



# UCSF Floor Warden Training

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# Objectives

- **Emergency Communication:** understand WarnMe and update user settings, understand UCSF SAFE and download app, know Red Phone
- **Emergency Action Plans (EAP):** understand CalOSHA requirement for EAP in your area and know who to call for emergencies and where to evacuate (primary/alternate locations)
- **Floor Warden:** understand roles and responsibilities
- **Earthquake response:** practice Drop, Cover, and Hold on!

# Congratulations!!!

- 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.



# UCSF WarnMe System



- WarnMe is UCSF's alert and warning system for faculty, staff and students. It is activated when there is an immediate threat to safety or health affecting the UCSF community.
- WarnMe can alert you by phone, text message or email – you choose the best ways to reach you.
- Update WarnMe UCSF online at: <https://warnme.ucsf.edu>



# UCSF SAFE App

## Download Now!

Download UCSF Safe today! It is the official safety app of University of California San Francisco. The app features emergency contacts, crisis alerts, in-app tip reporting, location services features, and much more!



# Federal & State Regulations

- 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 (EAP)

- 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 EAP with your UC Ready Mission Continuity Plan (MCP).**



# SAMPLE Emergency Action Plan (EAP)

UC San Francisco

The UC Ready Planning System  
This PDF was created on 8/8/2018

## Emergency Action Plan for Facilities Services - Mission Bay Campus

### Contact Persons For This Plan

	Name	Email	Work Phone
Primary	KATE E SHIMSHOCK	kate.shimshock@ucsf.edu	4155029071
Alternate	ADAM MICHAEL SCHNIREL	adam.schnirel@ucsf.edu	4155144002

### Emergency Assembly Areas Post-Evacuation

Primary	Alternate	Designated Waiting Area(s) if in Need Of Assistance To Evacuate
Landscape Yard near the Physical Utilities Plant (PUP).		

### Occupants With Emergency Roles

Name	Emergency Role	Home Workgroup
STEVE G. NAJERA	Floor Warden	
CONNIE LEONG	Floor Warden	
PARIS M. REED	Floor Warden	
NADINE RAYDELL CALHOUN	Floor Warden	
MARGARET G WESSER	Floor Warden	
JESSICA CATHERIN DIMARTINO	Floor Warden;Emergency Coordinator	
GIROD J ST MARTIN	Floor Warden;Emergency Coordinator	
DANIEL JAMES RORVIK	Floor Warden;Emergency Coordinator	
DARRICK M LO	Floor Warden;Emergency Coordinator	



# Floor Warden Duties

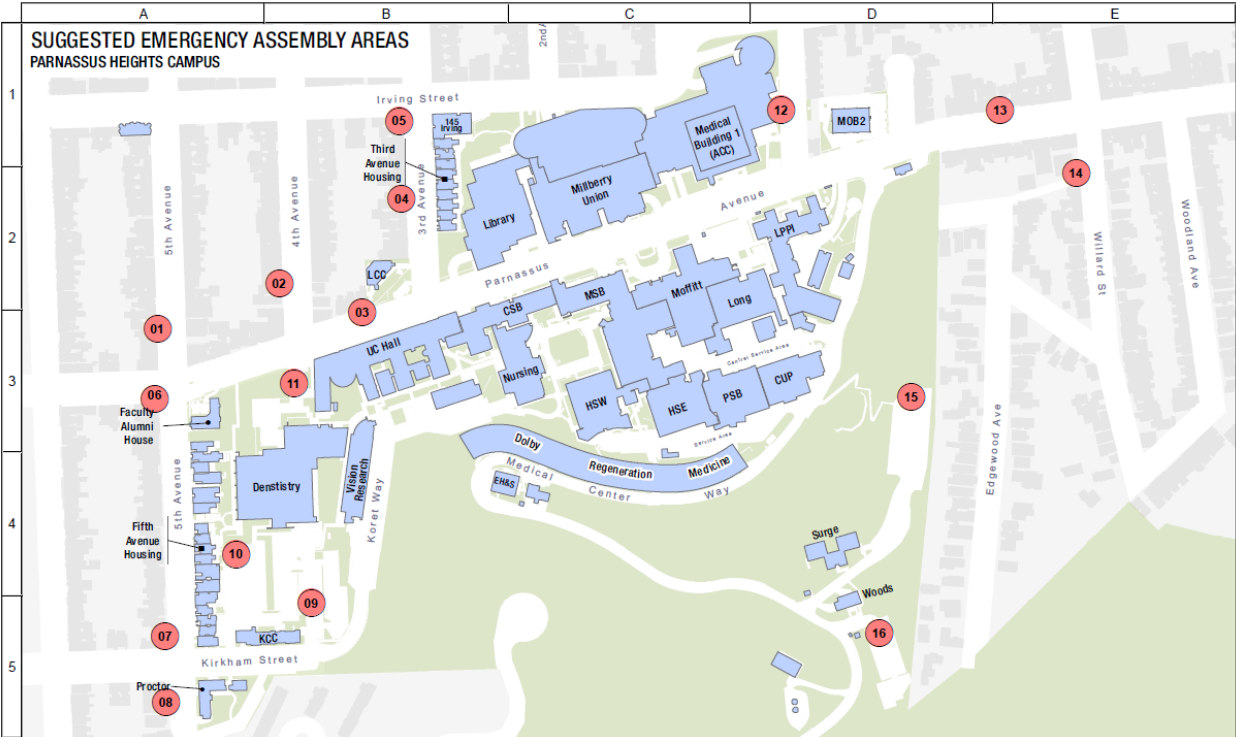
- **FLOOR WARDENS** are assigned to each floor within a building to ensure that all people are aware of what to do during an emergency situation.
- **FLOOR WARDENS** direct the evacuation of their assigned floor to the nearest emergency exit; checking to ensure that all people have left the area as they themselves exit the floor.
- **FLOOR WARDENS** prevent people from using elevators and help ensure an orderly and safe evacuation; enlist help to assist any disabled person, and direct people to the building's assigned evacuation Emergency Assembly Area (EAA).



