

# FLOOR WARDEN POSITION GUIDE

The logo for California State University Dominguez Hills (CSUDH) is centered on a dark red background. The letters 'CSU' are white, and 'DH' are yellow.

Revised 10/2018

## **Introduction**

Floor Wardens support the overarching emergency response structure at California State University Dominguez Hills (CSUDH) as outlined in the CSUDH Emergency Operations Plan (EOP) and suggests appropriate actions in the event of an emergency. The Floor Wardens are the guiding light in the time of need and help make strategic decisions in order to keep the public safe.

## **Roles and Responsibilities**

Floor Wardens will perform most, in not all, of the following duties depending on the scenario:

- Receives information from: University Police Department Emergency Coordinator
- Directs evacuating personnel based on information
- Maintains up-to-date roster of employees on the floor
- Searches the floor for any injured or remaining personnel
- Directs personnel to appropriate Evacuation Assembly Area
- Checking-in with and reporting the status of their area, including any missing individuals and other emergency related information
- Document and complete an After Action Report (AAR) upon every evacuation. The AAR will be submitted electronically within 24 hours following any evacuation.

**Every building floor should have one (1) Floor Warden one (1) Alternate.**

## **Evacuation Assembly Area**

For any emergency that requires an evacuation of the workplace, Floor Wardens will guide building occupants safely outside to their pre-designated Evacuation Assembly Areas to await instructions and for an “**ALL CLEAR**” notification.

Once all building occupants have arrived at the Evacuation Assembly Area, Floor Wardens should begin their accountability procedures (found in Evacuation Procedures) and fill out their Evacuation Sign-in sheets. Floor Warden(s) will submit an After Action Report (AAR) electronically to the Emergency Preparedness Program.

## **Emergency Communications**

When an emergency occurs, Floor Wardens may be notified by physical indicators (shaking, smoke, etc.), employees, emergency response personnel, building alarms and/or ToroAlert. Floor Wardens will ensure the information is reported to the Emergency Preparedness Program.

## **Emergency Radios**

Each radio is assigned an identifier to be used during an evacuation. All identifiers are the names of the location in which the radio is located. A monthly radio check will be conducted on the first Friday of each month at 9:30 a.m. Radios are to be kept on the charger in the “off” position.

## **Equipment Provided**

- Orange Vest and Helmet
- Whistle
- Two-way Radio (if assigned)
- Flashlight
- Clipboard
- Position Guide
- Campus Map
- Any Employee Building Specific Reporting Forms

## **Evacuation Considerations**

If the situation is life threatening, call **9-1-1**.

- **DO NOT** use elevators. Search exit corridors and stairwells for all stranded persons. **Check** the evacuation route for obstructions before assisting individuals.
- **Ask** a person requiring assistance about any **special considerations** and ways in which you can assist before attempting any rescue technique or giving assistance. If possible, bring mobility aids (crutches, wheelchairs, walkers) while evacuating the person.
- **DO NOT** re-enter unsafe buildings and immediately notify the emergency response personnel of any people remaining in the building. If the person is in immediate danger, evacuate if applicable.

## **Exit Routes**

Floor diagrams should be posted on the walls in your area of responsibility that indicate locations of exits, Evacuations Assembly Areas, and equipment (such as fire extinguishers, first aid kits, spill kits) that may be needed in an emergency. Exit routes should be:

- Clearly marked and well lit
- Wide enough to accommodate the number of evacuating personnel
- Unobstructed and clear of debris at all times

## **Training**

All Floor Wardens are tasked to read this guide that will orient individuals to the roles and responsibilities of the program. All Floor Wardens should familiarize themselves with all evacuation routes, fire extinguisher locations, and other information specific to their areas.

# **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