

FLOOR WARDEN CHECKLIST



Name: _____
Building: _____
Date: _____
Reason for Evacuation: _____

Floor: _____
Zone: _____
Time: _____

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