

A scenic view of a river at sunset or sunrise, with trees on the banks and a few people walking on a path in the foreground. The sky is filled with warm, golden light, and the water reflects the colors. The trees are silhouetted against the bright sky.

ADPH Emergency Floor Warden Presentation

To proceed to the next page or return to the previous page, use up/down arrow keys or Page Up/Page Down keys.

Alabama Department of Public Health Emergency Floor Warden Presentation

April 27, 2007



Floor Warden responsibilities and other emergency-related issues in The RSA Tower

Some of you already know us, but for those who do not, the Office of Facilities Management is the liaison between ADPH's 800 plus employees in this building and the Retirement Systems of Alabama (RSA). Facilities Management staff consists of Victor Hunt, Vanessa Mitchell, and Brigette Mitchell (eff. 01/01/2008).

This is a snapshot of our Internet page for The RSA Tower. To arrive at this page, open ADPH's main page, click on Contents A-Z, click on Facilities Management, and you will be directed to our home page, then click on "The RSA Tower" for guidelines and updates.

What we want this presentation to accomplish is for each staff member to be able to react to an emergency without having to ask what to do.

Website Info

<http://www.adph.org/facmgmt>

Facilities Management 206-5218

The screenshot shows the ADPH website header with the logo and navigation links. The main navigation bar includes: About Public Health, Certificates, Licenses & Permits, Careers, Laws & Regulations, News, Programs & Services, Publications, and Training. A search bar and a "Become a VOLUNTEER GO" button are also visible. The left sidebar lists "FACILITIES MANAGEMENT PAGES" with links to ADPH Home, Facilities Mgmt. Home, Phys Plant & Equip. Sds, Real Estate Leases, The RSA Tower (highlighted with a mouse cursor), Plan Review, Life Safety Code, Management Team, and Contact Us. The main content area features a blue banner for "Facilities Management and Technical Services" and a list of links for "The RSA Tower": Information & Rules, Emergencies, Requests (keys, signs), Employee Parking, and Lost & Found. A photograph of the RSA Tower building is shown on the right.

About The RSA Tower Building

First, some interesting facts about The RSA Tower to help you understand safety procedures in a high-rise building.

- Why does the stairwell have such a strong air current and not the rest of the building?
 - When the fire alarm is activated, the stair pressurization fan kicks on and produces a positive pressure to keep smoke from entering the stairwells. The fan pulls in fresh air, maintaining the oxygen level.
 - Stairwells are cinderblock construction and have two-hour fire rated doors and materials to make up the stairwell.
- Why shouldn't we ride the elevators during a fire alarm or tornado warning?
 - fire alarm (as a result of an actual fire)
 - safety - elevator could stop on the affected floor, causing burns to occupants
 - power failure - elevators will stop and occupants will be trapped until the back-up generator starts and elevators are called one at a time to the first floor
 - tornado warning (as a result of strong winds or a direct hit)
 - power failure - elevators will stop and occupants will be trapped until the back-up generator is starts and elevators are called one at a time to the first floor
- Hurry, what's the number to 9-1-1!
 - Dial 9 before 911. You will be calling the City of Montgomery Emergency Center.
- The Retirement Systems of Alabama (RSA) will not notify tenants of an emergency; however, every effort is made when staff and resources are available.



Emergency Floor Warden



Where and when did the term "Floor Warden" originate?

With the creation of the Incident Command System (ICS) in the 1970's following a series of catastrophic fires in California's urban interface.



Some of you are an "Emergency Responder" in some capacity with the Incident Command System. ICS covers a large area.

Shrink that communication down to just the floors ADPH occupies in this building.

"Floor Warden" was the name given to the group of people who assist with the management of emergencies, especially evacuation.

In correspondence with ADPH employees, the term "Floor Warden" is used. Then, the words "ADPH Emergency" were added to distinguish the difference between our department floor wardens and other agencies since they have their own emergency protocol.

Emergency Floor Warden



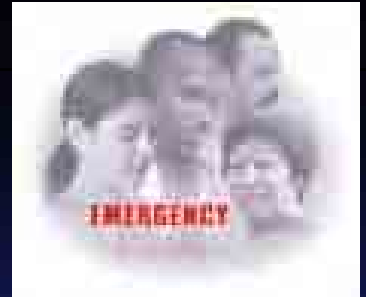
What is the directive of a "Floor Warden"?

Basically, ensuring that all employees, visitors and contractors evacuate the building or proceed to a safe place on their floor.



Many bureaus have already implemented emergency procedures, which work specifically for their areas.

ADPH Floor Wardens

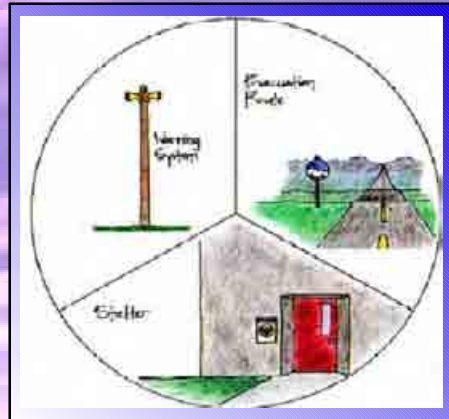


- are the workhorses of employee safety, and perform the search and evacuation duties for this building.
- are not required, but are recommended, to complete a CPR course
 - For CPR classes, contact Professional & Support Services at 206-5226, or register on ADPH Training's web site, <http://www.adph.org/extranet>.
- do not need identification such as a uniform, badge or arm band
- should walk over the evacuation routes at least once to familiarize yourself with emergency exits and routes to the assembly area(s)
- should coordinate with other Floor Wardens on your floor to avoid duplication of tasks
- should keep updated lists of employees and their status for each day
 - This could be from a database, a calendar, typed or written information.
 - The information should be saved on a server so that if a power failure happens on your floor, you can access the information from another floor, computer or laptop.
 - You may want to print the known information each morning and edit as needed, so that if the building loses power, you have your list.
- may want to ensure that employees lock their computers prior to leaving their area
- are asked to notify Facilities Management if they are no longer a Floor Warden due to leaving the department or a particular office

