

Floor Guardian Training

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Types of Emergencies

Your building may be required to evacuate for:

- Fire
- Hazardous Material Spill or Release
- Bomb Threat
- Facility or Utility Failure

Emergency Preparedness

Effective emergency planning requires that everyone at Johns Hopkins...

- Be informed of what to do in case of an emergency
- Be prepared to fulfill roles & responsibilities

Today's session provides you with information about

- What to do in an emergency building evacuation
- Duties/ responsibilities of floor guardians
- Challenges to success

Storage

- ▣ Storage must not limit the use of exits, stairways, or areas normally used for the safe egress of people
- ▣ In office occupancies:
 - Storage prohibited except that which is required for maintenance and operation of equipment
 - Storage must be in:
 - ▣ closed metal containers inside a storage cabinet, or
 - ▣ safety cans, or
 - ▣ an inside storage room



Doors



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Emergency Evacuation Procedures

IN THE EVENT OF a Fire, Bomb Threat,
Hazardous Material Spill, etc....

*ACTIVATE FIRE ALARM SYSTEM LOCATED
ALONG EXIT ROUTES IF THE ALARM IS
NOT SOUNDING.*

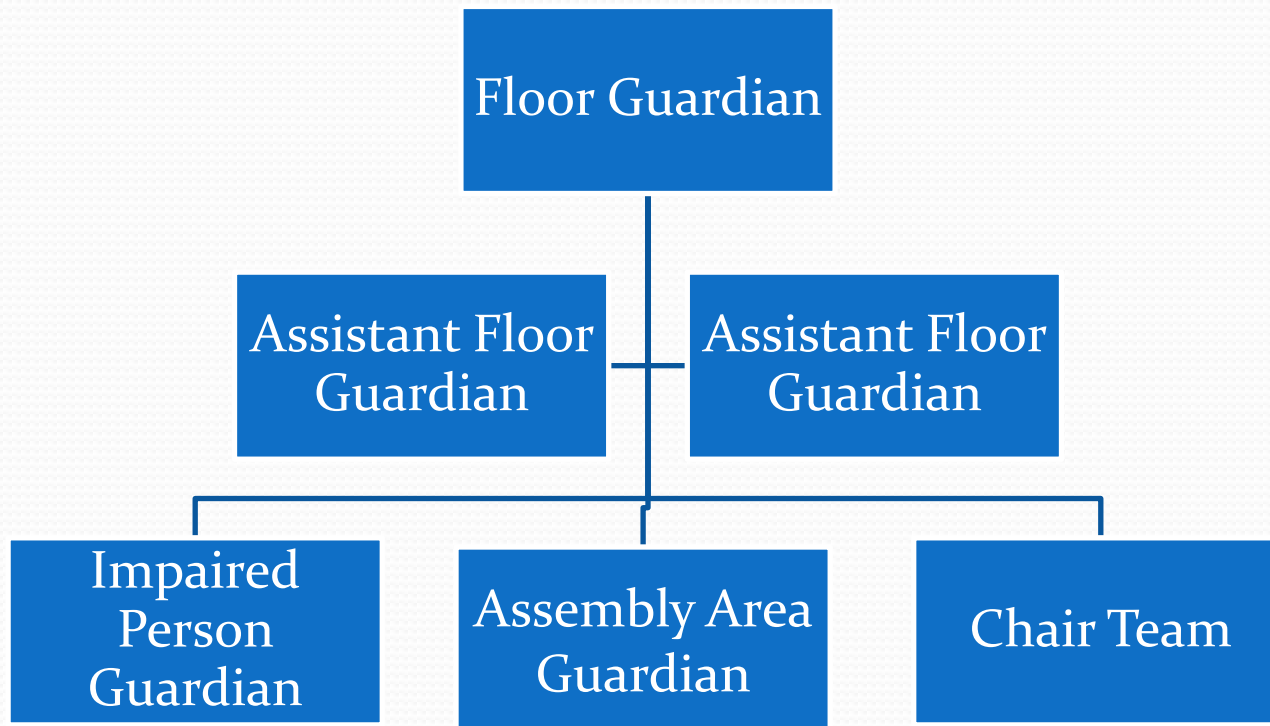
If You Are Trapped By Fire Inside a Building...

- Stay low if there is smoke in the area.
- Feel doors before opening - if hot to the touch, find another avenue.
- Close doors behind you upon leaving.
- If trapped in an area, close the door, use available material to pack under the threshold openings, and call or signal for help.

