Floor Warden/Suite Monitor: Fire Drill Expectations

- Inform personnel of information learned today

- Identify who will be part of emergency response team

- Wear Vest and stage team members to direct evacuation of personnel during fire drill or any evacuation to closest, nearest stairwell

Stairwell Monitor

STAIRWELL 1
ROOF ACCESS
FLOOR
8
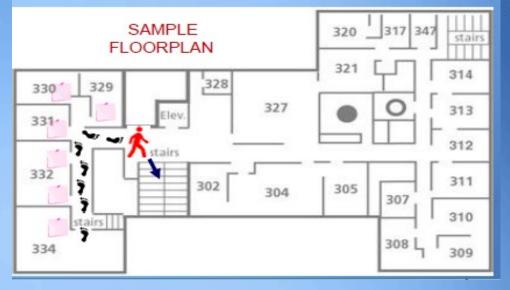↓ DOWN TO LEVEL 1
FOR EXIT DISCHARGE
FLOOR 1 TO 9

No Food/No Drinks

Elevator Monitor

- Occupants do NOT use the elevators

- Directs everyone to the stairwell

- Reports to Floor Warden/Suite Monitor

IN CASE OF FIRE DO NOT USE ELEVATOR

USE STAIRWAYS

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Searchers

SAMPLE FLOORPLAN

- **Ensures** everyone has evacuated the floor
- **Ensures** doors are closed to keep out smoke
- **Inform** Floor Warden assigned areas cleared

HIDING IN THE BATHROOM

Assistance Monitor

- Impaired: "Anyone who can't walk down 1 flight of stairs unassisted."
- Requires 2 Assistance Monitors
- Wait until stairs are clear then enter
- One monitor stays in stairwell landing, second monitor reports to Roll Call Member at Safe Refuge Area location of those in the stairwell.
- **Reports** to Floor Warden
- List with Emergency Manual for Fire Department

Roll Call Member

SAFE REFUGE SPACE

FIRE DRILL
Floor/Suite Warden Sample Checklist

Company:			Suite #:		
Floor/Suite Warden:					
Employee Name	Participated	Absent (Not in the office)	Needs assistance (waiting in stairwell/monitor)	In office & non-participant	
1.	☐	☐	☐	☐	
2.	☐	☐	☐	☐	
3.	☐	☐	☐	☐	
4.	☐	☐	☐	☐	
5.	☐	☐	☐	☐	
6.	☐	☐	☐	☐	
7.	☐	☐	☐	☐	
8.	☐	☐	☐	☐	
9.	☐	☐	☐	☐	
10.	☐	☐	☐	☐	
11.	☐	☐	☐	☐	
12	☐	☐	☐	☐	
13.	☐	☐	☐	☐	
14.	☐	☐	☐	☐	
15.	☐	☐	☐	☐	

☐ Remind coworkers to close all interior office doors to prevent smoke from spreading?
☐ Check restrooms for occupants?
☐ Direct coworkers to Safe Refuge Area (motor court)?
☐ Turn in this checklist to CRC team member at the Safe Refuge Area

← **Employee List**

Hall, William
@fake2

Kinross, Cecil
@fake1

Smith, Ernest
@fake4

Spall, Robert
@fake3

Triquet, Paul
@fake5

Visitor Sign In Sheet

Date	Visitor's Name	Time In	Time Out	Reason for Visit	Signature

Sign Holder

- Sign Holder stands next to Roll Call Member so that personnel can quickly be accounted for. Utilize team members to assist in accounting for personnel.