



Regional Facility Management
Oakland, CA 94612

Building Emergency Response Team

DESCRIPTION OF DUTIES

FLOOR WARDEN DUTIES

The Floor Warden is of vital importance to the total fire and emergency program for any building. He/she is the person on the scene to take command and control of the occupants of the floor. It is the Floor Warden who knows the people who populate the floor. The Floor Warden knows who has mobility restrictions; the Floor Warden is the extension of the Fire Safety Director. The Floor Warden, who is trained to do their duties in an emergency, will react in a positive, correct manner.

PRE-EMERGENCY DUTIES:

- Know the location of all fire and emergency-related equipment on the floor or in the area of responsibility.
- Know the use of all fire and emergency-related equipment on the floor or area of responsibility.
- Appoint Area Wardens if the floor is extremely large and beyond the control of one person.
- Be completely familiar with the floor arrangement, the number of floor occupants, and the location of exits.
- Be fully aware of the existing procedures of the building as they relate to the Floor Warden's floor.
- Train the floor occupants in fire prevention measures.
- Train the floor occupants in safe fire exit procedures.
- Select and train the following to assist during emergencies:
 - Deputy Floor Warden
 - Searchers
 - Elevator Monitors
 - Stairwell Monitors
 - Mobility Aides
- Divide the floor population into groups and formulate the traffic patterns to be followed to exit via emergency stairways.
- Initiate a program to inspect, throughout the floor, exits, exit pathways, exit lighting, extinguishers, and door closures. Report required repairs to the Fire Safety Director and Building Management.
- Maintain an up-to-date list of those who have mobility restrictions on the floor; include usual break- and lunch- times and locations.
- Establish a system of replacements/alternates for floor BERT members because of vacations, sick leave, disability leave, promotion, etc.

DURING A FIRE EMERGENCY – FLOOR WARDENS SHALL:

- Maintain control of occupants and prevent confusion.
- Ensure all persons are notified of a fire or emergency and that all are relocated to a safe area. A search must be conducted of all lavatories, offices, conference rooms, closets, etc. to be sure all occupants have been evacuated to the area of relocation.
- Direct occupants to exits, if alerted.
- Determine safe availability of exit stairways; if violated, use alternates.
- In RELOCATION MODE buildings, control occupants if not directed to move.
- Be prepared to communicate vital information to the lobby or Fire Department.
- If relocated, communicate to lobby your arrival at refuge area.
- Try to determine by head count any missing occupants, and relay to lobby or to Fire Department.

DESCRIPTION OF DUTIES - continued

DEPUTY FLOOR WARDEN DUTIES

- Shall assume the duties of the Floor Warden in his/her absence.
- Perform all tasks as assigned by the Floor Warden.

SEARCHER DUTIES

- Search for occupants who may not have heard the fire alarm.
- Search remote floor areas, restrooms, computer printer rooms, break rooms, and copier rooms, etc.
- Direct persons found to nearest exit.
- Maintain calm and keep others calm by example of your composure.
- Know where the fire extinguishers, alarms and exits are located, and their use.
- Report to the Floor Warden when the search is completed and all persons have been evacuated.
- Verify that office area smoke doors are completely closed.

ELEVATOR MONITOR DUTIES

- Ensure that no persons enter the elevator lobby. **Elevators should not be used in the event of a building emergency.** Any person in the elevator lobby should be directed to the proper exit.
- Stand guard at each elevator lobby smoke door: one at the north location and one at the south location, until the floor has been cleared of all occupants.
- Take necessary action to prevent confusion.
- Assure that the smoke doors to the elevator lobby are completely closed. This also includes the freight smoke doors.

STAIRWELL MONITOR DUTIES

- Assist in orderly relocation by preventing pushing, running, etc., in the stairwells and by keeping evacuees in a single file line using the right-hand side for exit.
- Monitor is stationed at stairwell door.
- Test the exit door assigned for heat before allowing entry.
- Verbally instruct exiting occupants about the correct stairwell procedures and floor of refuge.
- Ensure the automatic door-closures act correctly and refrain from blocking door in an open position.
- Prevent the stairwell door from being propped in the open position that compromises the stair pressurization.
- If exit stairwell becomes violated with smoke or heat, direct occupants to alternate exit.

MOBILITY AIDE DUTIES

- The person with the mobility restrictions should be allowed to select their assigned aide.
- The aide shall have knowledge of the exact location of the building's safest exit.
- The person with the mobility restrictions shall be assisted by the aides to their assigned exit locations. When on site, they shall place the person with mobility restrictions in a location away from the normal path of travel of exiting occupants and await the arrival of the Fire Department.
- The mobility aides shall remain with their charge until relieved by direction of a Fire Officer.