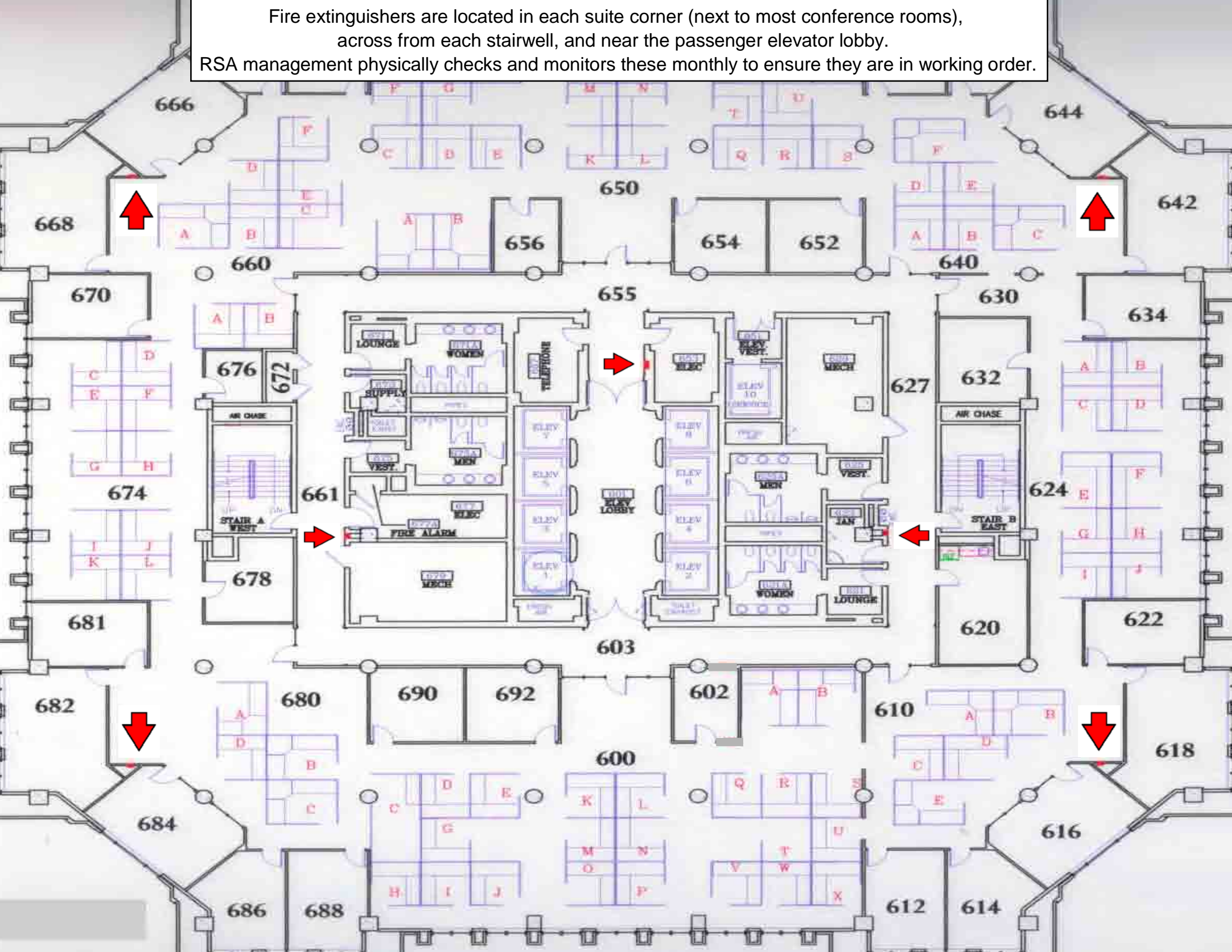
Emergency Floor Warden

ADPH Floor Wardens should know

- where the fire extinguishers, pull stations and exits are located
- how to activate the alarm
- how the alarm system responds
- when to evacuate the building and when the situation calls for remaining inside
- how to operate an Automated External Defibrillator (AED)



Fire extinguishers are located in each suite corner (next to most conference rooms),
across from each stairwell, and near the passenger elevator lobby.
RSA management physically checks and monitors these monthly to ensure they are in working order.



Emergency Floor Warden

Different emergencies require different protocol.