# Emergency “Buddy”

- It is recommended that each department establish a buddy system in which volunteers and volunteer alternates are recruited and paired with persons having Access and Functional Needs (AFN).
- Volunteer “buddies” and their alternates should become familiar with the evacuation procedures of their Access and Functional (AFN) Needs “buddy,” and the plan for alerting and assisting them, if an evacuation is ordered or assistance is needed.
- The volunteer “buddy” should immediately notify the police or fire personnel of their AFN “buddy’s” location. This information will be used to assist emergency response personnel in locating and assisting AFN personnel following an emergency.

# Suggested Parnassus Emergency Assembly Areas (EAAs)



Building Name	EAA #	Grid
350 Parnassus Medical Offices	12, 13	D1
Clinical Sciences	2	B2
Dentistry	10, 11	A4, B3
Environmental Health & Safety Building	16	D5
Faculty Alumni House	1	A3

Building Name	EAA #	Grid
Health Sciences East	14	E2
Health Sciences West	7	A5
Kalmanovitz Library	5	B1
Kirkham Child Care	9	B5
Koret Vision Research	9	B5

Building Name	EAA #	Grid
Lucia Child Care Center	3	B3
Medical Sciences Building	4	B2
Millberry Union	4	B2
Proctor	8	A5
PSSRB	15	D3

Building Name	EAA #	Grid
Regeneration Medicine Building	15	D3
School of Nursing	2	B2
Surge	15	D3
UC Hall	6	A3
Woods	16	D5

