

TENANT FLOOR WARDEN GUIDELINES

Life Safety is the first priority

SAFETY IS EVERYONES RESPONSIBILITY



4 LEVELS OF RESPONSIBILITY

- Tenants/Employers
- Management and Operations
 - Fire Safety Director
 - Engineering
 - Security
 - Responders
- Floor Wardens
- Individual Occupants

For more information about becoming a Floor Warden, scheduled drill dates and times or other emergency response training please contact your company's internal emergency response team leader, the buildings Fire Safety Director or building management.

Keep current ONLINE by logging onto - www.rjwestmoretraining.com

TOGETHER WE CAN SAVE LIVES !

As required by law (Federal, State and or Local Codes and/or Regulations/Ordinances), each tenant within a high-rise building shall assist in the implementation of the building's Emergency Plan.

Federal OSHA 1910.38 code further requires that any employer with more than 10 employees, regardless of the type of structure they occupy, shall provide an emergency action plan and train their employees on safe and orderly evacuation procedures.

IN ORDER TO PROVIDE FOR THE SAFETY OF EVERYONE IN THE BUILDING EACH TENANT SHALL:



ASSIST THE FIRE SAFETY DIRECTOR - Participate in providing instructions to all employees on fire, earthquake and related emergencies on at least an annual basis. (More frequent training is recommended)

PROVIDE PERSONNEL FOR A FLOOR RESPONSE TEAM:

Every tenant shall provide:



ON MULTI-TENANT FLOORS

Suite Warden: responsible for overseeing occupant instruction, supervising and ensuring the safe and complete evacuation during a fire or other emergency or drill.

Group Leader(s): responsible for directing all occupants to a safe stairwell and leading occupants to an area of safe refuge. (Internal or external)

Two Assistants for the Physically Impaired: assigned as needed to each person who will require assistance during an evacuation.



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Each tenant should assign one Suite Warden per tenant space plus one Group Leader for every additional 10 – 15 employees.

Plus alternates

Continued from page 1

ON SINGLE TENANT FLOORS

Floor Warden: responsible for overseeing occupant instruction, supervising and ensuring the safe and complete evacuation during a fire or other emergency or drill.

Stairwell Monitors: responsible for checking the safety of a designated stairwell, instructing occupants in safe stairwell procedures and leading occupants to an area of safe refuge. (Internal or external)

Search Monitor(s): responsible for a systematic search of their area to ensure everyone has evacuated.

Two Assistants for the Physically Impaired: assigned as needed to each person who will require assistance during an evacuation. ■



Floor Wardens, Suite Monitors, and other team members are selected for their ability to make decisions under pressure, provide leadership, maintain order and demonstrating and communicating the need to remain calm and respond in an orderly manner during an emergency. **They must be available at all times.**

CROSS TRAINING AND ALTERNATES ARE A MUST

We strongly encourage cross training everyone on your floor warden team(s). Cross training is extremely effective and builds an informed and positive team oriented environment.

When an emergency occurs the cross trained knowledge of each team member allows for the inevitable adaptation and on the spot decision making that typically occurs in real emergencies.

Once you have your positions defined, your written job descriptions in place and your physical drills scheduled, practice your plan as often as possible. ■



Create an ongoing safety culture

Regardless of the size or sophistication of your location, developing and practicing your emergency response plans will teach and motivate your safety volunteers and employees to be productive and conscientious participants in your locations overall safety culture. The following basics are a must.

- Participate and cooperate in the required fire drills. One to two fire drills are required annually depending upon your location. Practice your plan as often as possible.
- Log onto your www.rjwestmoretraining.com site and watch the safety modules, get your personalized certificates and gather additional safety information.
- Help by promoting good fire prevention practices and reporting or correcting hazardous conditions.
- It is also recommended that each tenant provide their own Floor Response Team Members with identification, flashlights, whistles, portable radios and extra batteries for emergencies. (crank powered flashlights and radios are recommended) ■



Pictured items for display purposes only - no endorsement intended

Floor Warden team members

Depending upon the size and complexity of your location, the position titles and duties listed below are provided as basic guidelines to help you organize and implement your floor warden team.



Fire Safety Director The building owner or operator may assign a responsible person to work with the Fire Department to establish, implement and maintain the building's emergency plan. The person should be employed by or reside on the premises or have prior approval by the Fire Department.

Floor Warden One Floor Warden will be in charge on each floor. The Floor Warden will recruit and train other Wardens, Monitors and Alternates as needed. Working with the building's Fire Safety Director, Floor Wardens will oversee and ensure safe and complete evacuation or relocation of occupants during a fire or other emergency. They will have the same responsibilities during a fire drill. The Floor Warden is also responsible for knowing and communicating the building's fire-life safety plan to everyone on their floor and training responsible people in the positions and duties listed below.

Alternate Floor Wardens Recruited by the Floor Warden these responsible people, designated for each floor (or area) shall be fully capable of assuming all the Floor Warden duties whenever necessary.

Assistance Monitors People who are properly training in "carry" techniques and are willing, should assist with moving occupants in need of assistance, regardless of the occupant's disability. (Keep a current list of those who need assistance)

Suite Warden A responsible person who is in charge of a suite or designated area will report to the Floor Warden. Each Suite Warden is free to recruit and cross-train (in conjunction with the Floor Warden) other Assistant Suite Wardens in order to assist in educating others and facilitating a safe and orderly evacuation.

