

FLOOR WARDEN TRAINING

ASU[®] Edson College of
Nursing and Health Innovation
Arizona State University



PURPOSE OF PROGRAM

PROGRAM IS DESIGNED TO ENSURE EMPLOYEE AND VISITOR SAFETY IN THE EVENT OF A EMERGENCY.

OBJECTIVE

TO PROVIDE PERSONNEL WITH GUIDELINES AND AWARENESS REGARDING EMERGENCY EVACUATION PLANS.

Why Do We Need a Plan?

- **EMPLOYEE SAFETY**

- **REGULATIONS**

- **NFPA (NATIONAL FIRE PROTECTION ASSOCIATION) 101© LIFE SAFETY CODE©**
- **OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION) 1910.38**
- **STATE FIRE MARSHALL R4-36-306**
- **PHOENIX FIRE CODE 404.3.1**
- **ADOA (ARIZONA DEPARTMENT OF ADMINISTRATION) EMERGENCY ACTION PLAN R2-10-207.4**

What Do You Do in an Emergency?

- **EVERYONE IN THE BUILDING HAS A JOB TO DO IN AN EMERGENCY**
 - **MANAGEMENT**
 - **BUILDING COORDINATORS**
 - **FLOOR WARDENS**
 - **EMPLOYEES**

Facilities Manager

- **RESPONSIBLE FOR PLAN IMPLEMENTATION**
- **IDENTIFIES POINTS OF ASSEMBLY**
- **WORKS WITH MANAGEMENT ON SPECIFIC PROCEDURES**
 - **DECISIONS**
 - **PRE-PLANNING**
 - **COMMUNICATION**
 - **BUILDING CONTINUITY PLAN**

FLOOR WARDENS



- **THIS POSITION IS EXTREMELY IMPORTANT!!**
 - **ASSIGNED BASED ON BLDG/FLOOR DESIGN AND NUMBER OF EMPLOYEES**
 - **RATIO SHOULD BE APPROXIMATELY ONE FLOOR WARDEN TO 20 EMPLOYEES**
 - **IF LARGE AREA, ADDITIONAL FLOOR WARDENS OR OTHER DESIGNATED PERSONNEL SHOULD BE ASSIGNED**

FLOOR WARDENS

- **WHAT CHARACTERISTICS SHOULD A FLOOR WARDEN AND ALTERNATE FLOOR WARDENS HAVE?**
 - ✓ **WILLING TO ACCEPT THE RESPONSIBILITY OF BEING A FLOOR WARDEN**
 - ✓ **RELIABLE**
 - ✓ **RESPECTED BY OTHER EMPLOYEES**
 - ✓ **RARELY OUT OF THE OFFICE**
 - ✓ **BE FAMILIAR WITH THE NAMES AND FACES OF ALL EMPLOYEES IN THE AREA THEY ARE ASSIGNED**



1. TRAINING

- **FLOOR WARDENS MUST ATTEND TRAINING ON INITIAL ASSIGNMENT AND REFRESHER TRAINING WHEN A PROCESS CHANGES**
- **THE BUILDING COORDINATOR MAY REQUEST FLOOR WARDENS ATTEND A SHORT TRAINING PRIOR TO EACH SCHEDULED EVACUATION DRILL**
- **PREPARE FOR AN EVACUATION**
- **KEEP YOUR ANNUAL TRAINING UP TO DATE BY**
 - **CHECK YOUR CAREER EDGE PROFILE FOR UPDATES**



1. TRAINING

- **AREAS OF REFUGE**
- **EVACUATION MAPS AND EXIT ROUTES**
- **PRIMARY, SECONDARY EXITS**



1. TRAINING

- **FLOOR WARDENS ARE RESPONSIBLE FOR EMPLOYEES IN THEIR AREA:**
 - **RECEIVING INSTRUCTION ON THE EDSON EMERGENCY ACTION PLAN**
 - **KNOWING PRIMARY AND SECONDARY EVACUATION ROUTES THEY ARE TO TAKE IN AN EMERGENCY EVACUATION.**
 - **KNOWING WHO THE ALTERNATE FLOOR WARDEN AND OTHER MONITORS ARE FOR THEIR AREA**
 - **KNOWING THE LOCATION OF THE FIRE PULL STATIONS**

1. TRAINING

- **EMPLOYEES SHOULD FAMILIARIZE THEMSELVES WITH THE LOCATION OF THE AEDS**
 - **EMPLOYEES SHOULD KNOW HOW TO USE AN AED**
-
- **OPEN THE DOOR**
 - **REMOVE THE AED**
 - **PUSH BLUE BUTTON**
 - **FOLLOW PROMPTS**
 - **SEE VIDEO IN THE EDSON HUB**

[HTTPS://CONHI.ASU.EDU/FACILITIES/EMERGENCY-ACTION-PLANS](https://conhi.asu.edu/facilities/emergency-action-plans)



1. TRAINING

- **BE FAMILIAR WITH LOCATIONS OF EMERGENCY PHONES**
- **LOCATED IN THE BUILDING ELEVATORS, THE PARKING GARAGES, AND PARKING GARAGE ELEVATORS**



Each floor of the parking garage. They are identified by a blue light.



