



Floor Warden Checklist

Floor Wardens are assigned to each floor within a building to provide assistance to building occupants and visitors during evacuations and other emergency situations. Floor wardens direct the evacuation of their assigned floor to the nearest emergency exit; prevent individuals from using the elevators, provide pertinent information about individuals remaining inside the building or about hazardous conditions to the Building Coordinator, direct individuals to the assembly area and discourage individuals from re-entering the building until it has been cleared safe to re-enter.

Floor Wardens are identifiable by their orange vests.

During an Evacuation:

- Don your orange vest, retrieve checklist and roster
- Alert all individuals in your assigned area to evacuate
- If it is safe to do so, quickly check floor, washrooms, closed work areas to ensure all individuals have evacuated
- Close (do not lock) all doors as you exit the area
- Once outside, provide the Building Coordinator with information about the condition of your floor. This should include information about injured individuals, trapped or missing persons, fire, hazardous material spills or other hazards
- Provide information to evacuated occupants in the assembly area as directed by the Building Coordinator
- Keep individuals away from the scene of the emergency

Never put your own safety at risk.

Pre emergency responsibilities

- Review emergency procedures and know the location of your assembly area
- Be familiar with the location of the following emergency equipment:
 - Fire alarm pull stations
 - Fire extinguishers
 - Emergency exits
 - Evacuation routes
 - First aid supplies
 - Emergency supplies
 - Emergency shower and eye wash stations
- Identify individuals with mobility challenges
- Attend floor warden training
- Consider attending hands-on fire extinguisher training