FLOOR WARDEN CHECKLIST

Name: ___________________________  Floor: ____________
Building: ___________________________  Zone: ____________
Date: ___________________________  Time: ____________
Reason for Evacuation: ___________________________

Floor Warden Priorities:
• Facilitate evacuations to designated Assembly Area and insure floor is properly evacuated
• Observe floor status and information, noting injuries, trapped people, hazards, etc.
• Support Building Coordinator (BC)

Complete the following tasks:
☐ Gather emergency equipment and don vest
☐ Quickly and systematically sweep the area and check for persons in all labs, rooms and restrooms on your designated area or floor
☐ Close doors and place “Evacuated” tags on doorknobs after checking area
☐ Direct people to nearest safe exit and primary assembly area, (if unsafe, use secondary). When possible, prevent access into buildings until cleared for occupancy
☐ Assist persons with disabilities in accordance with individual pre-plans
☐ Notify BC immediately of serious injuries, hazardous conditions on floor, or assistance needed to expedite exit from building
☐ Report status of evacuation to BC: Note injuries, trapped individuals and any other remaining individuals and reason for not evacuating.
☐ Once you receive the all-clear from the BC, inform evacuees and assist in re-entry into buildings

During an extended incident, or if the Emergency Operations Center (EOC) is activated:
☐ Help facilitate communication between BC and evacuees regarding status of event
☐ Assist and support BC’s recovery activities
☐ If needed, request relief of duty from BC, give vest and equipment to replacement and provide briefing

After the incident:
☐ Submit this completed checklist to BC for documentation
☐ Document any other observations related to this incident worth reporting
☐ Participate in debriefing and development of lessons learned
☐ Replace vest and replenish emergency equipment and supplies as necessary

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