



1201 Third

Welcome!

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Floor Warden Training

Today's Work Environment - What This Means for Preparedness

The Importance of Being a Floor Warden

Extreme Heat and Wildfire Smoke

Fire Evacuation

Earthquake Response



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What is your work model?

New Work Models

Hybrid Hub - increased
density

Flexible work
schedules - Floor
Wardens not present
~~consistently~~

Isolation - people
working alone

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The Importance of Being a Floor Warden





Floor Warden Responsibilities

More than an annual event!



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Take a leadership role in the overall day-to-day safety of your work environment

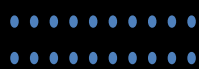


Floor Warden Responsibilities

More than an annual event!

Take a leadership role in the overall day-to-day safety of your work environment

You are an integral part of the emergency response protocol for the building



Floor Warden Responsibilities

Ways to make you a year-round resource:

- Make yourself known



Floor Warden Responsibilities

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- Make yourself known
- New hire orientation



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- Know outside resources



Floor Warden Responsibilities

Ways to make you a year-round resource:

- Make yourself known
- New hire orientation
- Make life safety a topic at staff meetings
- Business Continuity Plan/Disaster Recovery Plan
- Know outside resources
- Have a family emergency plan in place

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55 Floors



Life Safety Systems

Sprinklers

Fire extinguishers

Audible alarms and strobe lights

Pull stations

Evacuation stairwells that are
pressurized

Addressable fire panel

Elevator recall

Public address system



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Floor Warden Program

- Required by Fire Code
- Primary responsibility is to lead others to safety
 - Relocation
 - Evacuation
 - Shelter in Place
- Interface with Property Management and Seattle Fire Department
- Maintain list of disabled employees
- Know evacuation routes
- Have an adequate number of floor wardens for your office
 - Get helpers!

Extreme Heat Wildfire Smoke

Becoming a more common occurrence in the Puget Sound region

Important to recognize and plan for hazards related to heat and smoke

We are not accustomed to these conditions!

Extreme Heat

The heat is on...

2022

- Six consecutive days over 90 degrees in Seattle
- October 16, 88 degrees

2021

- Heat dome causes Seattle to reach 108 degrees on June 28
- 44% of Seattle homes have air conditioning

Extreme Heat

Ways to protect yourself

- Understand your limits
- Pay attention to news alerts
- Go to cooling centers
- Stay in touch with friends and family

Extreme Heat

HEAT-RELATED ILLNESSES

WHAT TO LOOK FOR

WHAT TO DO

HEAT STROKE

- High body temperature (103°F or higher)
 - Hot, red, dry, or damp skin
 - Fast, strong pulse
 - Headache
 - Dizziness
 - Nausea
 - Confusion
 - Losing consciousness (passing out)
- Call 911 right away-heat stroke is a medical emergency
 - Move the person to a cooler place
 - Help lower the person's temperature with cool cloths or a cool bath
 - Do not give the person anything to drink

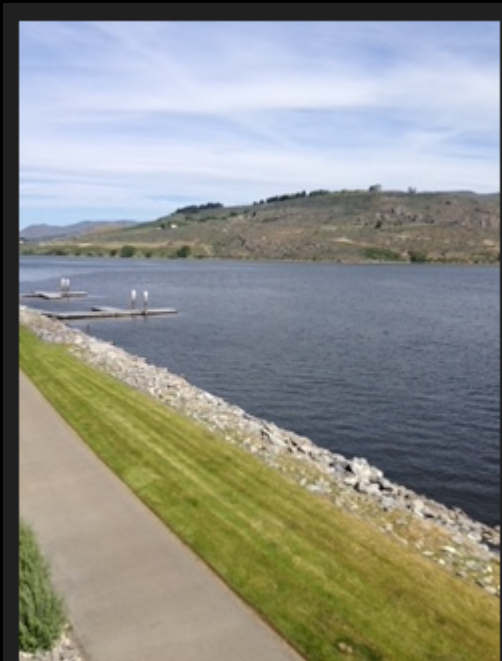
HEAT EXHAUSTION

- Heavy sweating
 - Cold, pale, and clammy skin
 - Fast, weak pulse
 - Nausea or vomiting
 - Muscle cramps
 - Tiredness or weakness
 - Dizziness
 - Headache
 - Fainting (passing out)
- Move to a cool place
 - Loosen your clothes
 - Put cool, wet cloths on your body or take a cool bath
 - Sip water
- Get medical help right away if:**
- You are throwing up
 - Your symptoms get worse
 - Your symptoms last longer than 1 hour

Wildfire Smoke

2020

- In September, the majority of the state experienced at least five consecutive days of very unhealthy or hazardous air quality



Wildfire Smoke

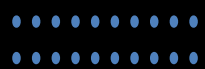
Ways to protect yourself

Wildfire Smoke Safety | seattle.gov

- Pay attention to news alerts, check local AQI reports
- Avoid physical exertion outdoors if smoke is in the air
- Stay indoors and keep indoor air as clean as possible
- Learn how to make a clean air fan

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How can the building adjust to extreme heat and the presence of wildfire smoke?