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- **Fire Emergencies**
 - **Suite Security Measures**
 - **Bomb Threats**
 - **Power Failure**
 - **Medical Emergencies**

- Inclement Weather

Emergency Floor Warden

A Floor Warden's responsibilities:

- **Emergency Evacuation Procedures**








- 
- **Fire Emergencies**
 - **Suite Security Measures**
 - **Bomb Threats**
 - **Power Failure**
 - **Medical Emergencies**

- **Inclement Weather**

Employees Requiring (Physical) Assistance

About the List for Employees Requiring (Physical) Assistance

- The list used by the Montgomery Fire Department to evacuate disabled persons.
- ADPH employees are listed by Facilities Management, then forwarded to RSA for posting in the Fire Department Staging Area.
- Any disabled person should be assigned at least two people to assist him/her in an emergency, one of which will remain with him/her at the landing.

THE RSA TOWER	
EMPLOYEES REQUIRING ASSISTANCE	
ALABAMA DEPARTMENT OF PUBLIC HEALTH	
Rev. March 1, 2007	
6TH FLOOR <u>CHIP</u> Cathy Dillard Dawny Follen 	 INDICATES EMPLOYEE IN WHEELCHAIR  INDICATES EMPLOYEE WITH PHYSICAL IMPAIRMENT (P) INDICATES PREGNANCY
7TH FLOOR <u>Health Provider</u> (P) Joy Zealand  Joseff Galport Dennis Mishap	
8TH FLOOR <u>Computer Systems</u>  Ned Batchelder Supe' Campbell Candy Hardey	10TH FLOOR <u>Finance</u>  Addmore Passmore
9TH FLOOR <u>Health Promotion</u> Harry Potter (cane)	11TH FLOOR <u>Vital Records</u>  Happy Gilmore

This is an example of the Employee Requiring Assistance list. This list used to be referred to as the Employee Assistance List. This is in no way related to the State Employee Assistance Program. In order for disabled persons to ride the Shuttle Van from The RSA Tower Parking Deck to The RSA Tower building, and vice versa, there are specific requirements and paperwork. Contact (Health) Office of Human Resources at 206-5284 for details.

Employees Requiring (Physical) Assistance

About the List for Employees Requiring Assistance

- The list is used by the Montgomery Fire Department to evacuate disabled persons.
- ADPH employees are listed by Facilities Management, then forwarded to RSA for posting in the Fire Department Staging Area.
- Any disabled person should be assigned at least two people to assist him/her in an emergency, one of which will remain with him/her at the landing.

Employees Requiring Assistance during evacuation

- should have at least two coworkers assigned to assist him/her during emergencies
- should be assisted to the appropriate exit

Employees Requiring Assistance during an emergency, but remaining in the building

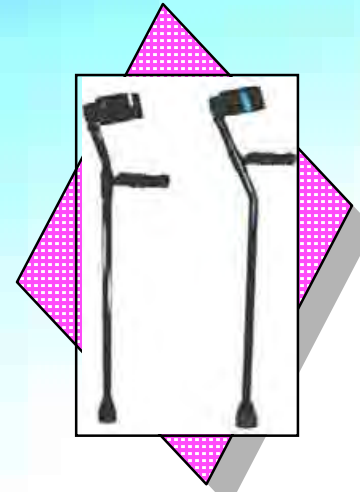
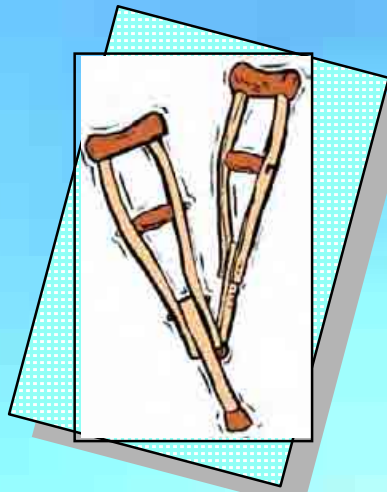
- should have at least two coworkers assigned to assist him/her during emergencies
- should be assisted to the bureau's assigned safety location
- should wait for further instructions

Employees Requiring (Physical) Assistance

Who is qualified to be on this list?

- anyone with a physical disability, temporary or permanent, which limits him/her from utilizing the stairs
- employees using a cane, a wheelchair, a walker, etc.
- employees not able to walk down stairs
- pregnant employees

Some physical attributes can be seen, such as a foot cast. Others that may not be noticeable could include knee or heart problems.



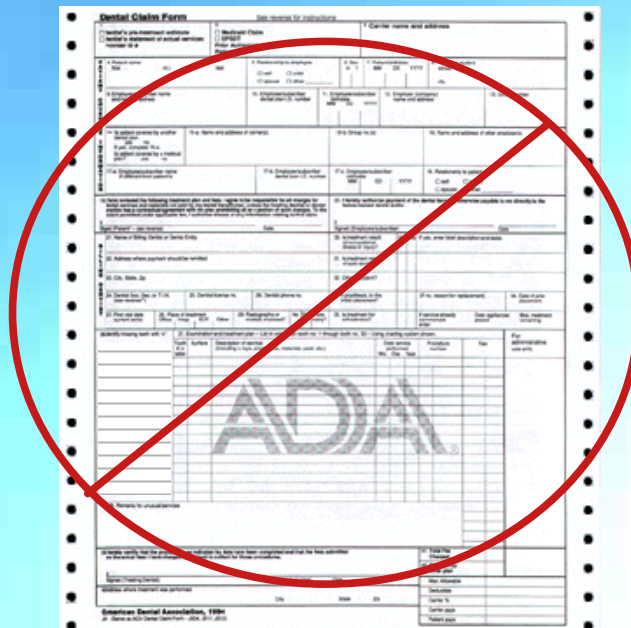
Employees Requiring (Physical) Assistance

Who is qualified to be on this list?

