

## FLOOR RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the **Floor Response Team Form** (found in Section VII of this Manual) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons are no longer able to perform the outlined duties of emergency personnel.

While the Office of the Building may periodically host Floor Response Team training, the general responsibilities are outlined here. It is the responsibility of all Floor Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

There are (insert number of floor response team your building designates) primary Floor Response Team positions. They are:

(Each building may alter these positions and responsibilities as appropriate for your property.)

- **Floor Warden** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions.

Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.

- **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
- **Elevator Monitor** – Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.
- **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- **Assistant to the Physically Impaired** – Assists any handicapped individuals during an emergency and/or building evacuation.

## FLOOR WARDEN RESPONSIBILITIES

Each member of the building's Floor Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

### Floor Warden

- Appoints personnel to the emergency team and fills all vacant positions
- Maintains an updated roster of Floor Response Team personnel

- Keeps Office of the Building updated on any changes in Floor Response Team personnel
- Alerts Floor Response Team designees of potential emergencies
- Supervises the activities and training of Floor Response Team
- Responsible for informing and training Floor Response Team in emergency procedures
- Ensures that Floor Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of physically impaired personnel during evacuation
- Responsible for the evacuation of Floor Response Team
- Responsible for notifying Elevator Monitor to evacuate

## **STAIRWELL MONITOR RESPONSIBILITIES**

### **Duties**

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell
- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Remains at exit until Searchers have cleared all personnel for the floor

## **ELEVATOR MONITOR**

### **Duties**

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency.
- Is positioned at the elevators and directs employees to the nearest stairway

- Must be familiar with the building's emergency procedures and the location of all stairwells
- Remains at designated post until instructed to evacuate by the Floor Warden

## **SEARCHER**

### **Duties**

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.
- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas.
- Close, but do not lock, all doors after you have determined that the room has been evacuated.
- Place a "searched" sticker or note on doors at knee height to indicate a room has been searched and evacuated. (In the event of an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the "searched" sticker is placed the easier it will be for them to see it.)
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Evacuates non-employees found on the floor.
- Must be familiar with the building's emergency procedures and the location of all stairwells

## **ASSISTANT TO THE PHYSICALLY IMPAIRED**

### **Duties**

- Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- Maintains an up-to-date list of impaired employees.
- Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.

## **EVACUATION/RELOCATION**

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation, wait until management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate/relocate the floor/building.
- If you are directed to evacuate/relocate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- Do not exit via the elevators.
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
  - Remain calm and quiet
  - Remove high heeled shoes
  - Exit in a single file and keep to the right using hand rails
  - Move quickly, but do not run
  - Assist those who may have trouble on the stairs or who have been injured
  - Treat injuries on stairwell landings only and only when safe to do so

### **Evacuating the Injured**

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a "blanket drag" will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the "blanket drag" may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.