

Standard Operating Administrative Procedure for:

Floor Warden – In case of Emergency Evacuation

Date of Issue:	Review Date: April 2011	Review Frequency: Annual	Version #: New
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Overview:

This SOP is to ensure all floor wardens use a consistent process to evaluate the building in an emergency.

Reason for change:

To communicate a procedure to all ICICS/CS fire wardens.

Scope (who/what is affected by this SOP):

This applies to all floor wardens in both West Wing and X-Wing building

Procedure:

In the event of an emergency requiring evacuation of the building, supervise the orderly evacuation of the floor or area:

Floor Warden's exiting path

https://www.cs.ubc.ca/sites/cs/files/internal_docs/floor_warden_exiting_path.pdf

What to do:

- Grab your gear (may include: walkie talkie, vest, contact list)
- Clear your building path as quickly as possible
- Try to “herd people in a group” and move people along where necessary (especially labs)
- Direct people to the exits, and away from the building to safe assembly areas.
- Don’t wait for people in offices of labs
- Do not put yourself at risk
- Report in immediately via walkie talkie to Emergency Director
 - See Walkie Talkie procedures on page 2
- Emergency Director is located at the Front of building on Main Mall
- Inform the Emergency Director of any people that are injured or unable to exit the building
- Floor wardens without walkie talkies must still report in.
 - Use “thumbs up” signal to indicate everything is ok
 - Floor warden reporting must signal “thumbs up” for ok
- If Floor wardens are not on their floor during the evaluation they must report in regardless.

After you have reported in:

- You should NOT re-enter the building until the alarm is turn off or you are told by the fire chief.
- Floor wardens come to the front of the building.
- In a REAL emergency
 - Bring the people that came out of the building with you to the front of the building so we can check off the list of people.

If the Emergency Director is not available

In the event that the Emergency Director is not available to coordinate with Floor wardens’ and contact fire department on site.

- 1) Vivian will act as Emergency Director
- 2) Sandra or Chelsey will act as Emergency Director

Equipment for Floor Wardens	Emergency Director Moyra	Assistant Emergency Director Ming	Vivian	Front Office Sandra, Chelsey	X7 & 8 Floor Wardens	Remaining Floor Wardens
Walkie talkies set to channel 7-1	Y	Y	Y	Y	Y	N
Emergency Binder with floor warden paths	Y	Y	Y	Y	N	N
Emergency Binder building user list	Y	Y	Y	Y	N	N
List of Floor wardens names and cell numbers	Y	Y	Y	Y	Y	Y
Floor warden procedures and walkie talkie instructions	Y	Y	Y	Y	Y	Y
Reflective vest	Y	Y	Y	Y	Y	Y

Communicated out via:

Walkie Talkie Procedure

- set to Channel 7-1
- Listen for empty air time
- State your name and purpose concisely and SLOWLY
- Use “over” when you are finished
 - Example
 - Sue here. We are out of the building. Over.
 - Bob here. X7 wasn’t done I was in Dempster when the alarm went off. Over

Floor wardens assigned walkie talkies (last updated: Oct 10, 2012)

Warden		Warden	
Ming	Level 1	Lara	Level 3
Moyra	Level 1	Nasa	X7
Front Office	Level 2	Will	X8
Fatima	Level 3		



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