- anyone with a physical disability, temporary or permanent, which limits him/her from utilizing the stairs
- employees using a cane, a wheelchair, a walker, etc.
- employees not able to walk down stairs
- pregnant employees

Is paperwork required in order for someone to be added or removed?

- not by the employee; however, an e-mail is requested from the floor warden or director at any time



The image shows a 'Dental Claim Form' with a large red circle and a diagonal slash over it, indicating it is not required. The form is a standard dental claim form with various sections for patient information, insurance details, and dental services. The text 'ADA' is visible in the center of the form.

Employees Requiring (Physical) Assistance

Who is qualified to be on this list?

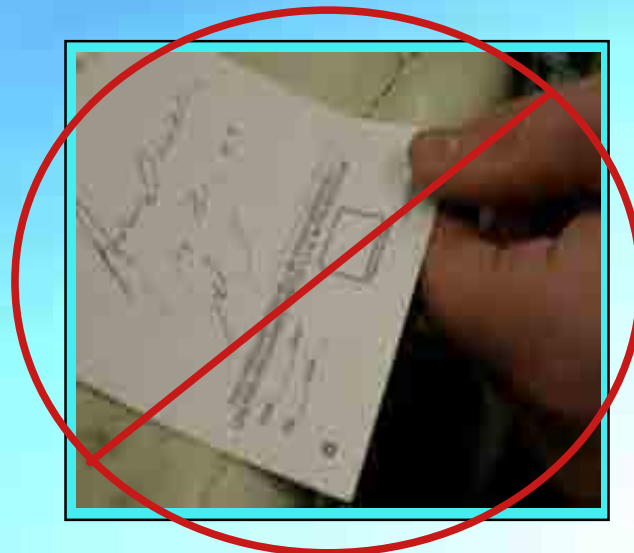
- anyone with a physical disability, temporary or permanent, which limits him/her from utilizing the stairs
- employees using a cane, a wheelchair, a walker, etc.
- employees not able to walk down stairs
- pregnant employees

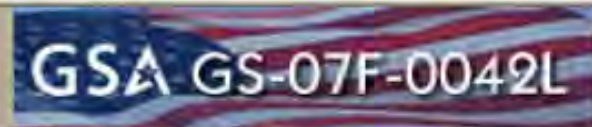
Is paperwork required in order for someone to be added or removed?

- not by the employee; however, an e-mail is requested from the floor warden or director at any time

Is a doctor's note required?

- no





See how well the Evacu-Trac works. Request a Video or DVD today!

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 - Schools/Universities
- Streaming Video
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- Contact Us
- GSA Number
- Price Quote Request
- PDF Brochure
- Other Resources
- Request DVD
- Home

Garaventa Evacu-Trac Streaming Videos

To View online: (without having to download entire file)

Move your cursor over the video you wish to view. Click on the left mouse button and the video will automatically open in a new window. (a media player capable of playing Streaming video is needed to view these videos on-line... see RealPlayer's web site for a free download www.realplayer.com (Real Player) or Microsoft's web site at www.microsoft.com (Windows Media Player).

To save the video and view off-line:

Click below on one of the videos with your right mouse button and choose "save target as" or "save link as" from the pop-up menu by using your left mouse button. Then save the file to a location on your hard drive. Open the file with a media player on your system (by downloading the file, you do not need to be on-line to view the video).

Evacu-Trac CD7 Streaming Videos
220K Real Player 400k Windows Media (Cable modem/DSL Line required)
56k Real Player 56k Windows Media Pl (56k Modem)
28k Real Player (28/33k Modem)

Need assistance? Please contact us at:
1-800-663-6556
(within Canada and the United States) or
1-604-594-0422
or email: productinfo@garaventa.ca



The Evacu-Trac is to be used as a last resort of transportation in a situation beyond our control.

It is not too heavy for two people to carry upstairs, if they needed it on another floor.

We received a question as to what happens to the wheelchair after an employee has been evacuated using the Evacu-Trac. The answer is, at that point, the wheelchair's whereabouts is not an issue; getting the employee to safety is.

Over the last 10 years, we have relied on the emergency elevator, emergency power, floor wardens, other emergency personnel.

This is an example of Garaventa's website, which is the manufacturer of the Department's Evacu-Trac.

You may view an informational/training video for operating details. Facilities Management also has a VHS tape you can borrow.

Emergency Evacuation Procedures

Inform employees of the appropriate meeting places for each emergency situation



- The Bureau Director/Floor Wardens assign a meeting place/gathering location
 - outside the building for their employees, in case of evacuation, and
 - a meeting place inside the building for their employees, in case of bad weather.
- Check EVERY room for occupants.

- After all employees have evacuated from your area, place the laminated "EVACUATED AND CLEAR" sign* in the holder affixed to the interior suite window.
- Meet with your group and take a head count.
- Wait for further instructions.

* This sign indicates that NO ONE is in the suite. There is to be no re-entry once this sign is posted. It tells fire department personnel to bypass this area and continue searching elsewhere.



Emergency Evacuation Procedures

If an emergency situation calls for an evacuation of the suite?

