

# 1201 THIRD

## FLOOR WARDEN TRAINING



1201 Third  
Wright Runstad & Company  
1201 Third Avenue, Suite 520  
Seattle WA 98101  
206-224-1201

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## ***NOTES***

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# GENERAL

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## **Your Role as a Floor Warden:**

1. Be a visible leader in your company. Share information, encourage advanced planning, and act as the calming force in any building emergency. An example of an introductory Floor Warden letter is included.
2. Maintain a current roster of all physically disabled persons on your assigned floor and include at least two (2) Special Assistants per physically disabled person. Provide a copy to Property Management and update routinely. Ensure that each special assistant for physically disabled persons knows who they are assigned to assist in an evacuation.
3. Know Emergency Exit routes, stairwell locations and where the stairwells exit onto the street. Take a walk down both stairwells to become familiar with the evacuation experience and stairwell exit locations.
4. Know where emergency intercoms are located and how to use them. Intercoms are in the stairwells on every fifth floor starting with the fifth floor.
5. Report any potential fire hazards to Property Management through your office manager or corporate facilities manager.
6. Be familiar with your company's own emergency response procedures.

## **Our Role as Property Management:**

1. Maintain a current list of Floor Wardens.
2. Provide annual floor warden training classes.
3. Provide information support to floor wardens.
4. Conduct annual fire drills.

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# INTRODUCTION LETTER

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Example Floor Warden Introduction Letter:

*As your designated Floor Warden, I recently attended a safety training session conducted by Wright Runstad & Company Property Management. If you have any questions regarding emergency response issues, please direct them to me.*

*If a fire alarm is activated on our floor, the alarm will sound on the floor above and the floor below. Everyone on the "Fire" floors is to move **four floors down** via the nearest stairwell, exit into that floor's main lobby, and wait to receive further instructions. During the alarm, per Seattle Fire Code, the elevators are recalled to the lobby. If you happen to be on the elevator when the fire alarm sounds - don't worry. The elevator will automatically be recalled to the lobby, and you can exit there.*

*We will not be allowed to return to our floor until the Seattle Fire Department gives Property Management permission to reset the alarm. There will be an announcement over the speaker system when we are able to return to our floor. If the alarm is not sounding on our floor, you may continue to work in your office.*

*Property Management has shared information with me on other types of building emergencies including medical emergencies, earthquakes, bomb threats, suspicious packages, and suspicious substances. Please contact me with any questions on these topics.*

*Sincerely,*

Your Floor Warden

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# ***FIRE***

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## **Your Role:**

### **On the Fire Floor:**

1. Although our building systems will detect a fire and activate the alarm, if you discover a fire call 911 then Security at 206-224-1203. If the fire is small enough and you have been trained, extinguish the fire with a fire extinguisher.
2. Designate Search Monitors (assistants) to help you in an emergency. Position Search Monitors at each stairwell to promote safe evacuation of personnel into and down stairwells.
3. Check all offices, restrooms, and conference rooms after evacuation to ensure no one is left behind. Close all doors behind you.
4. Provide necessary assistance during the evacuation. If needed, use the intercom in the stairwell and Property Management or Seattle Fire Department personnel will assist you.
5. When all assigned duties have been completed, proceed four floors down or as directed by Property Management.

### **On the Receiving Floor or Safe Refuge Area:**

1. During a partial building evacuation, the "Safe Refuge Area" is the building elevator lobby located four floors down from the fire floor.
2. Guide evacuees onto the Safe Refuge Area floor and direct them to wait in the elevator lobby until an announcement is made to return to your floor.
3. Follow your company's procedure for roll call and other duties before returning to your floor.

## **Our Role:**

1. Investigate the alarm location prior to the arrival of the Seattle Fire Department.
2. Escort the Seattle Fire Department to the alarm location and assist in the investigation.
3. In the event of a fire, the Seattle Fire Department will assume control of the incident and direct us accordingly.
4. Reset the fire alarm system and make a building-wide announcement after the "All Clear" has been given by the Seattle Fire Department.

