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## FLOOR WARDEN CHECKLIST

### Roles of Floor Warden:

- Determine primary Floor Warden and back-up Floor Warden. Have a contingency plan if both Floor Wardens are out of the area.
- Assist with putting together a written plan including:
  - A primary exit and a secondary exit, never the elevator.
  - Each searcher is responsible for no more than 20 employees.
  - The place of refuge (stairwell) for mobility-impaired people.
  - The assembly area 300 feet away from the building. Have all employees check in here.
- Review and walk through the emergency plan with each employee upon hire and then with everyone twice a year.
- Wear vest/hats so that employees and Fire Department personnel are able to identify Floor Wardens and Searchers.
- Remain calm and assist others in the event of an emergency.
- It's not your responsibility to put yourself in danger if others refuse to evacuate. Report their name and location to building management or Fire Department personnel. There is the possibility of a \$999 fine and/or 180 days in jail.
- Check all areas of responsibility where people may be located including bathrooms, storerooms, copy rooms, elevator lobbies, etc.
- Make sure all doors are closed and unlocked.
- Assist others in moving to the pre-established assembly area and have a runner report to the management to wait for the "all clear".
- **NO FOOD, DRINKS OR LARGE ITEMS IN STAIRWELLS.** Remain quiet, use the handrail on the right and listen for updated information on the PA system. **NO TEXTING** during evacuation.
- Assign a buddy to persons with mobility impairment if they don't have one. They remain in the area of refuge together and wait for the "all clear" or assistance evacuating. The buddy is responsible for calling or running for help if there is immediate danger or a medical emergency.
- **Report individuals in the area of refuge to building management or the Fire Department.**