FLOOR WARDEN TRAINING

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 AN 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
• **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**
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://CONHLASU.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

In Each Elevator

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