

Position Checklist

During an Evacuation:

- Put on Orange vest
- Retrieve Check list & Roster
- Bring Two-way Radio (if assigned)
- Retrieve Emergency bag (if pertinent to building and trained in First Aid)
- Alert all individuals in your assigned area to evacuate
- Close (do not lock) all doors as you exit the area
- Once outside, provide the Emergency Responders or Emergency Preparedness Coordinator with information about the condition of your floor such as injured individuals, trapped or missing persons, fire, hazardous material spills, etc.

Pre Emergency Responsibilities:

- ***Attend Floor Warden meetings and training opportunities***
- Consider attending hands-on fire extinguisher training.
- Review emergency procedures
- Know the location of your Evacuation Assembly Area
- Be familiar with the location of the following Emergency equipment:
 - Fire alarm pull stations
 - Fire extinguishers
 - Emergency exits
 - Evacuation routes
 - First aid supplies
 - Emergency supplies

Post Emergency Responsibilities:

- Document and complete an After Action Report (AAR) upon every evacuation. The AAR will be submitted electronically to the Emergency Preparedness Program upon completion within 24 hours following any evacuation.
- Disseminate information to floor occupants as warranted