

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.

