

# Floor Wardens



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## METROPOLITAN PARK FIRE AND LIFE SAFETY

The primary role of floor wardens, as required by the Seattle Fire Code, is to facilitate the evacuation of occupants from the floor during a fire alarm. Floor wardens are on the front lines of emergency response when a fire occurs. Their quick actions, clear thinking and calm leadership are vital to ensuring the safety of the building occupants during a fire emergency.

### ALERT OCCUPANTS & FACILITATE EVACUATION

Upon activation of the alarm, floor wardens should quickly tour the floor/space and alert all occupants that a fire alarm has sounded and evacuation is required. Particular attention should be paid to isolated offices and individuals who may be deaf or hard of hearing. An assertive manner and authoritative voice will help motivate those who are hesitant about evacuating. Instruct occupants to evacuate floor via stairwells, not the elevators.

Be sure you familiarize yourself with the location of all fire extinguishers and method of operation.

Be sure you know of TWO exit routes from your immediate area. Know the floor plan of your floor, restroom, storerooms, libraries, etc. so you can quickly sweep these areas for people.

### CLOSE DOORS

While checking the floor and alerting occupants, the floor warden should also be closing the doors to all rooms. DO NOT LOCK. The Fire Department will need access and they will not wait for keys. Closing doors helps prevent the fire spread, as well as limiting the spread of smoke and toxic gases.

### REMINDERS FOR EVACUATING OCCUPANTS

As tenants exit the floor, one of the two

floor wardens should remind occupants:

- A) *to stay to the right of the stairwell.*
- B) *where their destination is (down four flights of stairs).*
- C) *to feel the doors for heat & do not open if hot ~ find an alternative route.*
- D) *remind people not to enter a floor where the alarm is sounding, and*
- E) *to remain at the meeting place until notified that all is clear.*

### INFORM FIRE SAFETY DIRECTOR OR FIRE DEPARTMENT OF ANY PROBLEMS

Persons remaining on the floor or in the stairwell should be reported to the building's Fire Safety Director or a Fire Department representative in the Main Lobby. They will then ensure that fire fighters are sent to assist those in need if evacuation is required.

### ASSIGN ASSISTANTS TO THOSE PERSONS WHO ARE DISABLED

Two persons (and alternates) should be assigned to each individual whose limited mobility would prevent their evacuating by way of the exit stairwells (this includes seasonal injuries and pregnant women in full term). This should be done before a fire emergency so that all three persons will have time to become familiar with their course of action.

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# Fire Evacuation

In every instance when a fire alarm sounds, treat it as if it were an emergency. An alarm may be activated before a fire is visible. As most fire injuries result from smoke and fumes, it is of the utmost importance that you respond quickly.

1. Secure your desk and quickly collect your personal outer-wear. If you wear glasses or use an inhaler for asthma, take them with you.
2. Obey instructions of the Floor Wardens. Floor Wardens will be the last to leave the floor.
3. Walk to the nearest stairwell exit, closing all office doors behind you. Do not lock doors. Be sure to check the stairwell door for heat or smoke. If door is hot, do not open; go to alternate stairwell and do the same.
4. Proceed down 4 floors, staying to the right of the stairwell.
  - If that floor is not in alarm, enter the floor and take refuge. Try to stay together in a group.
  - If the alarm is sounding you must continue down 4 more floors until you reach a floor that is not in alarm. **DO NOT USE ELEVATORS.** They will not respond during emergency fire evacuations. All elevators will be recalled to the lobby.

## REPORTING A FIRE:

1. Immediately call the Seattle Fire Department (911). Give them:
  - **Your name**
  - **Name of Building—Metropolitan Park (East/West/North)**
  - **Address / Cross Streets:**
    - East: 1730 Minor Aveue**
    - West: 1100 Olive Way**
    - North: 1220 Howell Street**
  - **Floor number and location of fire**
  - **Describe the fire (i.e. waste basket, office machine, electrical, flammable, etc.)**
  - **Your phone number**
  - **Stay on the line until the Fire Department tells you to hang up.**
2. Follow the instructions of your Floor Warden.
3. Office workers should attempt to extinguish a fire only if the fire is small and two or more persons are present (i.e. garbage can).