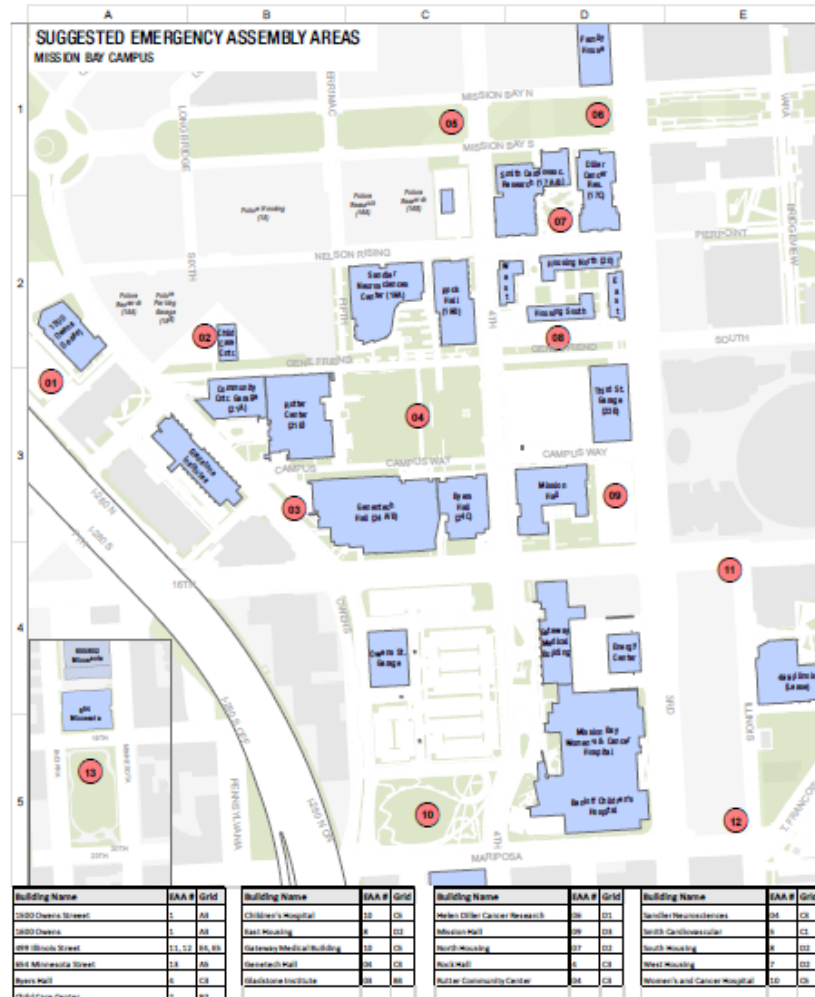
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**UCSF** For more information visit:  
<https://police.ucsf.edu/emergency-management>

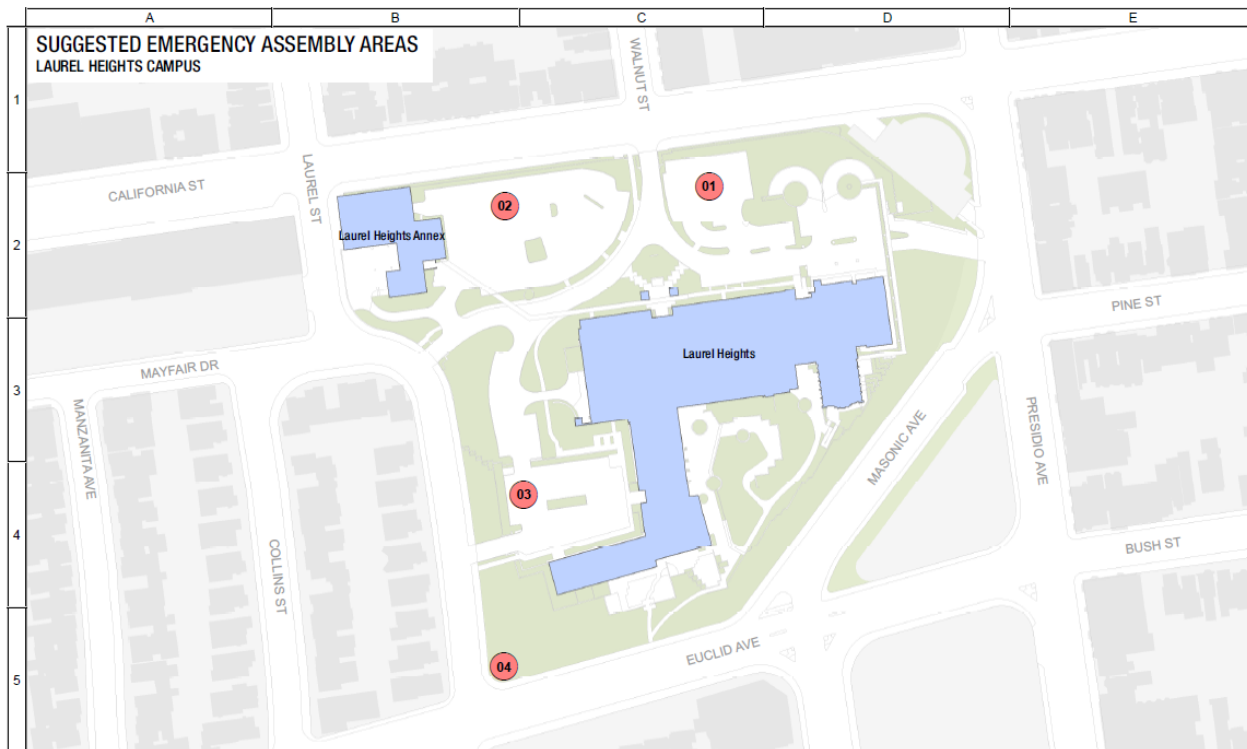
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# Suggested Mission Bay Emergency Assembly Areas (EAAs)