- What if an employee refuses to leave, as instructed?
 - Should the Floor Warden push them out the door?
 - No, it is their choice to stay.
 - Report to their supervisor* at that time or after assembling with bureau staff.
 - Do NOT display the "EVACUATED AND CLEAR" sign in window if an employee remains in the suite.



- What if an employee leaves, even if instructed not to?
 - Should the Floor Warden chase them?
 - No, it is their choice to leave.
 - Report to their supervisor.*

* If something was to happen, there would be a record of the employee's possible location. Personnel action could be taken against employee for not following proper procedures.

Emergency Evacuation Procedures

If an emergency situation calls for an evacuation

Floors Six through Fifteen

- **These floors consist of two emergency exits**
 - **East, leading to**
 - **McDonough Street**
 - **West, leading to**
 - **Lawrence Street**



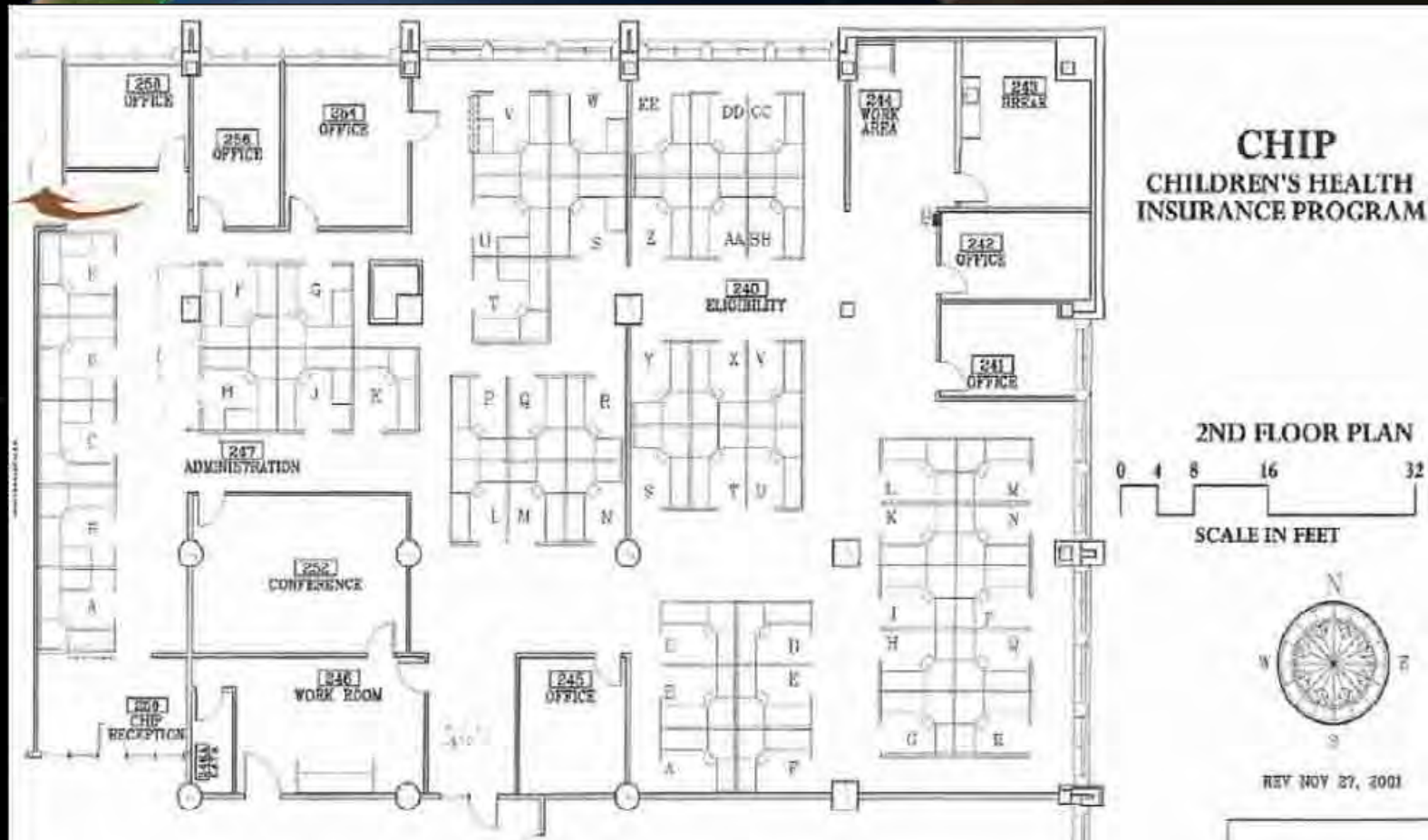
- **Exit the stairwell at the basement level.**
 - **At the bottom of each stairwell is a door marked "EXIT". An alarm will sound when this door is opened. This leads to the street.**
- **Do not exit to the first floor.**

Emergency Evacuation Procedures

If an emergency situation calls for an evacuation

Second Floor

- The second floor consists of three emergency exits
 - East and West, same as other floors
 - North (at Room 258), leading
 - to the first floor, then to the back concourse and street; or
 - to the underneath parking garage, then to the street



Emergency Evacuation Procedures

If an emergency situation calls for an evacuation

First Floor

- Mail Room employees on the first floor can exit at the loading dock on the East side, which leads to
 - McDonough Street



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- **Fire Emergencies**

- Suite Security Measures

- Bomb Threats

- Power Failure

- Medical Emergencies

- Inclement Weather

Fire Emergencies

Fire Safety in The RSA Tower

What you learned in school does not apply in this building. This building has a sprinkler system that will not allow a fire to spread, and a fire alarm system that will direct you about evacuating. Wait for an announcement.



