UCSF Campus
Floor Warden Training

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Congratulations! As a UCSF Floor Warden, you are a vital and critical member of the university’s Emergency Management and Environmental Health and Safety programs.

This training will familiarize you with the basic duties and responsibilities of the UCSF Floor Warden position.

In order to be authorized as a UCSF Floor Warden you will need to take a 10 question Final Exam at the end of this presentation.
The UCSF Floor Warden Program is a required component of your departments Emergency Action Plan (EAP) and is required under both federal and state regulations.

- **California Division of Occupational Safety & Health: Title 8 §3220 Emergency Action Plan**
- **Occupational Safety & Health Administration: 29 CFR 1910.38**
Emergency Action Plan

All campus departments and their affiliated sites are required to prepare an Emergency Action Plan (EAP). This plan outlines your department’s preparedness measures and priority actions for managing emergencies, from small accidents to citywide disasters.

Do not confuse the EAP with your UC Ready Mission Continuity Plan (MCP).
FLOOR WARDENS are assigned to each floor within a building to ensure that all people are aware of what to do during an emergency situation.
FLOOR WARDENS direct the evacuation of their assigned floor to the nearest emergency exit; checking to ensure that all people have left the area as they themselves exit the floor.
FLOOR WARDENS prevent people from using elevators and help ensure an orderly and safe stair evacuation; enlist help to assist any disabled person, and direct people to the building’s assigned evacuation Emergency Assembly Area.
UCSF Floor Warden Duties

FLOOR WARDENS provide First Responders with information such as the location of personnel needing assistance, as well as the location of fires, gas leaks, water leaks, and other hazards needing immediate attention.
Evacuation Procedures

When it is time to Evacuate...

Evacuate means Evacuate!

Evacuate does not mean:

• Hide in the bathroom
• Hide under your desk
• Close the door to your office and keep working.
Evacuation Procedures

When Evacuating the building...

• Perform a systematic sweep of assigned area
• Assess doors for heat before opening
• Direct people to illuminated exit signs
• Close doors as you leave
Evacuation Procedures

• Educate staff to take personal items (wallet, cell phone, purse, keys), with them in case they cannot re-enter building.

• Wear UCSF ID card to re-enter building.

• If staff have personal survival kits, evacuate with them.

• Keep above items accessible to grab and go.
Evacuation Procedures

- Direct staff/students/visitors to the Emergency Assembly Area (EAA).
- ID functional needs staff needing evacuation.
- Do Not Use Elevators
- Get cell # & destination of staff leaving campus post earthquake/major disaster.
- Report location of gas leaks, fire, explosion risks or injured to Police, Fire, or Facilities.
Evacuation Procedures

• Take roll call and keep people together & await further instructions. (WarnMe, Loud Speakers, Bull Horn, Runner)

• Some employees may have emergency duties which will require them to leave the assembly area.

• Make sure your supervisor or dispatch center is aware of your movements away from the evacuation assembly area.
When evacuating persons with functional needs...

- Move to safe place such as a fire safe stairwell
- Assign a “buddy” to stay with person needing assistance
- Don’t try to carry the person needing assistance
- Notify First Responders immediately of the location of the person needing assistance
High Rise Evacuation Procedures

In San Francisco a High Rise Building is defined as any building 75 feet from ground level. This is typically 7 stories and taller.

When an alarm sounds in a high rise building it is only heard on the floor in which the alarm was activated, 2 floors above the activation, and 1 floor below.

If you are on a floor in a high rise building where there is an active alarm going off, move down 4 floors from where you are, or until you get to a floor where there is no active alarm and wait for further instructions.
High Rise Evacuation Procedures
Evacuation Assembly

Once you have evacuated the building...

- Gather at Emergency Assembly Area (EAA)
- Watch out for response vehicles
- Take “Roll Call”
- Wait for “all clear” from the UCSF Police Department or UCSF Fire Marshall
As a UCSF Floor Warden you should always be on the lookout for ways to promote Fire Safety.

Some fire hazards to consider:

- **Electrical Hazards** – overloaded outlets, frayed wires, broken plugs, etc...
- **Fuel Hazards** – stored or discarded items that in quantity present fuel necessary for a small fire to become a large fire.
- **Evacuation Hazards** - furniture or items blocking a clear path of exit from the building.
Fire Safety

If you are confronted with an actual fire situation follow these steps:

1. Call 9-911 from a campus phone or 415-476-6911
2. Pull the nearest fire alarm.
3. Begin Evacuation Procedures
Earthquake Safety

We live in earthquake country. If we experience an earthquake, do the following:

1. **DROP** to the floor
2. **COVER** yourself by getting under a table or sturdy furniture
3. **HOLD ON** to the furniture so that as it moves, you move with it

When the shaking stops evaluate your immediate surroundings and decide if you will shelter in place or evacuate.
High rise buildings are designed to sway during an earthquake.

Move toward the center of the building away from windows and exterior walls.

Most common injuries are from falling ceiling tiles & light fixtures.

Get under a desk to protect your head or crouch next to a file cabinet.

Wait for shaking to stop.

DO NOT use elevators!