Elevator Monitor One person should be stationed in the elevator lobby to ensure that people do not use the elevator during a fire emergency. People who are getting off of the elevator and evacuees will be directed to use the safest stairwell exit. The elevator monitor must document anyone who insists on disregarding safety instructions by using the elevator. Even though use of the elevator against your recommendations might cause them harm, DO NOT use force to prevent elevator use.

Group Leaders A person(s) who is selected and trained to lead evacuees to their designated safe refuge loca-

tion(s). They will keep the group together in order to obtain an accurate headcount. The headcount verifies that everyone has successfully relocated to safety. (The use of colored flags/banners help evacuees recognize their meeting areas quickly)

Searcher Monitors Person(s) who are trained to systematically search their designated areas to ensure everyone has evacuated and, if necessary, alert others if there are people who need assistance in order to evacuate. (Don't lock doors)

Stairwell Monitors People should be trained to position themselves at each stairwell exit upon alarm or other emergency notification to verify the safety of the stairwell and organize and guide occupants calmly and efficiently into the flow of stairwell evacuees. The occupants should be relocated to another floor or instructed to evacuate the building and proceed to their designated safe-refuge area and check-in.

Telephone Monitor Someone should be assigned to work directly with the Floor Warden in order to monitor the telephone and ensure an effective and accurate flow of information. (Runners may be utilized if phones are out of order) ■

FIRE DRILL & EMERGENCY ACTION PLAN (EAP) STAFFING CHART



Please keep all lists current

FIRE SAFETY DIRECTOR



FLOOR WARDEN



Because every floor in every building is unique, we created a flexible, fill in the blanks form that makes creating your Floor Warden Team chart easier than ever. Please print it out and fill it in NOW!

Building Name _____	Building Address _____	Floor Type	Floor No. <input style="width: 80%;" type="text"/>
Date Prepared / Revised ____ / ____ / ____		Multi-Tenant <input type="checkbox"/> Single Tenant <input type="checkbox"/>	Suite No. <input style="width: 80%;" type="text"/>

POSITION Building Fire Safety Director *suite #* _____

Name _____

Cell Phone _____

Office Phone _____

POSITION Alternate Fire Safety Director *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

POSITION Floor Warden *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

POSITION Alternate Floor Warden *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

POSITION Physically Impaired Asst Monitor *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

POSITION Searcher *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

POSITION _____ *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

POSITION _____ *suite #* _____

Volunteer Name _____

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POSITION _____ *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

POSITION _____ *suite #* _____

Volunteer Name _____

Cell Phone _____

Office Phone _____

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See page 2 for complete list of

FIRE DRILL & EMERGENCY ACTION PLAN (EAP) STAFFING (cont.)



Please keep all lists current

Date Prepared / Revised _____ / _____ / _____



Please list all members of your Physically Impaired Assistance Monitors & Searchers (male & female)

POSITION _____ *suite #* _____
 Volunteer Name _____
 Cell Phone _____
 Office Phone _____

POSITION _____ *suite #* _____
 Volunteer Name _____
 Cell Phone _____
 Office Phone _____

POSITION _____ *suite #* _____
 Volunteer Name _____
 Cell Phone _____
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POSITION _____ *suite #* _____
 Volunteer Name _____
 Cell Phone _____
 Office Phone _____

PHYSICALLY IMPAIRED / INDIVIDUALS REQUIRING ASSISTANCE



Please keep all lists current

Date Prepared / Revised _____ / _____ / _____



Person requiring Assistance _____ Phone (_____) _____
Type of Assistance Required _____
Employers Name _____
Floor No: _____ Suite No: _____ Room No: _____
Floor / Suite / Room No. _____ Phone (_____) _____
_____ Phone (_____) _____
If temporary disability, expected date of recovery _____ / _____ / _____ Last Update _____ / _____ / _____

Person requiring Assistance _____ Phone (_____) _____
Type of Assistance Required _____
Employers Name _____
Floor No: _____ Suite No: _____ Room No: _____
Floor / Suite / Room No. _____ Phone (_____) _____
_____ Phone (_____) _____
If temporary disability, expected date of recovery _____ / _____ / _____ Last Update _____ / _____ / _____

Person requiring Assistance _____ Phone (_____) _____
Type of Assistance Required _____
Employers Name _____
Floor No: _____ Suite No: _____ Room No: _____
Floor / Suite / Room No. _____ Phone (_____) _____
_____ Phone (_____) _____
If temporary disability, expected date of recovery _____ / _____ / _____ Last Update _____ / _____ / _____

Person requiring Assistance _____ Phone (_____) _____
Type of Assistance Required _____
Employers Name _____
Floor No: _____ Suite No: _____ Room No: _____
Floor / Suite / Room No. _____ Phone (_____) _____
_____ Phone (_____) _____
If temporary disability, expected date of recovery _____ / _____ / _____ Last Update _____ / _____ / _____

Person requiring Assistance _____ Phone (_____) _____
Type of Assistance Required _____
Employers Name _____
Floor No: _____ Suite No: _____ Room No: _____
Floor / Suite / Room No. _____ Phone (_____) _____
_____ Phone (_____) _____
If temporary disability, expected date of recovery _____ / _____ / _____ Last Update _____ / _____ / _____