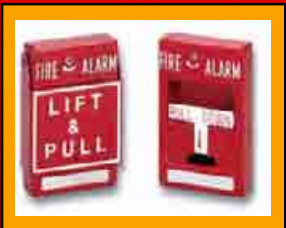
What should employees or Floor Wardens do if they see fire?

- Call 911 and give the name and address of the property and the location of the fire.
- Call Facilities Management (and Emergency Floor Wardens, if an employee).
- Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
- The pull station could be activated at this time.
- When the building fire alarm is activated, an audible alarm will sound on that floor, the two floors above and the two floors below (total of five floors). *NFPA 72, NFPA 101 LSC, SBC, IBC*
- This alarm is a horn blast, strobe light and a voice message giving instructions to proceed to the fire exits and leave the building.
 - After all employees have evacuated from your area, place the "EVACUATED AND CLEAR" sign in the holder affixed to the interior office window.
- No one should ride the elevators during a fire alarm situation, even the silent strobe alarm.
 - Direct all evacuating traffic to the proper emergency exits.
- Each floor is served by two fire-protected exit stairways, which will take you to the sidewalk at street level.
- Meet your employees in the designated location and take a head count.

Fire Emergencies

Fire Safety in The RSA Tower...continued

- **Employees requiring assistance to exit down the stairways, who are on the Assistance List furnished by Facilities Management to the fire department, should go to the stair landing on their floor and wait for assistance from the fire department. The Employees Requiring Assistance List will have the name and work location in the building of each employee requiring assistance at the stairs. It is imperative that bureau and office directors inform Facilities Management of changes in employment, building location or disability status of employees so the fire department's list can be kept current.**
- **All other areas of the building will receive only a strobe light alarm. There is no need to evacuate a floor which has only the strobe light, unless you receive the voice announcement instructing you to leave.**
 - **Floor Wardens should stand by with the Employees Requiring Assistance list when the fire alarm flashes.**



Fire Emergencies

What can be done to prevent fires in tenant areas?

- Keep all trash or waste material in proper receptacles, and empty them frequently so waste does not accumulate.
- Keep all trash cans away from drapes and other flammable window coverings.
- Observe the building's no smoking policy, and limit smoking to designated areas outside the building equipped with appropriate receptacles in which to dispose of cigarette waste.
- Appliances such as coffee pots and shredders should be unplugged or turned off at the end of each work day.
 - It is recommended that personal coffee pots not be used at individual workstations.
- Do not overload electrical circuits. Do not use electric heaters, microwaves or refrigerators in tenant areas.
 - All portable heaters should be removed from the building.
- Do not use "plug bars" when there are electrical receptacles available to plug in individual cords.
 - Electrical receptacles should be free of paper products.

Example of equipment being left on: Building manager was called for a building issue. Upon entering the suite on a Saturday afternoon, he heard a motor running. He found the source to be a shredder.



Fire Emergencies

What can be done to prevent fires in tenant areas?...continued

- Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
 - Always unplug an item by holding onto the plug; never pull the cord itself.
- No chemicals are to be stored in the building.
- Do not store cardboard boxes, packing materials or other flammable items on your premises, in common areas or stairwells.
 - Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.
- Do not have any items that have open flames, examples: candles or oil lamps
- Cluttered workstations should be cleared.
- Report electrical problems to Facilities Management.



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- Fire Emergencies
 - **Suite Security Measures**
 - Bomb Threats
 - Power Failure
 - Medical Emergencies

- Inclement Weather

Suite Security Measures

Suite security is not necessarily an emergency, but can prevent a bad incident.

- **Offices are most vulnerable during lunch time and right before closing. At these times, there is often a lot of movement, and people are frequently away from their desks.**
- **Never leave your reception area unattended when your suite entry door is unlocked.**
 - **Some bureaus have their doors locked at all times, except the main entrance.**
 - **Other bureaus have security systems in place.**
- **Do not leave personal property in clear view.**
 - **Lock desk drawers that contain purses, money or other valuables.**
- **Keys kept on a key ring should never have an identifying tag. If they are lost, they may easily be used by thieves to access your property. Keys should never be left lying in plain view, or hanging from locks.**
- **No deliveries shall be made on the sidewalk or in the corridors of the building.**



Suite Security Measures

Suite security is not necessarily an emergency, but can prevent a bad incident...continued

- Consider having routine background checks performed on prospective employees, as an additional precaution.
- If an employee is terminated for any reason, consider changing door locks and resetting any safe or vault combinations they may have been entrusted with.
- Notify Facilities Management immediately if you notice a suspicious person loitering in or about your premises. Be suspicious of any person who enters or approaches your suite and, when confronted, makes excuses that they're lost or looking for another company.
- When you secure your premises at the end of the business day, lock all doors and then verify that they are properly locked. We recommend securing your suite entry door after 5:00 p.m. even if people are working late.
- Every employee is responsible for locking his/her computer.
 - Security Manual, Policy #2005-016



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- Fire Emergencies
 - Suite Security Measures
 - **Bomb Threats**
 - Power Failure
 - Medical Emergencies

- Inclement Weather

Reacting to a Bomb Threat



In all seriousness...