Emergency Evacuation Plan

- *Know* the location of your primary and secondary exits
- *Know* the location of the nearest fire alarm pull station and fire extinguisher
- *Read and understand* the emergency evacuation plan and procedures
- *Know* the location of the common meeting area
- *Practice* the emergency procedures

Typical Floor Organization



Roles and Responsibilities

- Floor Guardian
- Assistant Floor Guardians
- Chair Team
- Accountability Guardian
- Assembly Area Guardian



Guardian Training

- Floor Guardian
 - Designated employee that assists in the orderly evacuation of their assigned areas
- Assistant Floor Guardian
 - Designated employee that assists the Floor Guardian and assumes their duties in their absence

Floor Guardian



**Please evacuate
immediately!**



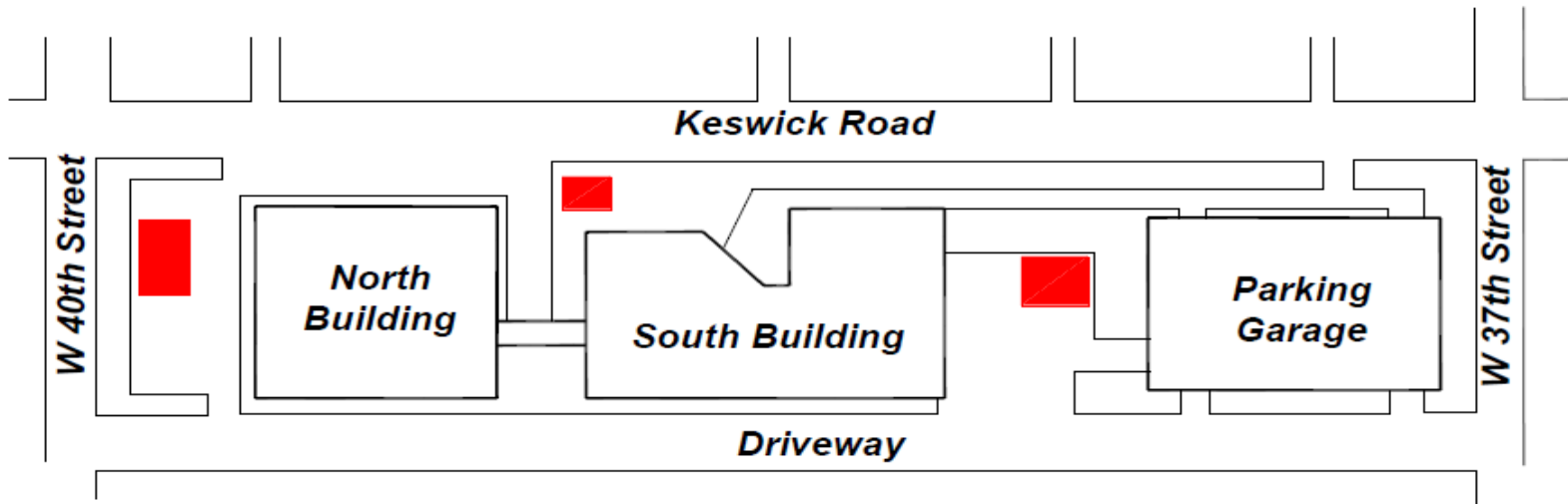
Floor Guardian

- Coordinates the evacuation of occupants from their assigned floor.
- Provided a report upon exit from the building to the Accountability Officer.
 - Location and presence of any impaired person(s) and or monitors remaining in stairwells.
 - Any smoke or fire conditions on their floor.
 - Anyone remaining in their work area.

Assistant Floor Guardian

- Assists with the evacuation of occupants on the floor (assigned half a floor).
 - Directs persons to the closest exit.
 - Ensures that individuals have left their offices.
- Performs the Floor Guardians responsibilities in their absence.

Emergency Evacuation Plan Assembly Area Map



LEGEND

In the event of a fire, go to the closest fire exit and leave the building immediately.

Do not use an elevator.

Call 911 once you have safely arrived at the designated fire evacuation assembly area.



Assembly Area

Impaired Person Guardian



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Impaired Person Guardian



Impaired Person Monitor

- Responsible for one impaired person.
- Responsible to go to the location of the impaired person and escort them to the closest stairwell.
- If immediate evacuation is necessary then an exit monitor will assist within his/her abilities.

Impaired Person Guardian



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Evac chair



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Challenges to Success

- **Immobility**
- **Fire and Smoke Conditions**
- **Uncooperative individuals**
- **Chaos**
- **Keeping the Team current**



Sheltering in Place

- When an emergency requires you to remain inside
 - Weather
 - Hazardous materials spills
 - Hazards outside
- Communicating the message
 - Public address
 - In person floor by floor
 - Email and text message

The Next Step...

- **Get together with the Team on your floor**
- **Identify your area of responsibility**
- **Educate the occupants in your area**
- **Conduct a walk through of and discuss your task**

Emergency Evacuation Team Training

Thank you for participating in this
training program!