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# EARTHQUAKE

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## **Your Role:**

### *Preparing for an Earthquake:*

1. Train coworkers on earthquake response procedures.
2. Encourage coworkers to keep a 3-day supply of food, water, comfortable clothing, etc. in their workspace. Keep flashlights, radios, and batteries on hand. Property Management will not provide these items in the event of an emergency.
3. Inform your coworkers that occupants of higher floors will experience swaying of the building; lower floors will experience the most abrupt shaking.

### *During an Earthquake:*

1. Drop, Cover and Hold: Get under a table or desk and hold onto one of the legs or the top. Be prepared to move with the table or desk.
2. Stay away from windows and glass partitions and turn your face away from them. Grab anything handy, such as a coat, a cushion, pillow, blanket, newspapers or even a cardboard box, to shield your head and face from falling debris and splintering glass.
3. Wait until the earthquake stops before moving from your location. Be prepared for aftershocks.

### *Immediately Following an Earthquake:*

1. Remain quiet and calm. Listen for a building announcement over the public address system and follow the instructions.
2. Assess the condition of your coworkers. Call 911 to report injuries. Be a calming example for your coworkers.
3. Inspect your floor and make a list of noticeable damage to your space. Submit the list to Property Management when they arrive on your floor.
4. Unless instructed otherwise by Property Management, do not exit the building during or immediately after an earthquake. Most earthquake-related injuries occur while someone is outside of a building.
5. Listen to news reports to ensure that areas and roads you will need to get home are in fact undamaged and traffic is moving.

## **Our Role:**

1. We will make a building-wide announcement to confirm that an earthquake has occurred and provide further instructions.
2. We will assist the Seattle Fire and Police Departments in their emergency response.
3. We will inspect the property to assess the damage and potential danger to occupants.
4. If necessary, we will coordinate an organized, full building evacuation after receiving instructions from the Seattle Fire and Police Departments.

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# ***POWER OUTAGE***

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## **Your Role:**

1. Remain calm and stay in place.
2. If possible, call Security at 206-224-1203 and tell them the specific problem (i.e., loss of outlet power, no lights, etc.).
3. If you experience a total power failure, turn on a battery-operated radio to find out what is happening in your area. Listen for an announcement from Property Management.
4. Unplug all electrical equipment and turn off light switches. When power returns it may surge equipment that was left on prior to the outage.
5. If evacuation is necessary, evacuate to your designated area.
6. If it is necessary to close the building, monitor local news reports or contact Security at 206-224-1203 to find out when the building is open again.

## **Our Role:**

1. We will make a building-wide announcement to provide further instructions.
2. We will assist the Seattle Fire and Police Departments in their emergency response.
3. If the power outage is known to continue for an extended period of time, we will evacuate and close the building until power is restored.

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# ***BOMB THREAT***

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## **Your Role:**

*If the threat is via phone:*

1. Remain calm and collect as much information as possible from the call and the caller.
2. Signal a coworker to call 911 and then call Security at 206-224-1203. Notify your supervisor.
3. The Seattle Police Department will not search for a bomb in your office space. They rely on the occupants of a space to identify anything that is out of place, suspicious, etc. Please be prepared to search your space to identify anything suspicious.

*If the threat is related to an unidentified package, box, bag, etc. in an office area:*

1. Call 911.
2. Call Security at 206-224-1203.
3. Move all employees away from the area.

## **Our Role:**

1. We will escort the Seattle Police Department to your floor.
2. We will notify the tenants above and below the affected floor, adjacent tenants on multi-tenant floors, and other floors as advisable and provide them the information we have.
3. The manager of the tenants above and below the affected floor will make the judgment as to whether to evacuate or not, unless the local authorities make that decision for us.



