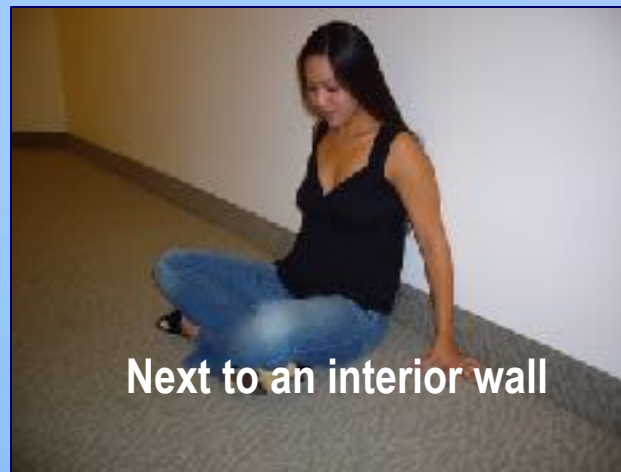
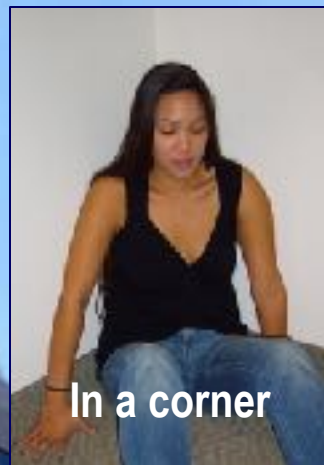
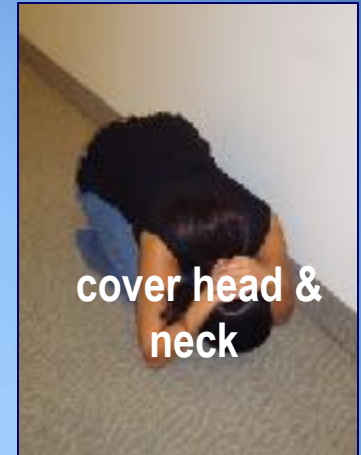
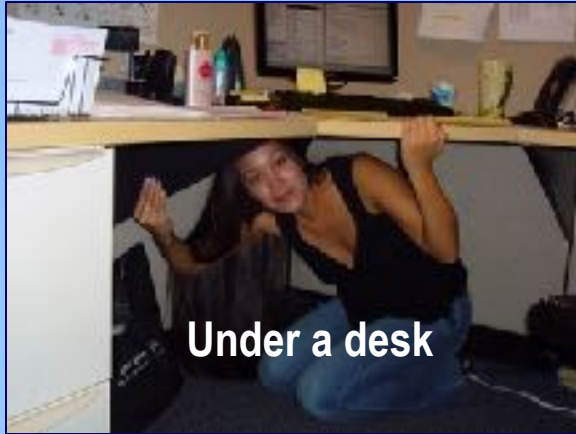
* Auto



* Work



DURING: Duck, Cover and Hold on!



Earthquake Preparedness

- **AFTER**
 - Check for injured
 - Check for damage
 - Decide if it is necessary to leave
 - Generally, it is best to remain in the building

Requires Independent Decision Making

Medical Emergency

- Call 911 immediately
- Provide as much info as possible
- Call Building Management / Security
- Send someone to the elevator lobby

Bomb Threats

- Most are false but take them seriously
- Call 911
- Call Building Management

Bomb Threat vs. Bomb Scare



Active Shooter Event

- **Run**
 - Have an escape route
 - Leave your belongings behind
- **Hide**
 - Find a hiding place
 - Block entry to your area, lock doors
- **Fight**
 - Last resort - attempt to incapacitate the shooter
 - Be as aggressive as you can -There is strength in numbers

CALL 911 WHEN IT IS SAFE TO DO SO

Active Shooter Event

- **WHEN LAW ENFORCEMENT ARRIVES**
 - Follow instructions
 - Keep your hands visible at all times
 - Avoid quick movements
 - Don't stop officers or ask for directions when evacuating
 - Provide a description or location of the shooter/ shooters
 - Provide a description and numbers of weapons

What we expect....

- Review your Floor Warden Manual
- Train your employees
- Be aware of your surroundings
- Signs
- Pre-printed employee lists
- ***RESPOND WITH URGENCY***



Questions