



## EMERGENCY PREPAREDNESS TEAM DUTIES

It is each tenant's responsibility to appoint a Floor Captain and members of an Emergency Preparedness Team to coordinate evacuation efforts in the event of an emergency.

The following is a brief description of the responsibilities of each member of the Emergency Preparedness Team. The Floor Captain should also assign individuals to back up each member of the primary team in the event of vacation or illness. There are five (5) primary positions of the Emergency Preparedness Team. Each of these individuals have an extremely important job to perform in the event of an emergency. The follow contains descriptions of the responsibilities of each of the members of the team.

<b>Floor Warden</b>	<b>Assistant Floor Warden</b>
<b>Searchers</b>	<b>Stairwell Monitors</b>
<b>Elevator Monitors</b>	<b>Special Needs Assistant</b>

### FLOOR CAPTAIN/ASSISTANT FLOOR WARDEN

The Floor Captain is responsible for emergency coordination and reporting of any potential or actual emergency condition to the Office of the Building at (312) 676-2500. The Floor Captain is also responsible for organizing his/her Emergency Preparedness Team members and making sure emergency procedures are carried out correctly.

#### Responsibilities prior to an emergency:

- Familiarization with their individual floor, including floor layout, location of emergency exits, stairwells and fire extinguishers.
- Maintain and update current rosters and lists for:
  - EET members and alternates
  - All employees on their respective floors
  - All special needs individuals
- Provide current EET roster to Director of Safety
- Remain in contact with building management to review emergency procedures

#### During an emergency:

- Call 911
- Notify Emergency Evacuation Team members on your floor
- Respond to elevator lobby with roster of employees on your floor
- Coordinate EET activities, including reassignment of team members to cover assignments of absent team members
- Ensure that all areas of the floor are evacuated before Emergency Preparedness Team evacuates
- Upon arrival at the ground floor, notify the Fire Command Center of floor's evacuation and other relevant information such as special needs individuals' locations, missing or injured individuals

## **SEARCHERS**

Under the supervision of the Floor Captain, Searchers are responsible for finding and evacuating all personnel from their work area of the floor. After the Searchers area is clear, searchers will inform the Floor Captain that the area is clear and follow any further instructions that are given by the Floor Captain. Searchers should have a thorough knowledge of floor layout, especially remote areas such as storage rooms, file rooms, restrooms, etc.

### During an emergency:

- Perform a search of designated area quickly, thoroughly, and efficiently
- Start at a point furthest from the exit and proceed toward the exit
- Ensure that searched area doors are closed, but not locked
- Insist that all persons in their search area should evacuate immediately
- Report all information to your Floor Captain

## **STAIRWELL MONITOR**

Under the direction of the Floor Captain, Stairwell Monitors supervise and monitor evacuation flow while remaining calm and encouraging calmness and orderliness in evacuating personnel. They are to remain at their assigned exits until all employees are evacuated from the floor.

### During an emergency:

- Take a position at the assigned exit to assist in an orderly evacuation
- Immediately inspect the stairwell for possible heat and smoke conditions before allowing evacuees to enter that stairwell
  - Provide the following instructions to evacuees: (1) Move quickly, quietly, and hands free – do not run, (2) Stay to the right and use handrails at all times, (3) Allow room for others, but do not unnecessarily hold up travel while merging with individuals from other floors.
- Assist those who are slower moving or need special assistance

## **ELEVATOR MONITOR**

Under the direction of the Floor Captain, Elevator Monitors position themselves at the elevator bank to ensure that elevators are not used at any time for any reason during an emergency. Employees and guests arriving on the floor during an emergency are to be directed to the nearest exit stairwell.

### During an emergency:

- Report immediately to their assigned elevator bank
- Deny employees and guests entry to elevators
- Evacuate all occupants from elevators
- Direct employees and guests to the nearest exit stairwell

## **SPECIAL NEEDS ASSISTANT**

Under the direction of the Floor Captain, Special Needs Assistants are responsible for the evacuation of employees who have self-identified as needing additional assistance to get to the nearest exit stairwell.

### During an emergency:

- Report immediately to the employees they will be assisting
- Escort employee to nearest exit stairwell
- Ensure employee is safely within in stairwell
- Assist the employee down the stairs if possible
- If employee is unable to descend the stairs, use the emergency phone in the stairwell to inform the fire department of the employee's location.



## EMERGENCY PREPAREDNESS TEAM FORM

Please fill out the following information below and email to [300SRP@300river.com](mailto:300SRP@300river.com).

Alternates should be assigned in the event the primary contact is unavailable. If a company occupies more than one floor, a separate form should be completed for each floor.

If at any time the information listed below changes, the Tenant is responsible for sending the Management Office an updated form.

This form will expire one (1) year from the date listed.

**COMPANY:**

**DATE:**

Position	Name	Phone	Email
<b>Floor Warden</b>			
<b>Assistant Floor Warden</b>			
<b>Stairwell Monitor</b>			
<b>Alt. Stairwell Monitor</b>			
<b>Searcher (North)</b>			
<b>Alt. Searcher (North)</b>			
<b>Searcher (South)</b>			
<b>Alt. Searcher (South)</b>			
<b>Elevator Monitor</b>			
<b>Alt. Elevator Monitor</b>			
<b>Special Needs Assistant</b>			
<b>Alt. Special Needs Assistant</b>			