



Floor Warden Training

Helping You Prepare for Emergencies

Rob Griner

Universal Protection Service

The Objectives

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

What Constitutes an Emergency ?

- High Rise / Building Complex Fires
- Earthquake
- Medical Aid / Serious Injuries

High Rise /Building Complex Fires



Was the staff prepared
to handle the emergency?



YES – So, the Miracle on the Hudson

Goals of Emergency Management

- NFPA Cites the Following Goals of Disaster / Emergency Management
 - Mitigation
 - *Preparedness*
 - *Response – Quick, Safe & Personal*
 - Recovery

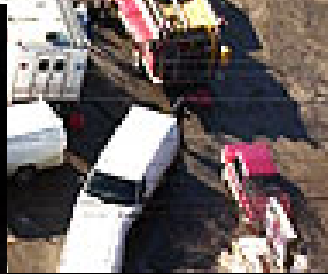
You must take personal
responsibility for your own safety

**Develop a
Survival Mindset**

Be Prepared – What would I do if



Rhode Island Night Club Fire



Requirements

- *Provide emergency procedures information to all occupants within 14 days*
- Fire Safety Director
- Floor Wardens/
Suite Monitors/
Other Team
Members
- Annual Training
- Annual Drills

Who is the most **important** person
in your office?



Does Everyone Know You?



Does
everyone
know you
and your
team?

**** MUST READ ****



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These are the faces of the 6th Floor/Crown Center **FLOOR WARDENS**

It's a good idea to know who they are and what their function is. In the event of an evacuation, the Floor Warden will be wearing a florescent vest (orange/yellow/green). They are here to help coordinate a safe evacuation, quickly and efficiently. Here are some important things you should know about an evacuation.

1. Attached is the **Evacuation Map** for Lake and Crown City Center. Participation is **MANDATORY**. Even a drill should be taken seriously.
2. You should familiarize yourself with the building you work in and where to go in the event of an evacuation. Suggestion: Take a practice run.
3. Always take the stairs – never take the elevator. **DO NOT** take liquids, food or large items down the stairs. If wearing high-heels, remove them.
4. Move cautiously and quickly. You should be out of the building within 3 minutes or less.
5. If you have a visitor (candidate, vendor, client), take them with you to the designated meeting area.
6. If you are exiting from **Stairwell #1**, your assembly area is in front of Avanti Café on Lake Avenue. Be sure to assemble with those individuals from your floor. If you are exiting from **Stairwell #2**, the ground is marked with your floor number (in red) at the designated meeting area on Hudson Avenue.
7. Roll will be called. This is not break time – you must be present and/or accounted for. If you know of a co-worker who is out of the office (sick, vacation, offsite, etc.), please communicate this to the person taking roll. The roll sheet is always submitted to Safety/Security at the end of each drill.
8. If the Fire Marshall enters the building and finds individuals refusing to evacuate, each person can be cited and fined anywhere from \$500 - \$2,500. Participation is a state requirement.
9. Thank you in advance for your cooperation.

Be sure to visit the Indymac Safety and Security website for further details on the Emergency Response Plan. For more information on how to prepare for emergencies at work or at home, visit the following websites: www.ready.gov or www.redcross.org

Food For Thought: If the sprinkler system were to be activated near your work area, consider what might be ruined and place those items in a safe place each evening.

Be prepared - plan ahead!

If You Discover A Fire

- First Priority: Life Safety
- Notification: Activate Alarm, Call 911
 - Don't count on alarm – they fail
- Fire Fighting: Optional
- Evacuation: Not Optional



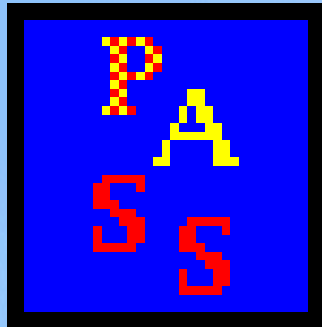
If You Hear or See An Alarm

- *Assume it's for real!*
- Audible and visual alarms
- Evacuate to your designated *Safe Refuge Area*

