UCSF EMERGENCY MANAGEMENT PROGRAM

EAP Floor Warden Duties

Mike Denson
Chief of Police

FLOOR WARDENS are assigned to each floor within a building to ensure that all people are aware of an emergency situation. They 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.

Emergency Checklist
- ✓ Ensure that appropriate notifications/alerts have been made, and emergency procedures are being followed
- ✓ Retrieve emergency bag and put on Floor Warden ID vest and hard hat
- ✓ Observe any hazardous conditions and/or damage – report to first responders
- ✓ Keep unnecessary personnel away from scene of emergency
- ✓ If evacuation is indicated or ordered:
  - · Alert all personnel on assigned floor
  - · During evacuation, quickly check floor, restrooms and closed work areas to ensure that all personnel have evacuated
  - · Close all doors when area is evacuated
  - · Post "area evacuated" sign on door once area is cleared-**if time allows**
  - · Assign personnel to assist any disabled or injured-follow access and function needs evacuation policy
  - · Provide Site Coordinator, Emergency Coordinator or Emergency Responders with status report of condition of assigned floor. Include the last known locations of any injuries, deaths, trapped or missing persons, fires, hazardous materials spills, utility failures, and other hazards
  - · Provide information and directions to floor occupants, as directed by the Site Coordinator.

Pre-Emergency Responsibilities
- ✓ Review emergency procedures and know the location of the Emergency Assembly Area, assure EAP is updated and communicated to all staff
- ✓ Be familiar with the locations of the following on assigned floor:
  - · fire alarm(s)
  - · fire extinguisher(s)
  - · emergency exits(s)
  - · evacuation route(s)
  - · first aid supplies
  - · emergency supplies
  - · nearest spill center
  - · emergency shower/eye wash

Post-Emergency Responsibilities
- ✓ Analyze emergency response to determine what did and did not work well
- ✓ Participate in site review and critique sessions
- ✓ Disseminate information to floor occupants as warranted
- ✓ Review annually and restock FW emergency supplies