# Special Instructions for Disabled Persons

**Each disabled or limited mobility person(s) should be assigned two monitors who will provide assistance during an emergency. At least one of these monitors will remain with the person at all times during an emergency.**

Persons who use wheelchairs or are unable to negotiate exit stairs, should review the following procedures:

- Wait near the stairwell exit until all persons on the floor have evacuated and traffic in the exit stairwell has cleared.
- Enter the stairwell with your two assistants and wait on the landing. Make sure the door is securely closed.
- Wait with your assistants for further instructions. The Fire Department will send fire fighters to assist you if evacuation is necessary.
- If you are waiting in the stairwell and traffic begins to build from the evacuation of upper floors, re-enter your floor *if there is no threat of fire, smoke or danger*, to allow others to pass and the stairwell to clear. If there is enough room in the stairwell landing for you to remain and be out of the way of occupants, do so.
- Assistants should not attempt to carry the disabled person down the stairs unless conditions in the stairwell become threatening.
- If conditions deteriorate within the stairwell, seek an alternate way out. If conditions on the floor and stairwells and all alternate routes are not accessible, the next best refuge is a totally enclosed room with a telephone and a window. The telephone can be used to call 911 and give notification of your location. You can also signal your location from the window by putting something light colored and noticeable in the window, or by using masking tape in the shape of a large X. These actions will help notify the Fire Department of your exact location.

# Instructions during an Earthquake

Modern high-rise buildings are structurally designed to withstand earthquakes and are required to meet very strict building codes. In the event of an earthquake, they can be a relatively safe place.

In a quake, it is likely that a high-rise will experience swaying motion and distortion causing walls and partitions to crack, lights and other ceiling elements to fall, and interior contents like tall shelves and filing cabinets to topple over or move around. *The greatest danger in a high-rise is not from the building structure, but from the building's contents moving and falling.*

## IN THE EVENT OF AN EARTHQUAKE: DUCK/COVER/HOLD

- Take shelter under a table or desk to protect yourself against flying glass or debris. If there isn't a desk or table to get under, get against a wall and crouch down to the floor as low as possible and cover your head with your hands.
- Do not run or panic. Do not try to exit the building or use the stairwells in an earthquake.

### THE TWO BEST PLACES TO BE IN AN EARTHQUAKE:

- Under a desk or table
- Crouched down to floor against a wall with head covered

- Do not leave cover until ordered to do so by your Floor Warden. After initial shock, be prepared for additional aftershocks.
- After an earthquake, proceed with caution. Remain calm and lend a hand to others. Move away from windows and glass relicts.
- Access work area for injury among fellow workers and render first aid as needed, if certified to do so. Do not move seriously injured individuals unless they are in immediate danger.
- Evacuation should not be spontaneous. You may be safer in the building than on the street. Stay in your sheltered area until advised otherwise. If evacuation is warranted, it will be announced by your Floor Warden. Follow normal building evacuation procedures.

NOTE: DO NOT RUN OUTDOORS. Falling debris, electrical wires, etc., will cause extremely hazardous conditions. If you are outside, stay outside and find shelter away from buildings, trees, light and power poles if at all possible. If you are inside, stay inside.

# Fire Safety and Security Tips

## FIRE SAFETY TIPS

Fire is always a concern and is generally caused by carelessness. Everyone can reduce the possibility of fire by observing some basic rules:

- It is essential that all smoking materials be disposed of properly. Metropolitan Park are non-smoking buildings. This includes all common areas, stairwells and parking garage areas. There are designated smoking areas provided at each building location.
- Use only electrical extension cords approved by the Building Management. Do not overload outlets.
- Turn off electrical equipment, especially coffee makers, when not in use.
- Avoid bringing hazardous materials into the building. Make proper arrangements for their disposal (i.e. printing chemicals, toner cartridges, etc.)
- Keep all egress/exits to stairwells and corridors free of debris, boxes or any other material that may hinder someone's access to the stairwells.

**Every occupant of Metropolitan Park has a role in preventing emergencies. Through awareness, careful actions, and consideration for others, many possible emergencies can be avoided.**

## SECURITY TIPS

Security is provided for the property 24 hours a day, with the Seattle Police Department providing support on criminal matters. It is our goal to provide a safe working environment including protection of personal and company property. Each occupant of the buildings can assist in these efforts by observing some basic rules:

- Keep personal items such as purses and wallets, sensitive or proprietary information, and valuable items in a secure, locked, out-of-sight locations when you are not in your work area.
  - Keep your car locked while parked in any area of the parking garage.
- Activities or items which seem out of the ordinary should not be ignored. Each building occupant should report any questionable activities or concerns to the Building Management (24 Hours) at (206) 515-4750. For example:
- People loitering in lobbies, restrooms, elevators, stairwells, or appearing to have no business in the building.
  - Solicitors or others going door to door without the Building Manager's authorization.
  - Packages or cases that appear to be abandoned.