When a bomb threat is made, appropriate authorities evaluate the situation. The State Health Officer will make a decision on what we need to do. A bomb threat is not always a phone call; sometimes, items are simply left.

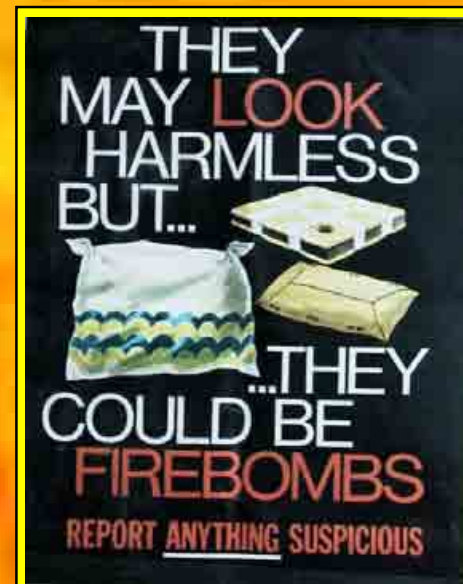
Reacting to a Bomb Threat

What does a bomb look like?

Some of us think of this...



...but it could be any of these...



Reacting to a Bomb Threat / Threat to the Building

If you receive the call:

- Stay calm.
- Complete the Bomb Threat Checklist that is kept beside each phone.
 - Write down the displayed Caller ID number.
- Contact:
 1. Capitol Police at 242-0700, and/or 911
 2. Facilities Management, 206-5218
 3. whoever is available first:
 - a. floor warden (for standby procedures)
 - b. your supervisor (for completion of Accident / Incident paperwork)
- Depending on where the caller stated the threat is targeted, evacuating the building may not be necessary.
 - Wait for instructions.
- If you notice any unusual item, notify
 - your Floor Warden
 - Facilities Management



Department of the Treasury
Bureau of Alcohol, Tobacco & Firearms
BOMB THREAT CHECKLIST



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:



Reacting to a Bomb Threat / Threat to the Building

If an evacuation is determined due to a bomb threat

- You may exit the way you entered the building, unless otherwise instructed.
- This includes employees on the Employees Requiring (Physical) Assistance List.
- Wait for further instructions. You will be notified when it is safe to return to the building.
- Facilities Management may not be among the first to be aware of a threat. If you see police, fire trucks, hear comments about a threat, etc., contact Facilities Management to ensure that they have been informed.
- Police need our help in searching because there is only one dog trained to sniff out bombs. The dog is able to search only the common areas for an interval of about 20 minutes at a time.
- Police will not call for an evacuation unless they find something, but they will restrict entry to the building. If evacuation is necessary, Public Health staff in the RSA Tower will be notified by a broadcast e-mail from Dr. Williamson. The notification will not be done over the building intercom, because the audible address system is controlled by the Retirement Systems of Alabama, not by ADPH.
- The use of cellular phones or radio transmitters is discouraged if there is a threat in the vicinity of the building, because these devices could activate a bomb.

Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- Fire Emergencies
 - Suite Security Measures
 - Bomb Threats
 - **Power Failure**
 - Medical Emergencies

- Inclement Weather

Power Failure

In the event of an electrical failure

- Report the problem to Facilities Management.
- Open all blinds and drapes to let in outside light.
- If you are instructed to evacuate the building, lock all areas of your premises, place the laminated "EVACUATED AND CLEAR" sign in the holder, and proceed immediately to the proper emergency exit.



- Do not congregate in the lobby areas or in the street.
- Meet with your group outside and wait for instructions.

Power Failure

If you are trapped in an elevator during a power failure



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.
- Wait for assistance.
 - Your elevator will cease operation, but will not fail.
 - Do not attempt to force the doors open or escape through the roof hatch.



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.
- Wait for assistance.
 - Your elevator will cease operation, but will not fail.
 - Do not attempt to force the doors open or escape through the roof hatch.
- Use the elevator telephone to contact Capitol Police for information and to notify them of your location.
 - This phone does not require you to dial a number.
 - The elevator car number is on the outside of the phone door.
 - If you need Capitol Police otherwise, the number is 242-0700.



Power Failure

If you are trapped in an elevator during a power failure

- Do not panic.
- Wait for assistance.
 - Your elevator will cease operation, but will not fail.
 - Do not attempt to force the doors open or escape through the roof hatch.
- Use the elevator telephone to contact Capitol Police for information and to notify them of your location.
- The emergency generator is designed to bring one elevator at a time to the lobby level.
- If you are in an elevator during a power failure, please remember that it may take some time to recall all the elevators.



Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

- 
- **Fire Emergencies**
 - **Suite Security Measures**
 - **Bomb Threats**
 - **Power Failure**
 - **Medical Emergencies**

- Inclement Weather

Medical Emergencies

AED = Automated External Defibrillator

- in simple terms, a "heart shocker"
- available in Suite 750, Emergency Medical Services (EMS), 206-5383
 - for training classes or to purchase videos, contact:
 - the American Heart Association, 223-1700 or
 - the American Red Cross, 260-3980
 - A brief video is available on WebMD's website:
<http://www.webmd.com/video/aed-training>



LIFEPAK® 500

- **When a medical emergency arises requiring a call for emergency medical personnel**
 - Call 911
 - Give instructions regarding the actual location of the individual in the building.
 - The physical address of The RSA Tower is 201 Monroe Street.
 - Ambulances should be directed to come to the loading dock at S. McDonough Street.
 - Due to the size of stretchers, they must be transported on the freight elevator.
 - Call Facilities Management
 - Send an employee to notify the building manager (office at the loading area) and then hold the freight elevator at the first floor while waiting for the ambulance.
 - Have a second employee wait at the elevator on the floor where the emergency has occurred, ready to lead emergency personnel to the proper location.