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# ***SUSPICIOUS PACKAGE***

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## **Your Role:**

1. Become familiar with the warning signs of a suspicious package. Train all coworkers, particularly those who handle mail frequently.
2. Do not open the article.
3. Isolate the package and secure the immediate area.
4. Do not attempt to move the package or place it in water or a confined space such as a drawer or filing cabinet.
5. Call 911.
6. Call Security at 206-224-1203.

## **Our Role:**

1. We will escort the Seattle Police Department to your floor.
2. We will support the Seattle Police Department while they investigate the package.

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# ***SUSPICIOUS SUBSTANCE***

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## **Your Role:**

1. Call 911. It is important that the phone call comes from the affected floor so that the Seattle Fire Department and Police will know exactly the floor from which the call was made.
2. If applicable, contact your company's designated emergency number.
3. Call Security at 206-224-1203 and leave a contact name and phone number where we can reach you again.
4. Identify a point person on the floor with whom Fire and Police personnel may talk. They will want to talk with that person on the phone before going to the floor.
5. If possible, isolate the substance by closing a door or, if in an open area, putting an empty trash can or another container over it.
6. Anyone in contact with the substance should wash his or her hands with soap and water.
7. Those in contact with, or in the immediate area of the substance, should isolate themselves from everyone else on the floor to prevent cross-contamination.
8. Make a list of every person in or near the location of the substance.
9. Do not allow anyone to leave the floor or enter it via the elevators or stairwells. It is important to know who may have been exposed so they are readily identifiable if treatment for exposure is needed.

## **Our Role:**

1. Help isolate the floor from the lobby via the card access system.
2. Shut off the HVAC to the floor so that air movement does not disturb the substance.
3. Follow the instructions of the Seattle Fire and Police Departments until given the "all clear."

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# ***MEDICAL EMERGENCY***

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## **Your Role:**

1. Encourage your company to keep an updated list of emergency contact telephone numbers for all employees. In the event of a medical emergency, it will expedite calling a family member.
2. Keep a list of employees on your floor that are certified in CPR.
3. If someone on your floor experiences a medical emergency, call 911 first.
4. Call Security next at 206-224-1203 and leave a contact name and phone number where we can reach you again.
5. Send someone to the elevator lobby on your floor to meet the arriving medical emergency rescue team and escort them to the individual needing assistance.

## **Our Role:**

1. Escort the medical emergency rescue team to your location.
2. Escort the medical emergency rescue team out of the building to the ambulance.

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# RESOURCES

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**Washington State Emergency Management Division**  
*Personal and business preparedness/response information*

[www.emd.wa.gov](http://www.emd.wa.gov)

**King County Office of Emergency Management**

[www.kingcounty.gov/safety/prepare.aspx](http://www.kingcounty.gov/safety/prepare.aspx)

**Centers for Disease Control**  
*Biological and Chemical Hazards*

[www.cdc.gov](http://www.cdc.gov)

**Emergency Email Network**  
*Free Local Emergency Alert Emails*

[www.emergencyemail.org](http://www.emergencyemail.org)

**Federal Bureau of Investigation - FBI**

[www.fbi.gov](http://www.fbi.gov)

**King County Red Cross**  
*Emergency Preparation; Emergency Kits for Sale; Assisting the Disabled; CPR Instruction*

[www.redcross.org/wa/seattle](http://www.redcross.org/wa/seattle)

**Wildfire Smoke Safety**  
News alerts, AQI reports

[www.seattle.gov/wildfire-smoke-safety](http://www.seattle.gov/wildfire-smoke-safety)

**Seattle Fire Department**  
*Fire Safety, Floor Warden Information*

[www.seattle.gov/fire/](http://www.seattle.gov/fire/)

**Washington State Department of Health**  
*Biological and Chemical Hazards*

[www.doh.wa.gov](http://www.doh.wa.gov)

**United States Postal Service**  
*Mail Safety*

[www.usps.gov](http://www.usps.gov)

**Ready**

[www.ready.gov](http://www.ready.gov)