

Floor Wardens

Plano Fire Department Fire Prevention Division



Duties of Floor Wardens: The primary role of floor wardens, as required by Building Management, 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 action, clear thinking and calm leadership are vital to ensuring the safety of building occupants during a fire emergency.

Alert Occupants and Help Evacuation: Upon activation of the alarm, floor wardens should quickly tour the floor 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 use the exit stairwells, not the elevators, to evacuate the floor.

Close Doors: While checking the floor and alerting occupants, the floor warden should also be closing the doors to all rooms. Closing doors helps prevent fire spread, as well as limiting the spread of smoke and toxic gases.

Remind Evacuating Occupants of Their Meeting Place: As tenants exit the floor, one of the floor's two floor wardens should remind them A) to stay to the right of the stairwell and B) where their destination is. It is also a good idea to remind people not to enter a floor where the fire alarm is sounding and to remain at the meeting place until notified.

Inform Fire Safety Director Or Fire Department of 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. They will then ensure that firefighters are sent to assist those in need if evacuation is required.

Assign Assistants to Those Persons Who Use Wheelchairs: Two persons (and alternates) should be assigned to each individual whose limited mobility would prevent their evacuation by way of the exit stairwells. This should be done before a fire emergency so that all three persons will have time to become familiar with their course of action.

Area of Refuge: The most appropriate location for an area of refuge is a totally enclosed room with a telephone and window. This may be an office or your apartment. The door will help keep out smoke. You may be able to signal from the window. The telephone can be used to call and

For Those Unable to Use Exit Stairs:



Persons who are unable to negotiate exit stairs should review the following items:

Wait near the exit stairwell until everyone has evacuated the floor and traffic in the stairwell has cleared.

Enter the stairwell with your two assistants and wait on the landing. Make sure that the door is securely closed.

Wait for further instructions. The Fire Department will send firefighters to assist you if evacuation is necessary.

If you are waiting, and the stairwell traffic builds from the evacuation of upper floors, re-enter your floor to allow others to pass.

Assistants should not attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions do deteriorate, the assistants can then carry you to a safe location.

If you do not have persons to wait with you, or if there are too many individuals to wait on the landing, an area of refuge should be sought on the floor. See the other sidebar for details on your area of refuge.