

APPENDIX II

Checklists and Assignments

Fire Warden and Floor Searcher Assignments and Rosters

The following can be found at the end of Appendix II.

- Fifth Floor Fire Drill and Evacuation Staffing Chart
- Sixth Floor Fire Drill and Evacuation Staffing Chart
- Seventh Floor Fire Drill and Evacuation Staffing Chart

Fire Warden Responsibilities

Floor Wardens are St. Francis College staff assigned to each floor within a building to assist building occupants in an emergency. They:

1. Notify/alert occupants in assigned area of the emergency.
2. Implement the evacuation of the assigned floor to the nearest emergency exit as directed by the Fire Safety Director.
3. Verify all people have evacuated the floor as they also exit the floor.
4. Prevent people from using elevators.
5. Assist with an orderly and safe stair evacuation.
6. Enlist help to assist persons with disabilities.
7. Direct occupants to the building's assigned evacuation staging area.
8. Conduct an accountability census to identify any missing persons.

Fire Warden Checklist

Pre-Emergency:

- ✓ Review emergency procedures and know the location of the designated fire alarm staging area on your assigned floor and designated evacuation staging area outside the building.
- ✓ Assure updated EAP is communicated to all staff in assigned area.
- ✓ Be familiar with the locations of the following on assigned floor:
 - fire alarm(s)
 - fire extinguisher(s)
 - emergency exits(s)
 - floor warden telephone
 - designated safe area
 - evacuation route(s)
 - first aid supplies
 - emergency supplies

- emergency shower/eyewash if available

During Emergency:

- ✓ Retrieve Floor Searcher equipment and put on the yellow vest.
- ✓ Observe and report any hazardous conditions and/or damage.
- ✓ Keep unnecessary personnel away from emergency scene.
- ✓ Ensure appropriate notifications/alerts are made and emergency procedures are followed.
- ✓ When the fire alarms are activated, occupants of the floor are to proceed to the designated fire alarm staging area and await further instruction. The Fire Warden will:
 - Use the Fire Warden telephone and contact the Fire Safety Director (FSD) who will alert the Fire Warden to the location of the device that activated.
 - Receive the situation status and cause of alarm (if known) from the SFC Fire Brigade who will go to the area, investigate, and determine the situation status, and cause of the alarm (i.e., false alarm, smoke condition, actual fire) and report back to the Fire Warden. SFC Fire Brigade will attempt to extinguish the fire in an actual fire event.
 - Communicate the situation status information from the SFC Fire Brigade to the FSD who will determine and announce if a floor evacuation is required or if occupants can return to normal operations.
- ✓ When an evacuation is ordered, the Fire Warden will inform and direct floor occupants, as directed by the Fire Safety Director, Site Response Leader and/or Operations Chief as follows:
 - Alert all personnel on assigned floor.
 - Direct Floor Searchers to:
 - Quickly check floor, restrooms, and closed work areas to ensure that all personnel have evacuated.
 - Close all doors when area is evacuated.
 - Assign personnel to assist persons with disabilities or injuries following applicable policy.
 - Provide Fire Safety Director, Building Coordinator and/or emergency responders with status report of condition of the floor including:
 - Last known status and location of any injured, trapped, missing or deceased person
 - Last know location and status of any fire, hazardous materials spill, utility failure, and/or other hazard
 - Once floor is evacuated, report to the evacuation staging area and conduct accountability census.

Post-Emergency:

- ✓ Assess emergency response to determine what did and did not work well and participate in site review and critique sessions.
- ✓ Disseminate information to assigned floor occupants as warranted.
- ✓ Restock FW emergency supplies and inventory annually.

Building Coordinator Checklist

General Responsibilities—Primary: Facilities Director of Operations

Assists Site Response Leader in building emergencies and proper emergency notifications/alerts and response. Assists Floor Wardens in directing the evacuation of people from their assigned floors to the nearest emergency exit actively checking that all persons have left the area while on their way out of the building and preventing people from using elevators; ensuring orderly and safe stair evacuations; enlisting help to assist any person with disabilities; and directing people to pre-determined evacuation staging areas.

