FLOOR WARDEN CHECKLIST

Name: ___________________________________________ Floor: ____________________

Building: ___________________________ Zone: ______________________

Date: ___________________________ Time: ______________________

☐ Shelter-in-Place OR ☐ Secure-in-Place

Shelter/Secure in Place Priorities:

- Personal safety
- Directing others to follow procedures
- If possible, proceed to pre-designated interior safe areas

Secure-in-Place (Police Activity):

Follow the steps below, and direct others to do so, if safe:

☐ Implement Secure-In-Place procedure following zotALERT notification - remain calm
☐ Find an interior room, lock or barricade doors, draw blinds, turn off lights, and silence phones
☐ If outside seek shelter in a nearby building - if no building, seek nearby shelter, e.g. large trees, walls, cars in a parking lot/garage
☐ Fill out and post Shelter/Secure-in-place sign on all exterior doors, if safe to do so
☐ Move away from doors and windows
☐ Keep calm, keep occupants informed regarding reason for secure in place and possible duration
☐ Provide notification and status updates to Building Coordinators, as needed during an extended activation
☐ If you hear the fire alarm, stay put unless you see fire, smell smoke, or are given directions to evacuate by first responders
☐ Follow instructions from Building Coordinator, police, fire, and other first responders
☐ DO NOT leave until an all-clear message is received - notify occupants
☐ Restore building to normal function following all clear message and inventory and replace any items used during the event

Shelter-in-Place (HazMat):

Follow the steps below, and direct others to do so, if safe:

☐ Implement Shelter-in-Place procedure following notification from Building Coordinator or zotALERT
☐ Notify floor/building occupants
☐ Shut down all experiments/operations
☐ Move to floors about ground level and/or to an interior room with the least number of windows
☐ Shut and lock all windows, exterior and interior doors. Close window shades, blinds, or curtains
☐ Limit use of telephones to emergency calls only
☐ When directed: close vents, seal openings with wet cloths and shut-off HVAC (or set to "Recirculation")
☐ Do not use elevators
☐ Fill out and post Shelter/Secure in place sign on all exterior doors, if safe to do so
☐ Provide occupants with notification and status updates from Building Coordinator
☐ Remain indoors and, to the best of your ability, do not allow exit/re-entry until advised by emergency personnel or Building Coordinator
☐ DO NOT leave until an all-clear message is received - notify occupants
☐ Following the all-clear announcement, open doors and windows and turn on ventilation systems until indoor air has been exchanged with fresh air

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