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 BCs 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

Emergency Services Manager: 949.824.7147 (office) 949.236.9682 (cell)