Building Fire and/or Other Emergencies

- ✓ Ensure that appropriate notifications/alerts have been made and emergency procedures are being followed.
- ✓ Retrieve emergency kit and put on Building Coordinator ID vest.
- ✓ Respond to the scene of Fire and building emergency.
- ✓ Keep unnecessary personnel away from scene of emergency.
- ✓ If evacuation is ordered, assist Fire Wardens and Floor Searchers to:
 - Alert all personnel on assigned floors.
 - Quickly check floor, restrooms, and closed work areas, to ensure that all personnel have evacuated.
 - Close all doors when floor is vacated.
 - Assign personnel to assist any persons with disabilities or injuries.
 - At evacuation staging area, collect census status reports from Floor Wardens on any missing, injured trapped, deceased employees (faculty, students, and/or visitors), or persons needing evacuation assistance.
 - Provide Operations Chief with status report of condition of building including the last known locations of any injured, trapped, missing, or deceased persons; fires; hazardous materials spills; utility failures; and other known hazards.
 - Attempt to keep floor occupants in the external evacuation staging areas and provide information and directions to them, as directed by the Site Team Leader or Operations Chief until such time that the building has been rendered “All Clear” (deemed safe to re-enter) or the building has been declared closed and building occupants have been instructed to relocate elsewhere.
- ✓ Other responsibilities as assigned.

**FIRE DRILL AND EVACUATION /EMERGENCY ACTION PLAN (EAP)
STAFFING CHARTS**

BUILDING ADDRESS: 179 Livingston Street

FIRE SAFETY/EAP DIRECTOR

James Heggs/David Madakor

DEPUTY FIRE SAFETY/EAP DIRECTOR

5th Floor

FLOOR NO.

FIRE SAFETY/EAP WARDEN

Maliek Sterrett - _____

DEPUTY FIRE SAFETY/EAP WARDENS

Matthew Hogan

Christian Foti

Alex Kustanovich

Vantesha Brewer

Jason Whittaker

Mona Wasserman

SEARCHERS

• **MALE**

• **FEMALE**

Robert Cole

Patricia Hughes

Ric Payne

Carolina Hojaij

Romelo Rogers

Melody Dejesus

ALARM TRANSMISSION

Any person discovering fire, smoke or other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/EAP Director or Fire Safety/EAP Warden that an alarm has been transmitted.

In the event that it becomes necessary to implement the building's Fire Safety or Emergency Action Plan, listen for and follow the directions given by the Fire Safety/EAP Director/staff and emergency response personnel. Elevators should never be used in a fire. In all other circumstances, use the elevators only if and when directed to do so by the Fire Safety/EAP Director/staff response personnel.

Date prepared: Sep-23
Date revised: Sep-23

**FIRE DRILL AND EVACUATION /EMERGENCY ACTION PLAN (EAP)
STAFFING CHARTS**

BUILDING ADDRESS: 179 Livingston Street

FIRE SAFETY/EAP DIRECTOR

James Heggs/David Makador

DEPUTY FIRE SAFETY/EAP DIRECTOR

6th Floor

FLOOR NO.

FIRE SAFETY/EAP WARDEN

Kevin O'Rourke - _____

DEPUTY FIRE SAFETY/EAP WARDENS

Reza Fakhari

Denise Vieni

Ruben Gonzalez

Leslie Turner

Stanley Bazile

Noemi Rivera

SEARCHERS

• **MALE**

Roy Leone/Steven Rahaman

Anthony Desiderio

Angel Perez/Fenelon Jolicoeur

• **FEMALE**

Karen Fox/Michelle Batchu

Kennitha Allahar

Elizabeth Schauer

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STAFFING CHARTS**

BUILDING ADDRESS: 179 Livingston Street

FIRE SAFETY/EAP DIRECTOR
James Heggs/David Madakor

DEPUTY FIRE SAFETY/EAP DIRECTOR

7th Floor

FLOOR NO.

FIRE SAFETY/EAP WARDEN

Lauren Bertolotti - _____
_____ - _____

DEPUTY FIRE SAFETY/EAP WARDENS

Gerald Davidson

Natasha Edwards

Allen Burdowski

Katrina McMahon

Michael Delacruz

Patricia Fauquet

SEARCHERS

• **MALE**

• **FEMALE**

Nicholas Sulicki/Erez Shochat

Stephanie Ochoa

Louis D'Elia

Emily Horowitz

John Lomardo

Monica Michalski

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