

GENERAL PROCEDURE AND RESPONSIBILITIES

The following are general procedures and responsibilities that apply to all Floor Wardens, Assistant Floor Wardens, and Searchers:

1. Have immediate charge of all occupants in the suite/floor in all matters pertaining to exit drills; be responsible for the enforcement of rules and regulations and report infractions to the management office and Fire Department;
2. Designate the exits to be used by the occupants of the floor/suite during an alarm (generally, the closed exit noted on the floor plan) and appoint a sufficient number of Assistant Wardens, if necessary to adequately supervise each exit;
3. See that the evacuation from rooms and exiting into stairways is orderly, without crowding, at a uniform speed and be especially watchful to prevent stumbling, trampling or conditions which would impede safe evacuation;
4. Check all offices, conference rooms, storage areas, restrooms, etc. to assure complete evacuation of the floor and make sure all doors are closed to prevent fire spread;
5. Appoint a responsible person who will see that the exit doors are promptly opened, and kept open until all persons have left the floor/suite and then close the exit doors. He/she will then follow in the rear of the exiting column to provide assistance;
6. Make sure all occupants proceed to assigned areas outside and away from the building as directed. Having a designated gathering place will aid in the counting of employees to ensure that no one was left in building;
7. Fire Wardens are responsible for seeing that specially appointed co-workers or "buddies" will assist and stay with individuals with disabilities; and
8. Floor Wardens are responsible for reporting the status of their floor to the Fire Department and giving locations of co-workers who need assistance.

CONSULTATION WITH EMPLOYEES WITH DISABILITIES

Individuals with disabilities include persons who have injuries or impairments which reduce mobility, coordination, and perception. Employees with disabilities are usually eager and willing to participate in emergency planning and are very knowledgeable in preferred methods of assistance which can be offered them during building evacuations. It is important that each individual be involved in his or her own safety and the emergency planning activities in the building in which his or her office is located.

An employee with a disability needs to be assured that his or her safety has been included in the emergency preparedness planning. The employee may have recommendations concerning his or her own safety during emergencies and have

suggestions that should be included in the plan. The employee will tell you what you can do to best help him or her leave the building during emergencies.

(Contributed by Montgomery County Department of Fire & Rescue “TIPS” manual)