# Suggested Laurel Heights Emergency Assembly Areas (EAAs)

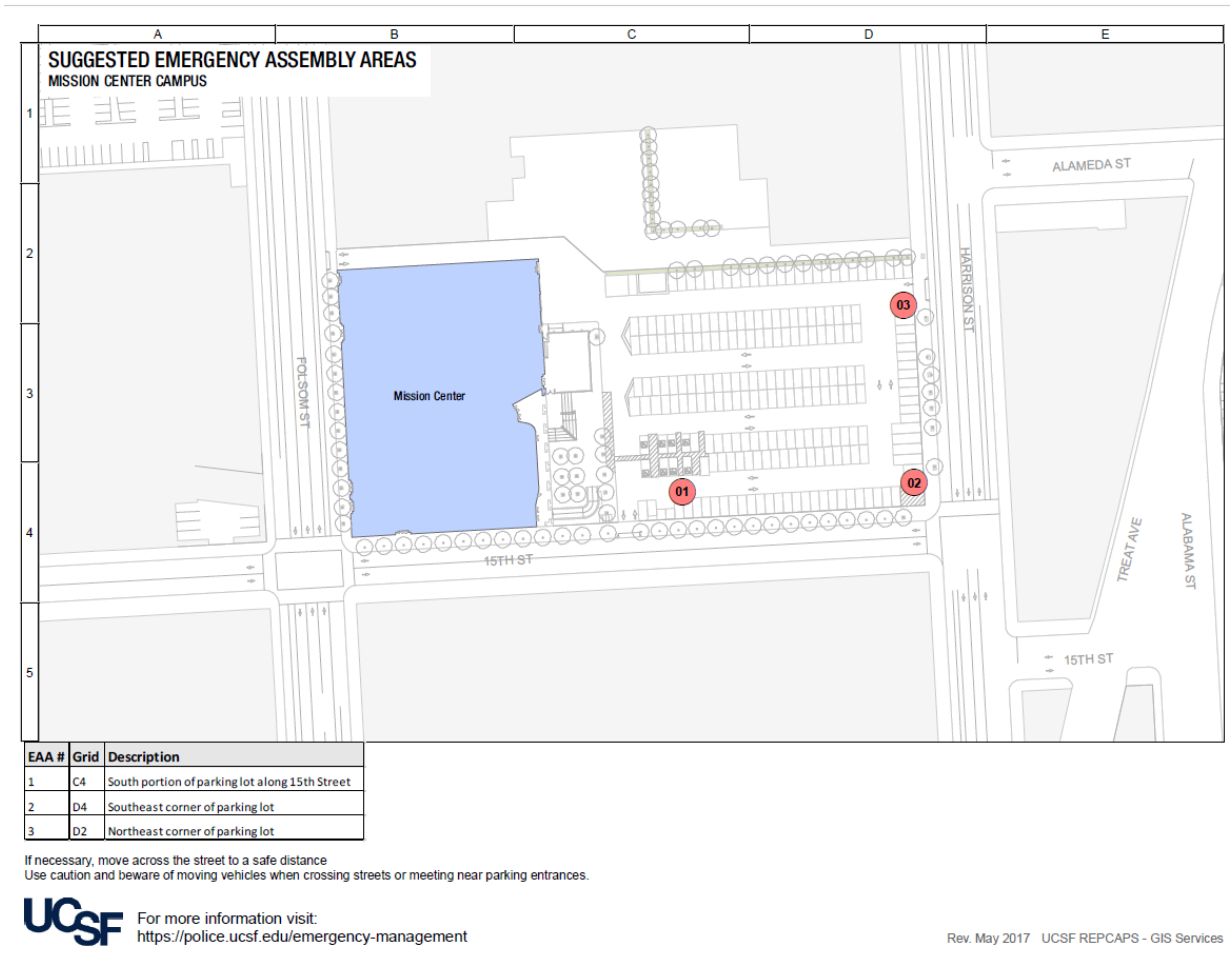


EAA #	Grid	Description
1	C2	Northeast parking lot
2	B2	Northwest parking lot
3	C4	Southwest parking lot area
4	B5	Sidewalk at corner of Laurel St. and Euclid Ave.

