

# **FLOOR WARDEN TRAINING**

**ASU<sup>®</sup> 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