In Each Elevator

2. LEADING

- **FLOOR WARDENS:**

- **IF YOU DISCOVER A FIRE ACTIVATE THE ALARM AND BEGIN THE EVACUATION PROCESS**
- **ON HEARING AN ALARM OR RECEIVING NOTICE FROM YOUR BUILDING COORDINATOR OR AGENCY MANAGEMENT TO EVACUATE THE BUILDING, IMMEDIATELY BEGIN THE EVACUATION PROCESS**

2. LEADING

- **LEAD EMPLOYEES OUT OF BUILDING,
CHECKING COMMON AREAS SUCH AS BREAK ROOMS,
CONFERENCE/MEETING ROOMS AND RESTROOMS**

2. LEADING

- **BE AWARE OF ALL INDIVIDUALS IN THEIR AREA WHO WILL NEED ASSISTANCE**
- **BE RESPONSIBLE FOR RECRUITING A VOLUNTEER (REFERRED TO AS A “BUDDY”) THAT WILL ASSIST AND THE PERSON NEEDING ASSISTANCE**
- **INFORM PROFESSIONAL EMERGENCY PERSONNEL OF PERSON NEEDING ASSISTANCE.**

2. LEADING

- **FLOOR WARDENS IN AN EVACUATION**
- **NEVER ASSUME IT'S A FALSE ALARM**
- **TAKE PERSONAL ITEMS IF AT YOUR WORKSTATION**
- **IF YOU ARE NOT IN YOUR IMMEDIATE AREA, DO NOT RETURN FOR YOUR PERSONAL BELONGINGS.**

NEVER USE AN ELEVATOR

IN AN EVACUATION



2. LEADING

- **WHAT IF THERE IS SMOKE IN THE STAIRWELL?**

✓ **USE ALTERNATE EVACUATION ROUTE**



✓ **Fire doors (door to stairwells, and doors separating one area from another) prevent the spread of fire and smoke; doors that are shut may help to smother the fire.**

2. LEADING

- **AREAS OF REFUGE OR ASSEMBLY AREA**
- **EACH FLOOR WARDEN SHOULD BECOME FAMILIAR WITH THE NEAREST AREA OF REFUSE LOCATION OF THE ASSEMBLY AREA FOR THE EMPLOYEES ON THEIR FLOOR NEEDING ASSISTANCE**
- **THOSE INDIVIDUALS WHO CANNOT EXIT THE BUILDING WITHOUT ASSISTANCE SHOULD WAIT IN THE ASSIGNED AREA FOR ASSISTANCE**



2. LEADING



- **WHEN THE FLOOR WARDEN EXITS THE BUILDING, HE OR SHE WILL NOTIFY THE BUILDING COORDINATOR OF THE NAMES AND LOCATIONS OF THE PERSONS WAITING FOR ASSISTANCE.**

2. LEADING

- **EMPLOYEES SHOULD BE INSTRUCTED THEY ARE NOT TO LEAVE THE AREA UNTIL THE FLOOR WARDEN GIVES THE ALL-CLEAR, INSTRUCTS THEM TO MOVE TO AN ALTERNATE AREA, OR STARTS THE PROCEDURE TO SEND THEM HOME.**



4. LIAISON

- **THE BUILDING COORDINATOR OR AGENCY MANAGEMENT WILL NOTIFY THE FLOOR WARDENS WHEN THE FIRE DEPARTMENT OR OTHER EMERGENCY RESPONSE TEAM DETERMINES:**
 - **“ALL CLEAR” TO RE-ENTER BUILDING**
 - **MOVE TO AN ALTERNATE AREA OF ASSEMBLY**
 - **BUILDING IS CLOSED AND CANNOT BE RE-ENTERED**
 - **EMPLOYEES WILL BE GIVEN INFORMATION ON WHERE TO GET UPDATES ON RETURNING TO WORK OR MOVING TO AN ALTERNATE WORK LOCATION**



4. LIAISON

- **THE FLOOR WARDEN ACTS AS THE COMMUNICATION LINK BETWEEN THE BUILDING COORDINATOR AND THE PEOPLE ASSIGNED TO THEM**
- **THIS CAN INCLUDE:**
 - **ALL CLEAR TO RE-ENTER BUILDING**
 - **MOVE TO AN ALTERNATE AREA OF ASSEMBLY**
 - **BUILDING IS CLOSED AND CANNOT BE RE-ENTERED**

4. LIAISON

- **ONCE THE “ALL CLEAR” HAS BEEN ANNOUNCED**
 - **ALL FOLLOW PRE-DETERMINED PROCEDURES TO RE-ENTER THE BUILDING**
 - **WATCH FOR UNAUTHORIZED PERSONNEL**
- **IF THE BUILDING IS CLOSED**
 - **EMPLOYEES WILL NOT BE ALLOWED TO RE-ENTER THE BUILDING UNTIL POWER (EMERGENCY OR POWER COMPANY) HAS BEEN RESTORED**