

Floor Warden Semi-annual Checklist

The primary function of the DAS Floor Warden is to coordinate, educate and act as a liaison between building security and your DAS co-workers. During spring and fall ASAP Awareness Weeks, Floor Wardens are expected to perform the following duties:

- ___ 1) Know your building's floor warden procedures including
 - ___ evacuation procedures
 - ___ location of fire alarms
 - ___ location of fire extinguishers
 - ___ location of floor exits

- ___ 2) Know your role and the role of your floor/work area's fellow floor wardens during evacuations.
 - Fellow floor warden: _____ Role: _____

- ___ 3) Possess a current list of your floor/work area's employees who need evacuation assistance. Partner employees who need evacuation assistance with a "buddy" and ensure both employee and buddy know their intended evacuation path.

- ___ 4) Coordinate with your fellow floor/work area's floor wardens to divide duties including but not limited to the following:
 - ___ sweep of your area including offices ASSIGNED TO: _____
 - ___ sweep of women's restroom ASSIGNED TO: _____
 - ___ sweep of men's restroom ASSIGNED TO: _____
 - ___ sweep of each conference room ASSIGNED TO: _____
 - ___ designate buddy for hearing/
visually impaired employees ASSIGNED TO: _____
 - ___ create list of employees who
need evacuation assistance ASSIGNED TO: _____
 - ___ retrieve sign-in sheet book ASSIGNED TO: _____

- ___ 5) Create your evacuation checklist to remind you of tasks to be accomplished during evacuations. Share your checklist with your back-up floor warden and with your floor/work area's floor warden captain.

- ___ 6) Inform your manager if floor warden designations are needed for other areas of for your floor/work area.

- ___ 7) Advocate Principles of ASAP and lead by example. Advocate the value of your floor warden role and importance of employee participation in ASAP activities.

- ___ 8) Assist your manager in identifying a method and location of accounting for all employees in your office in the event of an evacuation.

- ___ 9) Educate your co-workers regarding the evacuation plan, floor plan, location of extinguishers, fire hoses, and location and operation of the fire alarm pull stations. Use office staff meetings or visit co-workers one-on-one to share safety and security information on a periodic basis.

Name _____ Date of update _____

Floor Wardens: Complete this form and retain this and corresponding documents with your floor warden equipment and/or insert behind the Floor Warden tab in your ASAP Binder for quick retrieval during an emergency evacuation. Thank you for assuming this important role for DAS and for your co-workers.