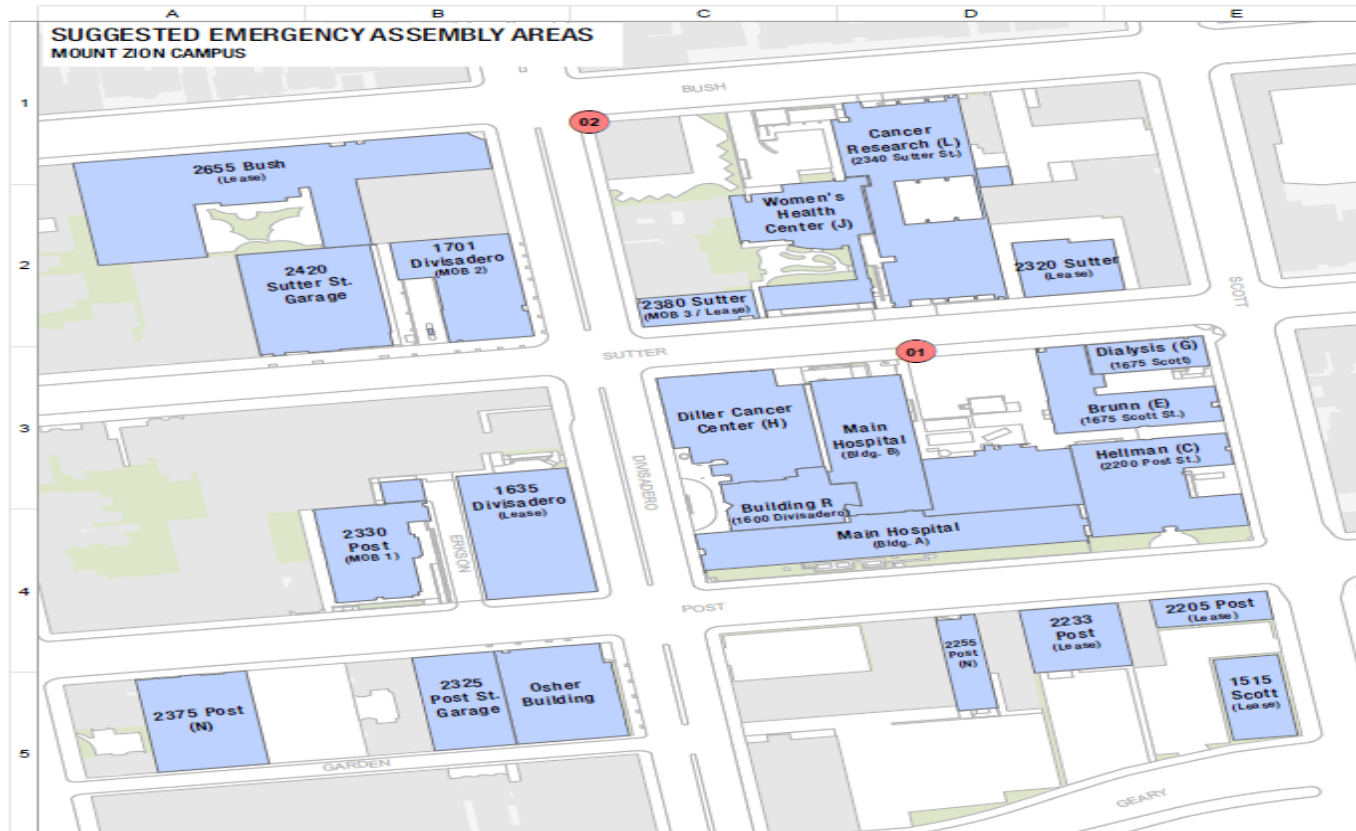
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# Suggested Mission Center Building (MCB) Emergency Assembly Areas (EAAs)



# Suggested Mission Center Building (MCB) Emergency Assembly Areas (EAAs)



EAA #	Grid	Description
1	D3	Shuttle stop area along southside of Sutter Street
2	C1	Sidewalk at corner of Bush and Divisadero

