

# Floor Warden Responsibilities

## I. Overview

The role of a Floor Warden is an important, vital service to the co-workers whom you assist. The primary function of the Floor Warden is to coordinate, educate and act as a liaison between building security and your DAS co-workers. You receive training and possess information regarding safety and security procedures that your co-workers do not. Therefore, it is essential that you recognize and respect the importance of this assignment. You are commended for assuming this important role for the Department of Administrative Services.

## II. Agency-wide Safety/Security Action Plan (ASAP)

Following the national attacks of September 11, 2001, a review of the department's emergency response procedures was conducted. Several enhancements were warranted, including the creation of a concerted, departmental response plan. A team, known as the Internal Security Review Team, consisting of employees from each division, was created and tasked to conduct an intensive review to determine the optimal methods to attain a heightened level of safety/security awareness and response among the DAS employees.

The team identified several safety and security components that have been incorporated into the Agency-wide Safety/Security Action Plan (ASAP). ASAP is aimed to heighten DAS employees' awareness and responses to safety and security situations. ASAP is a comprehensive safety and security response program that contains standard procedures to address day-to-day safety and security risks in the workplace as well as guidelines to prepare Disaster Recovery procedures should such a disaster emergency occur.

## III. Office Floor Wardens

DAS Floor Wardens have either been selected by their manager or volunteered for this important role. Each fall, managers will review and select Floor Wardens for their office area. Managers will assess the interest and past participation of the office's current Floor Wardens when making their designations for the coming year.

At all times, DAS Floor Wardens are expected to perform the following duties:

### A. Be prepared and share important information

- Know your building's floor warden procedures (i.e., evacuation procedures, location of fire alarms, fire extinguishers, floor exits, final floor checks during evacuations, etc.) and be prepared to act.
- Attend and participate in all meetings or training sessions held by DAS and the building manager/security office.
- Educate 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 to share safety and security information on a periodic basis.

**B. Advocate principles of ASAP and lead by example**

- Take a leadership role in all matters relating to the safety and security procedures for your assigned office (such as ordering an evacuation upon notice through an alarm, from Building Management, Building Security or DAS official).
- Advocate the value of your Floor Warden role.
- Partner with your building security personnel.

**C. Coordinate emergency responses and evacuations**

- During building emergencies (when alarms are sounded), wear your building-appropriate floor warden identifiers such as orange vests, arm bands, etc.
- Collect visitor sign-in book and include non-DAS personnel with your final sweep of your area/floor.
- After reaching a point of safety (if entire building is not evacuated) or after reaching your emergency report-in location (if entire building is evacuated), assist manager by taking a head count and remain there until the “all clear” is given by emergency personnel or building security.
- Provide to building security and/or emergency personnel, the employee count and other relevant information regarding involvement of smoke, flames, other unusual conditions and persons remaining on the floor.
- Recognize that building security personnel will not have forewarning of an emergency and will not be on your floor to coordinate the evacuation.
- Recognize that you are a main line of defense in the event of an evacuation. Your active role on your floor is essential.

**D. Assist your manager and co-workers**

- Assist your manager during Spring and Fall ASAP Awareness Weeks by familiarizing employees with the above procedures.
- Assist your manager in advising new employees of above procedures in the first two weeks of employment (new employee orientation).
- Work with managers to identify emergency response plans (buddy system) for physically, hearing or visually impaired employees and discuss plan with other Floor Wardens and your co-workers.
- Assist managers in identifying a method and location of accounting for all employees in your office in the event of an evacuation.
- Assist your manager to ensure that each employee in your office receives handouts of safety and security information.
- Ensure that important security information and phone numbers are posted in a visible area of the office (i.e., Important Information to Know page from the ASAP binder will suffice).

**E. Report your concerns**

- Communicate your concerns and suggestions regarding safety and security to the DAS Internal Security Review Committee, your deputy director/designee, your building floor captain/coordinator and/or your building security manager.
- Provide to your deputy director, post-drill and post-evacuation reports which contain the name(s) of DAS employees who did not participate.

- If you occupy a public floor, log the number of non-participating (non-DAS employees) visitors; this information should be shared with your respective building security manager.
- Offer suggestions to improve these guidelines to the DAS Internal Security Review Committee.

#### **IV. Role of Division Floor Warden Coordinators and Floor Warden Captains**

The Division Floor Warden Coordinators and/or Floor Warden Captains are expected to coordinate the efforts of their divisions and/or other Floor Wardens to provide continuity and a coordinated response. The designation of Floor Warden Coordinator or Floor Warden Captain is left to the discretion of key managers on your floor (i.e., managers may make the selection or advise Floor Wardens to make the selection among their group of Floor Wardens). At all times, the coordinators and captains are expected to perform the following duties:

- Assist managers to ensure that each office has a designated Floor Warden with whom you can communicate security information.
- Coordinate with office administrators/managers to conduct annual mock exercises of relevant security and emergency procedures.
- Work with managers and other Floor Wardens to identify emergency response plan (buddy system) for physically impaired employees and employees with physical and medical limitations and discuss plan with other Floor Wardens.
- Communicate security information and office information (e.g., security enhancements, concerns, contact information) to your manager, deputy director and/or the DAS Internal Security Review Committee.
- Communicate, as needed, security information to the program managers and/or other Floor Wardens and employees.
- Attend and participate in all meetings or training sessions held by the building manager/security office.
- Attend and participate in all meetings or training sessions held by DAS.

# 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.*