

303 Second Street

Tenant Fire Drill Training Guidelines

Evacuation Personnel Duties

Designated Evacuation Personnel Duties with Alternates per Area/Zone

Evacuation Personnel should be equipped with hard hats and vests to indicate they are Evacuation Personnel and a flashlight to aid if the power has failed.

Evacuation personnel should never be placed in imminent danger.

Floor Warden Duties

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with Floor Warden to report “all clear” or any problems.
3. Report to the Command Center, if areas were unable to be searched due to lack of personnel.
4. Ensures all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. “All clear” will come from the Command Center or SFFD.
5. Report any and all problems to the command center. Command Center will be Fire Department and Life Safety Director.

Alternate Floor Warden

Takes the place of the Floor Warden if the Floor Warden is not present at the time of the event.

Searcher and Alternate Duties

Maybe more than one depending on the size of the Area to be searched. Area should be searchable in 3 minutes or less.

1. Check all rooms including rest rooms, conference rooms and remote rooms, closing doors behind them.
2. Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
3. Notify Elevator Monitor and Stairwell Monitor that the floor is “clear” and proceed out of the building.
4. Report any persons refusing to leave or problems to the Evacuation Warden.

Stairwell Monitor and Alternate Duties

1. Inspect the assigned stairwell exit for possible heat and smoke conditions to ensure safe evacuation by that stairwell.
2. Assist in the orderly evacuation of people down the stairwell.
3. Instruct people to form single file lines into stairwell, direct them to exit along the right side of the stairwell, and encourage a calm evacuation.
4. Library or secured areas: discourage people from taking library items with them. Personal belongings only.
5. Stay at the designated elevator post until “cleared” by Searcher.
6. Report any and all problems to the Floor Warden.

Elevator Monitor and Alternate Duties

1. Make sure no one uses the elevator.
2. Direct people to the nearest stairway.
3. Stay at the designated elevator post until “cleared” by Searcher.
4. Report any and all problems to the Floor Warden

Handicapped Aide and Alternate Duties

1. Assist any physically handicapped individuals into the stairwell or other predetermined area of refuge.
2. Report to the Floor Warden the location of the handicapped individual so that the floor Warden can inform the Command Center.

Tenant Emergency Evacuation Personnel

- 1. Floor Warden and Alternate**
Large single tenant floors should have 2 Floor Wardens and 2 Alternatives
- 2. Searcher and Alternate**
Large single tenant floors searchers with alternates. Designated areas should be searchable in three minutes or less!
- 3. Stairwell monitors**
One (1) per stairwell
- 4. Elevator Lobby Monitors**
- 5. Handicapped Aid and Alternate**
One (1) Aide and 1 Alternate for each disabled person.

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FIRE/SAFETY DRILL INSTRUCTIONS

Please follow these steps:

Follow the directions of your Tenant Floor Warden and the other members of the Emergency Team.

At Sound of Alarm:

- **LISTEN AND WAIT FOR ANNOUNCEMENT**
- Move quickly and quietly to the nearest exit stairwell.
- Evacuate the building using the stairs.
- **DO NOT USE ELEVATORS.**

At Street Level:

- Cross Second Street **using the cross walks.**
- Assemble along Second Street.
- Report to your Floor Warden.
- Remain quietly in the assembly area until you are given instructions to return to the building.

Please secure valuables and lock your office.

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FIRE SAFETY TEAMS

FLOOR NUMBER: _____

SUITE NUMBER: _____

Floor Warden: _____ **Phone#:** _____

Alternate Floor Warden: _____ **Phone#:** _____

Stairwell Monitors: _____ **Phone#:** _____

Stairwell Monitors: _____ **Phone#:** _____

Stairwell Monitors: _____ **Phone#:** _____

Elevator Monitor: _____ **Phone#:** _____

Elevator Monitor: _____ **Phone#:** _____

Search Person: _____ **Phone#:** _____

Search Person: _____ **Phone#:** _____

Search Person: _____ **Phone#:** _____

Search Person: _____ **Phone #:** _____

Search Person: _____ **Phone#:** _____

Handicapped Aid: _____ **Phone#:** _____

Handicapped Aid: _____ **Phone#:** _____

Alternate Handicapped Aid: _____ **Phone#:** _____

Alternate Handicapped Aid: _____ **Phone#:** _____

MOBILITY IMPAIRED OCCUPANTS*

Name: _____ **Rm/Office#** _____

Type of Impairment: _____

Name: _____ **Rm/Office#** _____

Type of Impairment: _____

Name: _____ **Rm/Office#** _____

Type of Impairment: _____

***During relocation or evacuation, the above personnel will be escorted to the nearest stairwell on their respective floors to await assistance from the San Francisco Fire Department.**