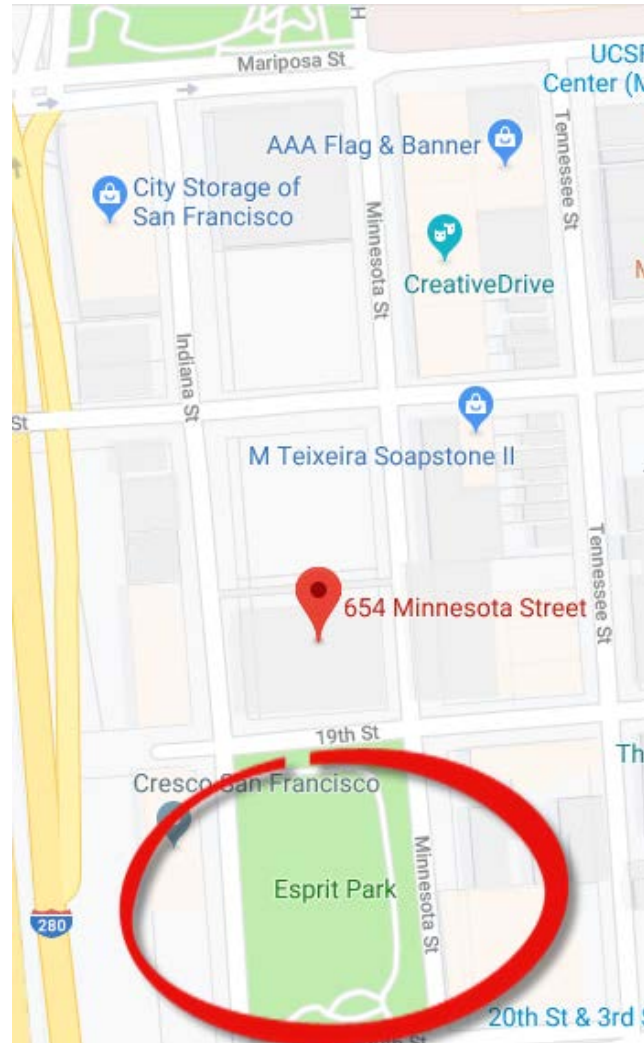
If necessary, move across the street to a safe distance  
Use caution and beware of moving vehicles when crossing streets or meeting near parking entrances.

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<https://police.ucsf.edu/emergency-management>

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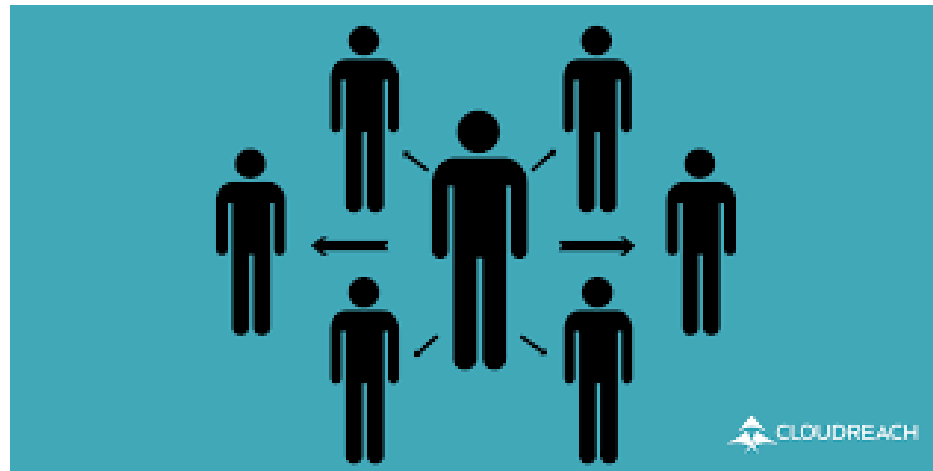


# Suggested 654 Minnesota and Tideland Housing Emergency Assembly Areas



# Duties with First Responders

**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.



# Pre-Emergency Floor Warden Duties

- ✓ Review your emergency procedures and know the location of your Emergency Assembly Area (EAA).
- ✓ Be familiar with the locations of the following:
  - ✓ Fire Alarm(s)
  - ✓ Fire Extinguisher(s)
  - ✓ Emergency Exit(s)
  - ✓ Evacuation Route(s)
  - ✓ First Aid Supplies
  - ✓ AED(s)
  - ✓ Emergency Supplies
  - ✓ Nearest Spill Center
  - ✓ Emergency Shower/Eye Wash Station



# Evacuations

- 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.



**EVACUATE!!!**

# Evacuations (cont.)

- 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



# Evacuations (cont.)

- Educate staff to take personal items (wallet, cell phone, purse, keys) with them in case they cannot re-enter building, but do not let this be a hindrance to evacuating!
- Wear UCSF ID card to re-enter building.
- If staff have personal go-kits, evacuate with them.
- Keep above items accessible to grab and go.



# Evacuations (cont.)

- Direct staff/students/visitors to the Emergency Assembly Area (EAA);
- Identify Access and Functional needs (AFN) staff needing evacuation assistance;
- **DO NOT** use elevators;
- Get cell phone & destination of staff leaving campus post evacuation;
- Report location of gas leaks, fire, explosion risks or injured to Police, Fire, or Facilities.



