

	Employee	Floor Warden	Building Marshal
Pre-Event Responsibilities	<ul style="list-style-type: none"> - Know who your Floor Warden is - Inform Floor Warden of need for assistance to evacuate - Call (9) 911 	<ul style="list-style-type: none"> - Aware of Emergency Response Plan for area/building - Know the alarms & warning systems for workplace - Know 2 -3 egress routes; with overall understanding of area/floor plan of the workplace - Know where dangerous chemicals stored - Know of employees that require assistance in evacuating 	<ul style="list-style-type: none"> - Aware of Workplace Emergency Response Plan for building - Know the alarms & warning systems for area/building - Know 2-3 egress routes and have understanding of area/floor plan - Know where dangerous chemicals stored - Maintain a list of employees requiring assistance evacuating
During Event Responsibilities	<ul style="list-style-type: none"> - Exit building at sound of alarm using established routes - Assist public exiting the building if you encounter them - Ensure your visitors/clients evacuate to muster point - Head to muster point - Remain calm - Make contact with Floor Warden and inform if any visitors/clients are present 	<ul style="list-style-type: none"> - If warranted order evacuation of employees & visitors - Conduct a sweep of the floor or area you are responsible for - Ensure all doors, including exit doors are closed, but NOT locked to halt fire's spread - Follow behind last person exiting from your area - Move to muster location - Update Marshal on your area's status 	<ul style="list-style-type: none"> - Get equipment (grab kit); exit building - Meet with emergency responders to update when they arrive - Wait for Floor Wardens to inform you as to the status of their area - Stay at scene & maintain link between Emergency Response Services and Floor Wardens

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Post-Event Responsibilities	<ul style="list-style-type: none"> - Wait for ALL CLEAR message to be given by YOUR Floor Warden - Return to your workplace once notice has been given 	<ul style="list-style-type: none"> - Wait for ALL CLEAR to be given by Marshal - Inform employees from your area of the ALL CLEAR message - Debrief event/incident within 24-48 hours meeting with: Management; Marshal; JOH&SC - Revisit the Plan, update accordingly, and assess if additional training required and/or necessary within the month 	<ul style="list-style-type: none"> - Wait for ALL CLEAR to be given by Response Services - Inform Floor Wardens of ALL CLEAR message - Debrief event/incident within 24-48 hours meeting with: Management; Floor Wardens; JOH&SC - Revisit Emergency Response Plan and assess whether additional training required within a week.