Emergency Floor Warden

A Floor Warden's responsibilities:

- Emergency Evacuation Procedures

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- **Fire Emergencies**
 - **Suite Security Measures**
 - **Bomb Threats**
 - **Power Failure**
 - **Medical Emergencies**

- **Inclement Weather**

The RSA Tower is designed to withstand many inclement weather conditions. However, we ask each bureau/office floor warden to pay particular attention when conditions are favorable for severe weather.

Tornadoes are always preceded by heavy thunderstorm activity, so know these warnings:

THUNDERSTORM WARNING: This means conditions are favorable for the development of severe thunderstorms with strong winds and even hail. Be prepared to move to a safe area on your floor, because tornadoes arise from these types of storms, sometimes before **TORNADO WARNINGS OR WATCHES** can be issued.

TORNADO WATCH: Means tornadoes are expected to develop; be prepared to move to a safe area on your floor.

TORNADO WARNING: Means a tornado has been sighted or indicated on radar. If the building is in the warning area, move immediately to a safer area.

The Building Manager's Office will do everything possible to inform all tenants of existing warnings, but each floor warden and employee should be on alert when there is the possibility of severe weather in the area and take appropriate action for themselves.

Inclement Weather: Including Tornadoes

In the event of a severe weather warning

- **Seek shelter on your floor in the interior rooms or corridors without windows.**
 - **If you know the warning is for this immediate area (after hearing the siren), Floor Wardens should gather everyone and direct them to the designated safe area.**
- **Rest rooms, elevator lobbies (with fire doors closed) and lunch rooms are examples of areas that will offer the greatest protection during severe weather.**
- **The ground floor lobby is to be avoided during severe weather due to the glass.**
- **Do not ride the elevators during a storm warning.**

Enhanced Fujita Scale (EF Scale), named after Dr. T. Theodore Fujita, was fully implemented on February 2, 2007.
<http://www.noaaneews.noaa.gov/stories2007/s2788.htm>

Summary of Situations

- **If a life-threatening incident occurs on State Property, contact**
 1. **911 (medical and violence) 1b. Capitol Police (violence), 242-0700**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **floor warden (for assistance with the freight elevator)**
 - c. **your supervisor (for completion of Accident / Incident paperwork)**

- **If a nonlife-threatening incident occurs on State Property, contact**
 1. **Capitol Police at 242-0700, and/or 911**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **floor warden (if assistance is needed)**
 - c. **your supervisor (for completion of Accident / Incident paperwork)**

- **If a fire or fire alarm occurs on State Property, contact**
 1. **911**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **floor warden (for assistance with the freight elevator)**
 - c. **your supervisor (for completion of Accident / Incident paperwork)**
 3. **If evacuation is required, follow the appropriate Evacuation Procedure.**
 - a. **Employees on the Employees Requiring (Physical) Assistance List should proceed to the nearest stairwell landing and wait for the fire department.**

Summary of Situations

- **If you receive a bomb threat or any type threat to the building or persons, contact**
 1. **Capitol Police at 242-0700, and/or 911**
 2. **Facilities Management, 206-5218**
 3. **whoever is available first:**
 - a. **floor warden (for standby procedures)**
 - b. **your supervisor (for completion of Accident / Incident paperwork)**
 4. **If evacuation is determined due to a bomb threat,**
 - a. **you may exit the way you entered the building, unless otherwise instructed.**
 - b. **This includes employees on the Employee Requiring (Physical) Assistance List.**
- **If you notice a suspicious person loitering in or about your premises, contact**
 1. **Facilities Management, 206-5218**
- **If an incident occurs enroute from your parking space to the building, vice-versa, contact**
 1. **Capitol Police at 242-0700, and/or 911**
 2. **whoever is available first:**
 - a. **Facilities Management, 206-5218**
 - b. **your supervisor (for completion of Accident / Incident paperwork)**
- **If you hear a rumor, receive a phone call or an e-mail about someone stealing* items in another building, or about emergency vehicles around the building**
 1. **Contact Facilities Management, 206-5218**
 2. **Do not spread the word.**
 - a. **The information you receive may not be accurate.**
 - b. **Sour grapes grow on vines that suffocate; so don't be ill-informed, be well-informed.**

* This happens every day, somewhere. As long as employees use common sense, this will not be an issue.

Questions?

Contact the Office of Facilities Management at 206-5218.



The image is a composite of three distinct scenes. The top portion shows a city skyline with several prominent towers and buildings, illuminated by the warm, golden light of a sunset or sunrise. The middle section is a large, calm body of water, possibly a lake or a wide river, reflecting the sky. The bottom portion of the image shows a lush green field in the foreground, with the ruins of an ancient stone structure, possibly a temple or a fort, visible in the distance. The overall composition suggests a transition from a completed project or presentation to a new phase of work or safety.

Although this is the conclusion of the presentation...

...it is the beginning of your opportunity to ensure employee and client safety.