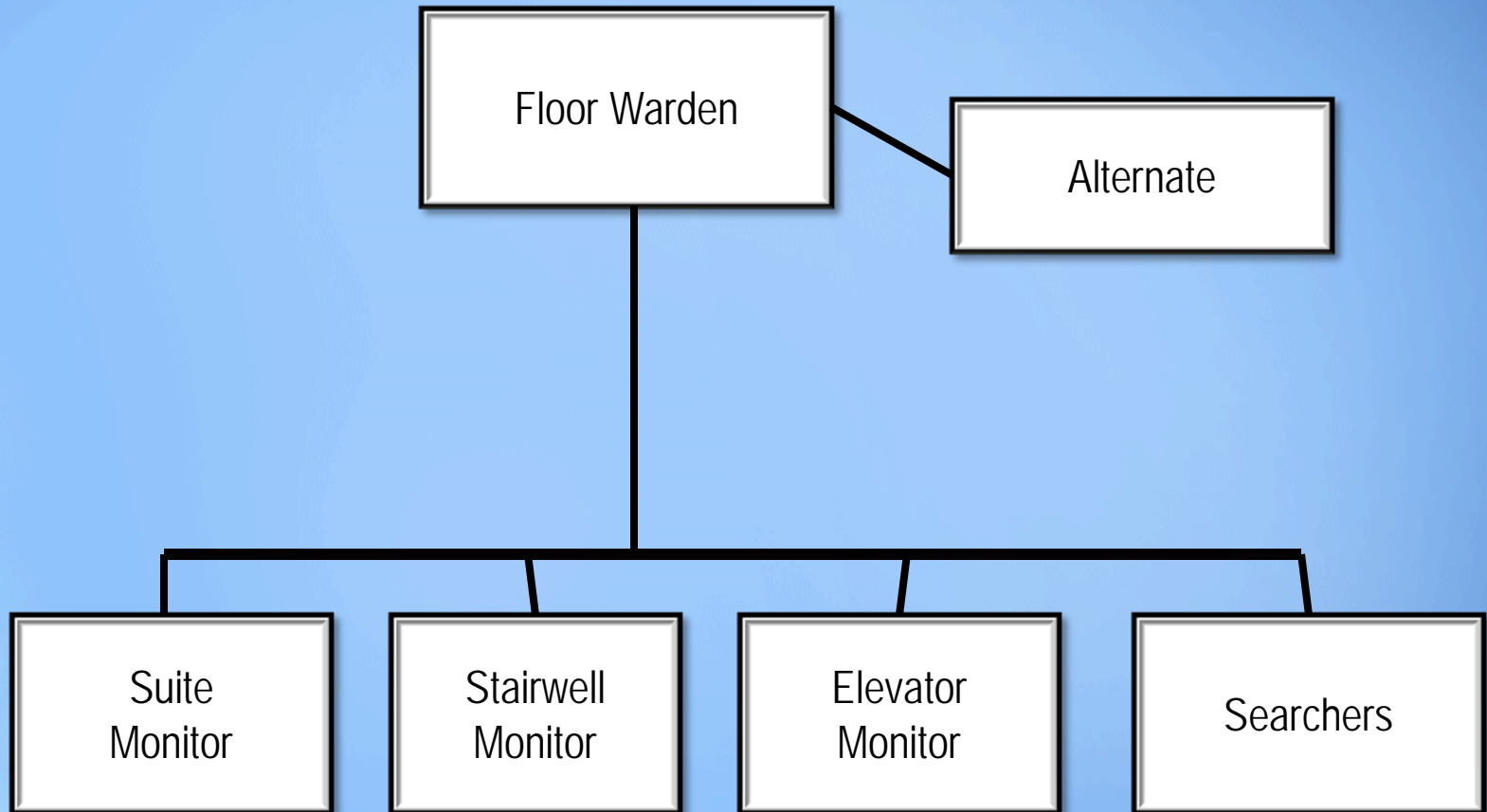
Defend In Place

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

How to Use a Fire Extinguisher



Emergency Response Team



Floor Warden / Suite Monitor

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



Searcher/s

- 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.