**EVACUATE!!!**



# Evacuations (cont.)

- Take roll call and await further instructions (WarnMe, Loud Speakers, Bull Horn, and/or Runner)
- Some employees may have emergency duties which will require them to leave the Emergency Assembly Area (EAA)
- Make sure your supervisor or Emergency Communications Center (ECC) is aware of your movements away from the Evacuation Assembly Area (EAA).

# Evacuating Persons with Access and Functional Needs...

- When evacuating persons with Access and Functional Needs...
  - Move to a safe place such as a fire safe stairwell
  - Assign a “buddy” to stay with person needing assistance
  - Do not try to carry the person needing assistance
  - Notify First Responders immediately of the location of the person needing assistance



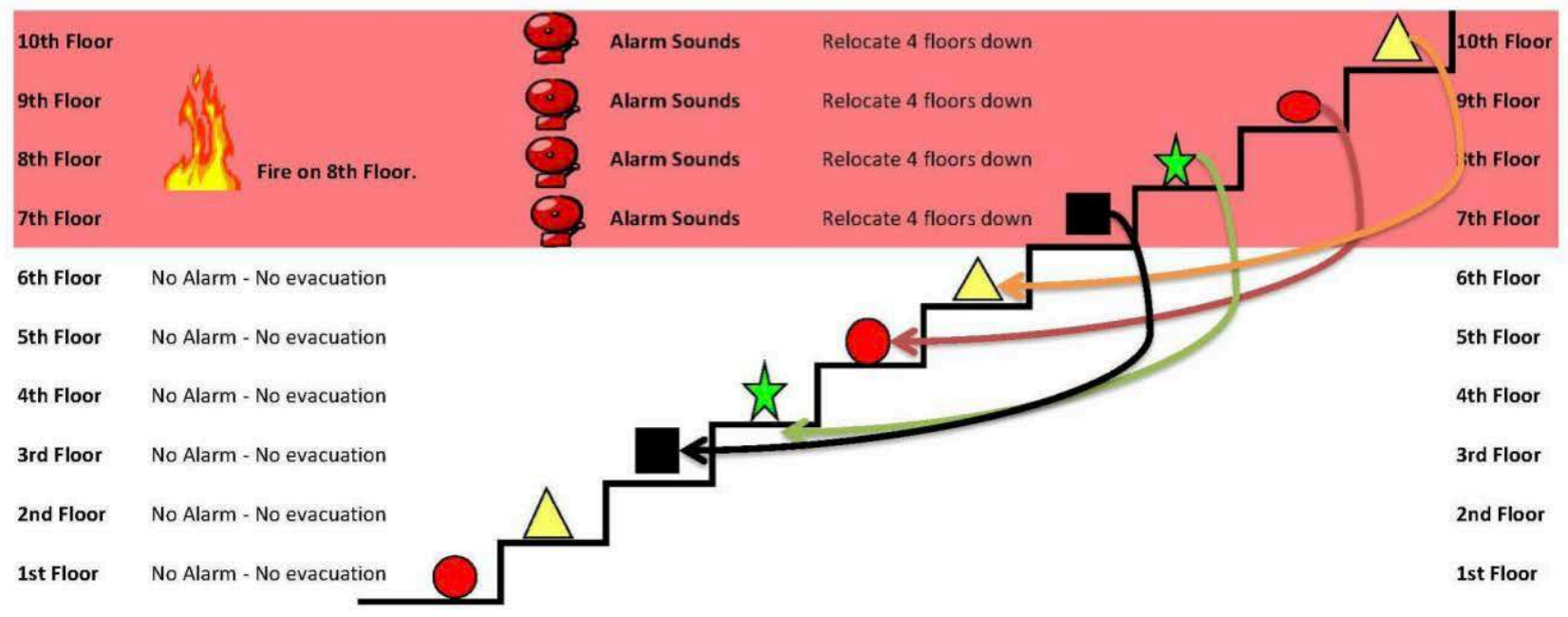
# San Francisco and High Rise Buildings

- 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.

# San Francisco and High Rise Buildings (cont.)



## HIGH-RISE\* FIRE ALARM RELOCATION



\* High-Rise Buildings: Millberry Union - ACC - UC Hall - Clinical Sciences - Medical Sciences - HSE-HSW - Parnasus Campus Library



# Once You Have Left the Building...

- Gather at Emergency Assembly Area (EAA)
- Be aware of your surroundings and emergency response vehicles
- Take “Roll Call”
- Wait for “all clear” from the UCSF Police Department (as directed by the Fire Marshal or Fire Personnel)

# Fire Safety as a Floor Warden

- 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.

