

Emergency Evacuation Team – Roles and Responsibilities

The number one priority of Emergency Evacuation Team members is to ensure and assist in the safe and orderly evacuation of all employees and guests in an emergency situation. Team members are also required to attend and participate in all classes, training sessions and drills.

The positions that make up the Emergency Evacuation Team (EET) for each floor are as follows:

Floor Warden	Assistant Floor Warden
Search Monitors	Stairwell Monitors
Elevator Monitor	Special Needs Assistant(s)

Each floor **must** have a **Floor Warden** and a sufficient number of **Searchers**. The duties of the members of the Emergency Evacuation Team are as follows:

Floor Warden

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 building management
- Remain in contact with building management to review emergency procedures

In the event of an emergency the Floor Warden will:

- **Call 911** if appropriate
- Respond to elevator lobby
- Coordinate EET activities, including reassignment of team members to cover assignments of absent team members
- Remain alert for instructions given over the building's Life Safety Communication System that may alter procedures
- Ensure that all areas of the floor are evacuated before EET evacuates
- **REPORT** the status of the floor to the Fire Command Station including relevant information such as special needs individuals' locations, missing or injured individuals

Assistant Floor Warden

The Assistant Floor Warden will assume the responsibilities of the Floor Warden in his/her absence. Therefore, the Assistant Floor Warden must have and maintain a complete knowledge of the Floor Warden's responsibilities.

In the event of an emergency the Assistant Floor Warden will:

- Report to the floor's command post at the elevator lobby
- Assist in evacuation as directed by the Floor Warden, or assume the position of Floor Warden in his/her absence

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Searcher

Each tenant shall have at least one Searcher per floor. Searchers have the responsibility to ensure that all doors are closed, other than the main entry door, before they leave. It is also the responsibility of the Searcher to: have a complete understanding of the building emergency policies and procedures. Searcher will ensure that all employees and visitors have evacuated from their area. Searchers will also assist in the evacuation or relocation of persons with disabilities or those requiring Special Assistance when Special Assistance personnel are not available.

- Search designated area quickly and thoroughly
- Start at point furthest from the exit and proceed toward the exit
- Once rooms are searched, close but do not lock doors
- Insist that all persons evacuate immediately
- **Report** to your Floor Warden

Stairwell Monitor

Stairwell monitors will 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 Searchers have cleared all personnel from the floor.

In the event of an emergency the Stairwell Monitor will:

- 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
 - Move quickly, quietly, and hands free – do not run
 - Use the full width of the stair and use handrails at all times
 - Allow room for others, but do not unnecessarily hold up travel while merging with individuals from other floors
 - Allow no smoking eating or drinking
 - Advise evacuees to remove high-heeled shoes if necessary
 - Assist those who are slower moving or disabled
 - Dispel faulty information or rumors if possible

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Elevator Monitor

Elevator monitors will 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.

In the event of an emergency the Elevator Monitor will:

- 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
- Report all important information to the Floor Warden

Special Needs Assistant

It is the responsibility of the Special Needs Assistant to aid in the movement of assigned special needs employees to the closest area of safe refuge. The individual with special needs may be able to be evacuated with others with only minor assistance, or in severe cases he or she may have to wait for professional emergency workers to complete their evacuation.

In the event of an emergency:

- Respond immediately to the location of the assigned special needs employee
- Assist in moving the individual to the nearest stairwell or safe area
- As the stairwell clears, move the individual into the stairwell
- Ask for more help if necessary, or wait in a safe area until help arrives
- Report important information such as the location of an employee who cannot be totally evacuated to the Floor Warden or Security

In an extreme emergency do not endanger your own safety, as this will only compound the problem for responding emergency workers