

# Emergency Readiness for Floor Wardens

**Otis College of Art and Design**  
**Health and Safety Training Series**

Peter Zaretskiy  
Environmental Health & Safety Manager  
pzaretskiy@otis.edu

# Introduction

- Thanks for volunteering!
- Next campus evacuation drill scheduled for **October 16, 2014**
- What building are you from?
- Do you have your equipment?



# Building Alarm Systems

- Alarms can be activated by the pull station, smoke sensors, water flow or error.
- What happens when the alarm is activated?
  - Audible/visual signals
  - Signal sent to LAFD dispatch
  - Occupants ALWAYS evacuate building
  - Police and/or Fire Department may respond
  - Smoke dampers close
  - Some doors close



# Become Familiar With Your Building

- Do you know where all the exits are?
- Do you know where the fire annunciator panel is?
- Do you know where the stairwells are?
- Do you know where the designated evacuation area is?
- Do you know your fellow Floor Wardens?



# What is your role as a Floor Warden?

- Floor Warden Responsibilities
  - Assist/ensure occupants evacuate building
    - Look in all areas!
    - Keep track of injured, persons moved to the stairwell or those that refuse to leave
  - Give information to the Safety Officer at fire annunciator panel or orange cone.
  - **Keep evacuated persons out of building until the “all clear”**



# What is a role of a Safety Officer?

- Safety Officer Responsibilities
  - Gathers information about building from Floor Wardens (use Fire Safety Officer's Checklist)
  - Ensures all areas have been checked.
  - Contacts LAFD and/or transfers information to responders at the **“Incident Command Center.”**

# Procedures During Evacuation

## Floor Warden Instructions

- Put on your high-visibility vest and ready your flashlight and whistle
- Assess problems on your floor. Look for damage, injuries, and individuals who may require evacuation assistance. Instruct occupants to evacuate building once safe to do so; check restrooms and storage rooms in your area.
- Coordinate with your alternate warden to check and clear areas with multiple offices. Mark cleared areas with an orange “**Evacuated**” sticker on main doors.



# Procedures During Evacuation

## Floor Warden Instructions

- Remind the evacuating occupants to **AVOID** using elevators
- Note if alarm pull stations have been activated in your area
- Ensure stairwell doors are closed after you vacate your assigned areas
  - Smoke compartments
  - Fire rated pathways and stairways
- When floor assessment is complete, report to **alarm annunciator panel** (primary meeting location) or **orange cone** and give your status report to **Safety Officer**.



# Procedures During Evacuation

## Floor Warden Instructions

- If it is possible and safe, assist evacuation of non-ambulatory persons utilizing the evacuation chairs.



- Move non-ambulatory persons into **exit** stairwells, then **note** the exact location and **report** to Safety Officer. **Assign** an additional person to stay, if able to do so.

# When to Evacuate?

- After earthquakes, following **Duck, Cover, and Hold**
- In case of fire
- In case of hazardous material release
- Evacuations can be full or partial, depending on the nature and extent of the emergency

# When to Shelter in Place?

- May be followed by partial or full evacuation
- During power and/or utility failure
- During police activity on-campus due to suspicious person and/or object
- During civil unrest
- During severe weather

# Important Items

- Building must be evacuated when alarm goes off
- If certain it is a false alarm, inform Safety Officer (2609) and Security (6965)
- **Do Not Put Yourself at Risk!**
- Evacuations are NEVER perfect – just do your best

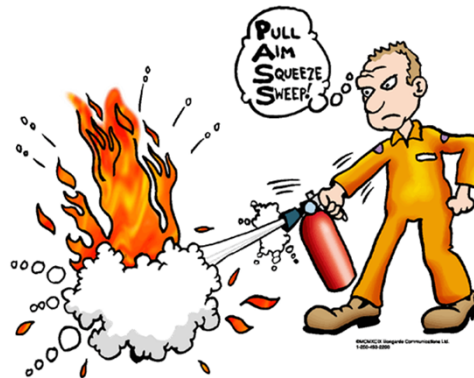


# Manuals and Handbooks

- Floor Warden Emergency Procedures Manual
  - Available online at:  
<http://www.otis.edu/sites/default/files/FloorWardenManual.pdf>
- Emergency Procedures Handbook
  - Available online at:  
<http://www.otis.edu/sites/default/files/EmergencyHandbook.pdf>

# How do I use the Fire Extinguisher?

- When would I use the fire extinguisher?
  - Only if it is a small and contained fire and it is safe for you!
- **PASS: Pull, Aim, Squeeze, Sweep**



# In Conclusion


- Thanks for volunteering and attending today's class.
- Remember, always be safe.
- Questions? Feel free to call Environmental Health & Safety at extension # 2609
- Remember to complete and submit the **On-Line Training Confirmation** form to receive credit (instructions follow)

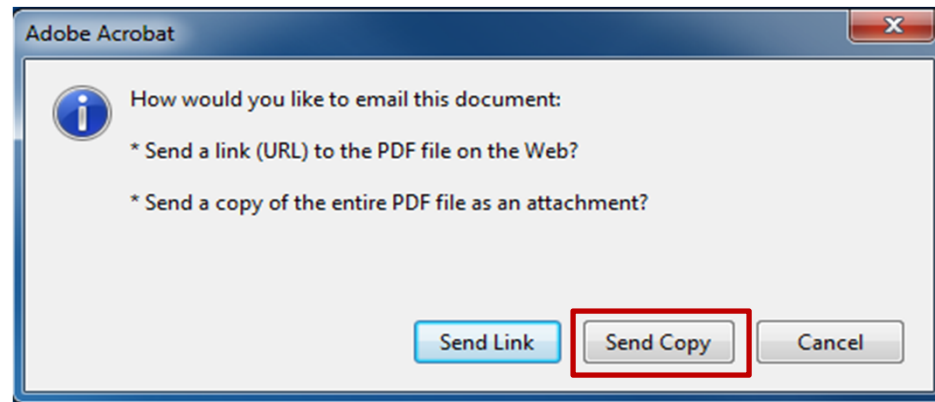
Thank you and please direct any follow-up questions regarding this presentation to [pzaretskiy@otis.edu](mailto:pzaretskiy@otis.edu)

**Please proceed to the next slide for instructions on how to receive a certificate of training for this presentation**



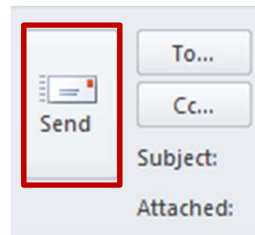
## Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- Fill out all required fields and select the title of the completed training module from the drop-down menu box
- Click the “**Attach form to e-mail**” icon 
- Once a pop-up window will appears, click “**Send Copy**”



## Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- A new Outlook E-mail message will appear with your Confirmation Form as an attachment; be sure to put [pzaretskiy@otis.edu](mailto:pzaretskiy@otis.edu) as one of the recipients and the click “**Send**” to complete the process!



- Please note that reviewing this presentation alone is not a good substitute for attending the training itself, as additional discussion of topics along with Q & A are often not fully covered by the slides. Training sessions covering various health and safety topics will be regularly announced.

**Environmental Health and Safety  
On-Line Training Confirmation Form**

**Click the link below to start**

**[http://www.otis.edu/sites/default/files/EHS Online Training Certificate.pdf](http://www.otis.edu/sites/default/files/EHS_Online_Training_Certificate.pdf)**