# Who to Report Fire Safety Issues to...

- Call **UCSF Facilities Customer Service** at 415.476.2021
- **UCSF Fire Marshall Team**

**Tim Brey**  
*Fire Marshal*

[Timothy.Brey@ucsf.edu](mailto:Timothy.Brey@ucsf.edu)

415.514.3959

**Heber Barrera-Vite**  
*Fire Life Safety Inspector*

[Heber.Barrera-Vite@ucsf.edu](mailto:Heber.Barrera-Vite@ucsf.edu)

415.476.0607



# What to do in an Actual Fire...

1. Call 9-911 from a campus phone or direct dial UCSF Police Dispatch 415.476.6911
2. Pull the nearest fire alarm
3. Begin Evacuation Procedures



- 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.

# During Earthquakes...

- 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 an empty wall.
- Wait for shaking to stop and prepare for aftershocks.
- DO NOT use elevators!



# Suggested Floor Warden Supplies

- ❑ Emergency Floor Warden Bag
- ❑ Floor Warden Hard Hat (Red)
- ❑ UCSF Floor Warden Vest (Orange)
- ❑ Whistle (1)
- ❑ Clip Board (1)
- ❑ Your Current EAP
- ❑ Your Current Roster with Department Emergency Numbers
- ❑ Plastic Gloves (1 pair)
- ❑ Cotton Work Gloves (1 pair)
- ❑ Plastic Poncho - Orange (1 pair)
- ❑ Flagging Tape – Yellow (1 roll)
- ❑ Flashlight or Headlamp (1)
- ❑ Batteries for Flashlight or Headlamp (1)
- ❑ Dust Mask (1)
- ❑ Light Chemical Stick - White – (8 hour) (1)
- ❑ King Size Marker Pen - Black (2)
- ❑ Ballpoint Pen (1)
- ❑ Note Paper
- ❑ Lumber Crayon (1)



# Where to Buy Floor Warden Kits/Supplies



# Additional Training Opportunities

- ✓ First Aid/CPR Training
- ✓ San Francisco Neighborhood Emergency Response Training (NERT) or CERT (Community or Campus Emergency Response Training)

- ✓ Fire Extinguisher Training

- ✓ [www.police.ucsf.edu](http://www.police.ucsf.edu)



# Upcoming UCSF CPR/AED Training...

- **Date & Time:** TBD
- **Location:** TBD
- **Description:** 100% classroom training means students are with an AHA Instructor for their entire learning experience.
- **Cost:** \$50 for UCSF Community payable by COA or check to UC Regents
- **To Register:** [https://basiclifesupportcourse\\_ucsfpd.eventbrite.com](https://basiclifesupportcourse_ucsfpd.eventbrite.com)



# Interactive Questions...

<p><b>Kate Shimshock, MSW</b> <b><i>Emergency Preparedness &amp; Safety Coordinator</i></b> Campus Life Services- Facilities Services</p> <p><b>Cell:</b> (415) 254-6567 <b>Desk:</b> (415) 502-8071 <b>Email:</b> <a href="mailto:kate.shimshock@ucsf.edu">kate.shimshock@ucsf.edu</a></p>	<p><b>Michelle Heckle, CHEP</b> <b><i>Director/Division Commander</i></b> Homeland Security Emergency Management UCSF Police Department</p> <p><b>Cell:</b> (415) 933-9774 <b>Email:</b> <a href="mailto:michelle.heckle@ucsf.edu">michelle.heckle@ucsf.edu</a></p>
<p><b>Jennifer Novelli</b> <b><i>Emergency Management Specialist</i></b> Homeland Security Emergency Management UCSF Police Department</p> <p><b>Cell:</b> (415) 463-0647 <b>Desk:</b> (415) 476-3082 <b>Email:</b> <a href="mailto:Jennifer.Novelli@ucsf.edu">Jennifer.Novelli@ucsf.edu</a></p>	<p><b>Bill Chartier</b> <b><i>Mass Notification Program Coordinator</i></b> Homeland Security Emergency Management UCSF Police Department</p> <p><b>Desk:</b> (415) 476-6887 <b>Email:</b> <a href="mailto:bill.chartier@ucsf.edu">bill.chartier@ucsf.edu</a></p>