# Bomb Threats and Evacuation

## REPORTING BOMB THREATS

1. Anyone receiving a call about a bomb threat should attempt to get the exact location in the building where the bomb has been or is going to be planted. Try to get as much information as possible about the caller, for example: voice, race, sex, or group affiliation. Listen for noises in the background or for other clues that may indicate who is calling and from what location. Immediately dial \*57. This will begin a trace on the call. Then call 911.
  - Carefully record and report information immediately to Building Management (24 Hours) at (206) 515-4750.
  - Complete the *Bomb Threat Check List* (Page 5), and turn it in to the Property Manager.
2. Anyone receiving a written bomb threat should immediately call 911, then notify Building Management (24 Hours) at (206) 515-4750. It is important to preserve all evidence for law enforcement agencies.

### NOTE:

Regardless of how a bomb threat is received (telephone, letter, etc.), you should not talk with anyone about the threat, except as directed by Building Management, your Floor Warden, or proper authorities.

## BOMB THREAT EVACUATION

1. If evacuation is warranted, the entire building will be evacuated. Each tenant will be notified and they will decide whether or not they want to evacuate.
2. Obey instructions of the Floor Warden or officials such as security, police, etc.
3. Check your work area prior to evacuating and report any suspicious packages or objects to the Floor Warden. **DO NOT DISTURB ANY PACKAGE OR UNUSUAL OBJECT.** Leave all doors as they are.
4. After reaching the designated evacuation site, wait for further instructions.
5. Return to your work area after you are told to do so.

# Steps To Take If An Explosion Occurs

**There are no known conditions in the building which are likely to cause an explosion.  
In the unlikely event one should occur, your safety could depend on following these procedures.**

1. Take cover under a desk, table, or some other object that will give protection against flying glass or debris.
2. As soon as possible dial 911. After the explosion, notify Building Management at (206) 515-4750 and report conditions in your area.
3. Assess fellow employees for possible injuries and assist first aid where needed. Dial 911 and give all the information they request.
4. If evacuation is warranted, it will be announced by your Floor Warden.
5. After reaching the designated evacuation site, wait in the area for further instructions or an announcement to return to your office.

**NOTE:** When you leave your normal work area during an explosion emergency, *if time permits, and there is no immediate danger:*

- File sensitive documents in a safe location.
- Place records in files or desk drawers.
- Disconnect electrical equipment.



# How to Handle Demonstrations and Riots

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## DEMONSTRATIONS

Anyone notified of possible demonstrations is to immediately notify Building Management (24 Hours) at (206) 515-4750 and report such information. Remember that demonstrators have a legal right to express their opinion provided they do not violate the rights of others. They should be avoided or ignored, not bothered or attacked. If you or your property are threatened, notify the police (911) immediately. Any other action could result in you being charged with violating the rights of the demonstrators.

## RIOTS

In the event there is rioting during business hours all 1st and 2nd floor tenants will be moved to an upper level floor. The building elevators and stairwells will be locked off for safety of building occupants. Do not attempt to stop rioters, stay out of their way.

- Stay in the building, do not attempt to leave.
- The Seattle Police Department will instruct us when it is safe to proceed and when streets are cleared.

# Medical Emergencies

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## IN THE EVENT OF A MEDICAL EMERGENCY:

1. Immediately call the Seattle Fire Department (911). Give them your name, address, location (floor number, area N.S. E.W, office, etc.), and telephone number.
2. Describe the medical situation as follows:
  - Occurrence (heart attack, fall, laceration, etc.).
  - Symptoms (dizziness, convulsions, choking, etc.).
  - Condition (broken leg, bleeding, unconsciousness etc.).
  - Actions currently being taken.
3. Follow the instructions you receive.
4. Then notify Building Management at (206) 515-4750 and personnel will be notified to assist in any way possible.

## IF NOT DURING NORMAL WORKING HOURS:

- Call 911.
- Notify Building Management (24 Hours) at (206) 515-4750 to reach security .
- Have someone meet Medic I or ambulance at the front entrance of the building. Let them in and direct them to the injured person.

**NOTE:** *Office workers should not administer emergency medical care except basic first aid (stop bleeding, keep warm, etc.), or CPR, unless trained to do so. Do not attempt to move the person(s) unless necessary to prevent further injury or death. Remember that help is on the way. Remain calm and be as reassuring as possible to the injured party. Give as much information to the responding aid car personnel as possible.*

# Other Emergencies

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For any other types of emergencies call Building Management (24 Hours) at (206) 515-4750. Give your ***name, location of emergency, type of emergency, and description of the immediate situation.*** Request the type of assistance necessary for the emergency.

**Metropolitan Park Management Office**

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