

TITLE AND DUTIES OF EMERGENCY TEAM MEMBERS (1700)

CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION

(No. 30 October 2000)



Floor Warden:

Coordinates all emergency actions in an assigned area. Ensures that the Emergency Coordinator is made aware of emergency conditions. Maintains current rosters of emergency team members and posts emergency personnel lists and floor maps on bulletin boards and other strategic locations. Oversees evacuation during fires or other emergencies and directs occupant searches during bomb threats. Reports results to the Command Center.

Zone Warden(s):

In assigned area, determines if all key members (Stairwell Monitor, Elevator Monitor, Restroom Monitors and Monitor(s) for Employees with Disabilities) are at their posts. Assigns and instructs alternates if the team Members (monitors) are absent. Keeps the Floor Warden posted of any situation that needs attention.

Stairwell Monitor(s):

Determines if stairs are a safe means of egress during an emergency, then directs orderly evacuation of the employees. Ensures that stairwell doors are CLOSED and are NOT HELD OPEN when they are not actually being used for egress.

Elevator Monitor(s):

Ensures that employees DO NOT WAIT FOR OR USE elevators during an evacuation. Directs employees to stairwells.

Restroom Monitor(s):

Notifies all occupants in the restrooms of the emergency by vocal or other means as necessary. Makes a visual inspection of the area to ensure everyone evacuated.

Employee(s) With Disabilities Monitor(s):

Each employee with disabilities should be assigned two (2) monitors prior to emergencies. During emergencies they will accompany that person and provide any assistance as necessary.

Messengers:

Assigned as necessary to assist the Emergency Coordinator and Floor Wardens.

First Aid & CPR Personnel:

Administer first aid and CPR as required, prior to the arrival of emergency response personnel.

Search Personnel:

Search assigned areas during fire evacuation, bomb threats, or other emergency situations.