Elevator Monitor

Makes sure
occupants do not
use the elevator

Directs everyone to
the stairwell



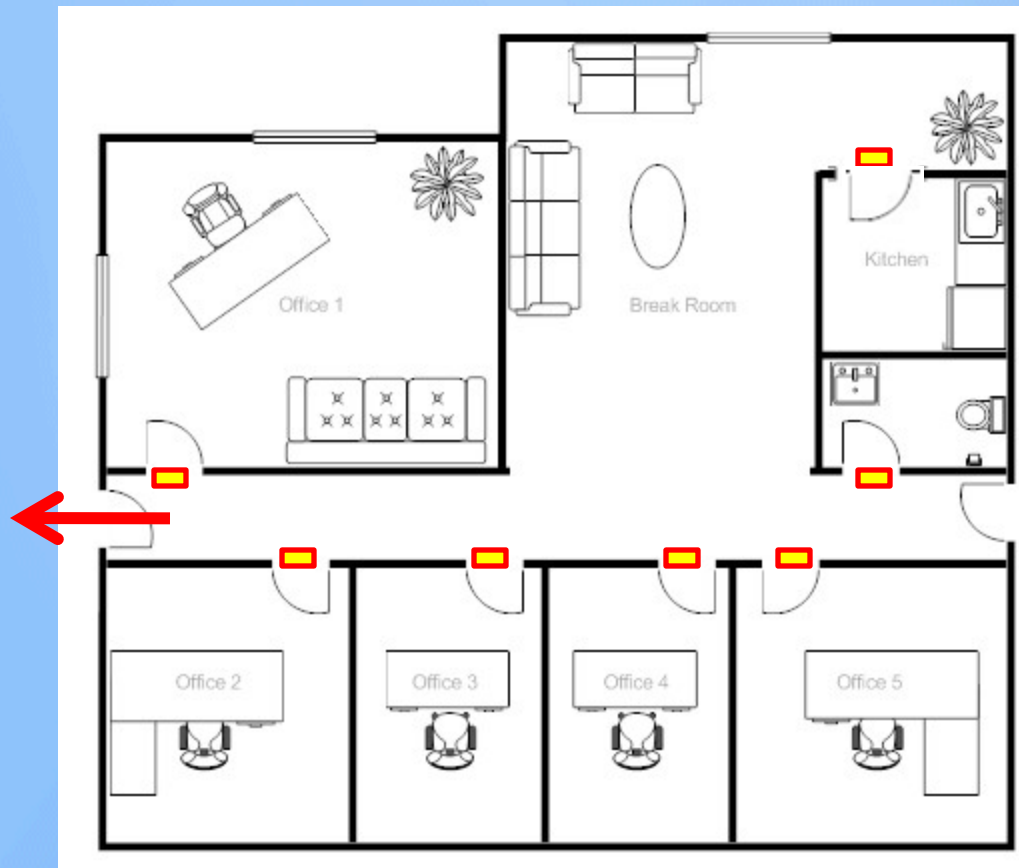
Stairwell Monitor

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



Sweep A Suite

Go Right – Stay Right



Assistance Monitors

- Impaired: "Anyone who can not walk down one flight of stairs unassisted."
- Requires two Assistance Monitors
 - Could Include Stairwell Monitor
- Safe Refuge in the stairwell
 - 90 Minute Fire Door
- Wait until the stairs are clear before entering
- One monitor stays; the second monitor goes to area of refuge to check in.



Fire Drill Expectations

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

Evacuation Procedures

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

- Take a head count
- Turn in check-in sheets to building representative

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- Turn in check-in sheets to building representative



Company _____ Suite _____

Fill in the names prior to the drill. Put check marks in the appropriate box in the safe refuge area. **Participation is mandatory.**

[illegible]

- ☐ Check doors for heat and smoke before opening
- ☐ Remind coworkers to close all interior office doors to prevent smoke from spreading
- ☐ Check restrooms for occupants
- ☐ Take a headcount in the Area of Safe Refuge by putting a ✓ in appropriate column
- ☐ Report location of any occupant who is physically impaired to Building Staff
- ☐ Turn in this check list to Building Staff in the Area of Safe Refuge

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Potential Effects of Earthquakes

- Mass Casualties and Panic
- Minimum of 72 hour Public Services Response
- Roadways Impassable
- No Utilities
- Displaced Individuals
- Requirement to “be on your own” for several days
 - Water
 - Food
 - Medical Needs
 - Shelter

Earthquake Preparedness

- BEFORE: Have a plan
 - Home
 - Auto
 - Work
- Supplies



During: Duck, Cover and Hold on!



After the Shaking

- 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

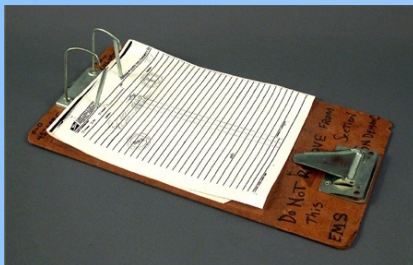
- Call 911 immediately
- Provide as much info as possible
- Call Building Management / Security
- Send someone to elevator lobby

Bomb Threat

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

What we expect....

- Train your employees
- Close and tag doors
- Pre-printed employee lists
- ***RESPOND WITH URGENCY***



The Bottom Line

As a Floor Warden, you and your Emergency Response Team are a vital link in dealing with emergency's in this facility. Your unique position of being on-site makes you, by default, a "First Responder" in the truest sense of the term. You must be *prepared* and *proactive* when the worst occurs.

Let's Drill . . .