FIRE EVACUATION



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- What is one of the first questions heard when the fire alarm goes off?



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- Fire Evacuation

- When alarm sounds, take action! There are not different alarms.
 - Put on vests and hats
 - Direct people to the nearest safe exit stairwell (do not use elevators)
 - *HELPERS* Designate people to ensure safety of stairwells (feel doors with back of hand, check for smoke), open doors and motion people to exit
- Close office doors, but do not lock them
- Check all areas to ensure complete evacuation
 - Offices, restrooms, conference rooms
 - *HELPERS* Extra people makes the task move faster
- Relocate to your designated evacuation floor
 - Proceed down four floors
 - Stay to the right when going downstairs; no food or beverages



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- Fire Evacuation
 - Disabled personnel
 - Must have two pre-assigned aides
 - *HELPERS* Designate two people to act as aides for each disabled employee
 - After others have evacuated, escort disabled person to stairwell landing and wait for fire department personnel
 - When floor has completely evacuated, proceed to reassembly area
 - Take roll call
 - Keep voices low
 - Report to Property Management if needed
 - Wait for announcements



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- Other Floor Warden Duties
 - Know off-site reassembly location
 - Plan Plan Plan!
 - Know both stairwells
 - New hire orientation
 - Safety walks
 - Participate in annual fire drills as required by Fire Department
 - Know how to operate a fire extinguisher - P A S S
 - P-ull locking pin
 - A-im at base of fire
 - S-queeze trigger
 - S-weep back and forth at base of fire
 - Make life safety a topic at staff meetings



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- Items to Note
 - Three floors evacuate simultaneously during a fire alarm
 - Fire floor, the floor above and the floor below
 - Other parts of the building will not hear alarm
 - HVAC will shut down
 - Elevators will recall to the lobby

Safety Check

Look for objects obstructing exit corridors and emergency exits (boxes, hand carts, water bottles).

Look for items employees have brought in: fountains, space heaters, etc.

Look for objects that are not secured that can fall in an earthquake.

Know location of fire extinguishers and how to operate.

During new employee orientation, locate exits and walk downstairs (with help from property management).

Have your Floor Warden identification handy!

EARTHQUAKE RESPONSE

Before, During, After



Before

- Get trained!
 - Additional Resources
 - » www.seattle.gov/emergency-management
 - » alert.seattle.gov
 - » *kingcounty.gov/alert
 - » www.ready.gov
 - » Red Cross

Before

- Get trained!
- Train others
 - Explain earthquake safety at staff meetings
 - Make yourself known

Before

- Get trained!
- Train others
- Obtain supplies
 - Ensure each employee has a personal safety kit
 - Consider supplies for general office use
 - First aid kits

During

- Stay calm!
 - Others will look to you for leadership

During

Many things are unpredictable during an earthquake such as strength, duration and how the building will react.

What else is unpredictable?

During

Human behavior

Be prepared for a variety of emotions!

During

- Stay Calm!
- Duck, Cover, Hold On
 - Get away from windows and perimeter walls
 - Get under a sturdy object such as a desk or table
 - Cover your head to prevent injury
 - Hold on to the piece of furniture because it will move too!



During

- Stay Calm!
- Duck, Cover, Hold On
- Do not go outside
 - Natural instinct to flee
 - Exterior conditions are unknown

After

- Check yourself for injury

After

- Check yourself for injury
- Evaluate your immediate area for danger

After

- Check yourself for injury
- Evaluate your immediate area for danger
- Remain calm
 - People will react to your demeanor
 - People need clear, composed instruction

After

- Check yourself for injury
- Evaluate your immediate area for danger
- Remain calm
- Move people to core of building
 - Strongest part of building
 - People are gathered in a safe place for aftershocks

After

- Check yourself for injury
- Evaluate your immediate area for danger
- Remain calm
- Move people to core of building
- Check for injuries; apply first aid

After

- Check yourself for injury
- Evaluate your immediate area for danger
- Remain calm
- Move people to core of building
- Check for injuries; apply first aid
- Listen for instructions from Property Management

After

- Check yourself for injury
- Evaluate your immediate area for danger
- Remain calm
- Move people to core of building
- Check for injuries; apply first aid
- Listen for instructions from Property Management
- If possible, check for damage

Property Management Response

- Ensure all staff members are accounted for
- Stabilize the building
 - Respond to alarms
 - Check for water leaks
 - Look for structural damage
 - Resume elevator operation
 - Give instruction via PA system
- Take reports of injuries

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- Who is ultimately responsible for your personal safety?

Questions or Comments?

A blue 3D-style bar at the bottom of the slide, consisting of two overlapping rectangular blocks. The left block is slightly behind and to the left of the right block, creating a sense of depth. The color is a medium blue.



Thank You for Being
a Floor Warden!