



Fire Warden Training

Emergency Preparedness



Today's Agenda:

- Emergency Planning
- Building Fire/Life Safety Systems
- Tenant Emergency Response Team
- Emergency Response Procedures
 - Fire Alarm
 - Medical Emergency
 - Bomb Threat
 - Earthquake/Tornado
 - Active Shooter
- Questions

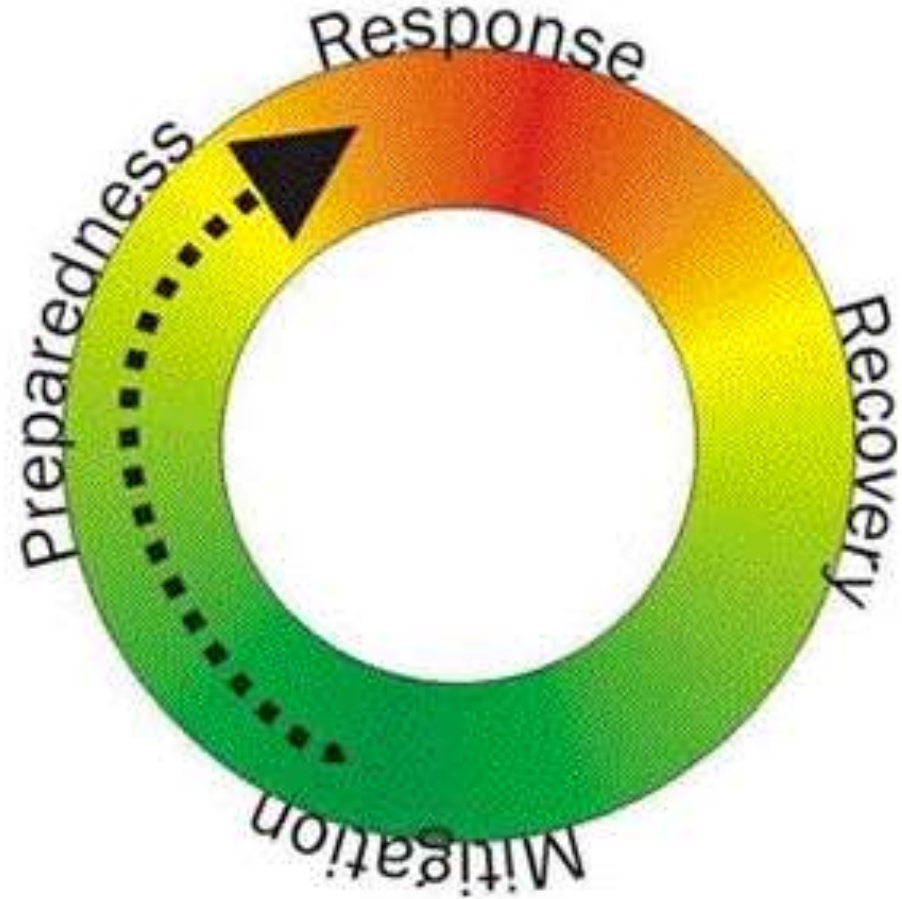
What is an emergency?

- An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.¹

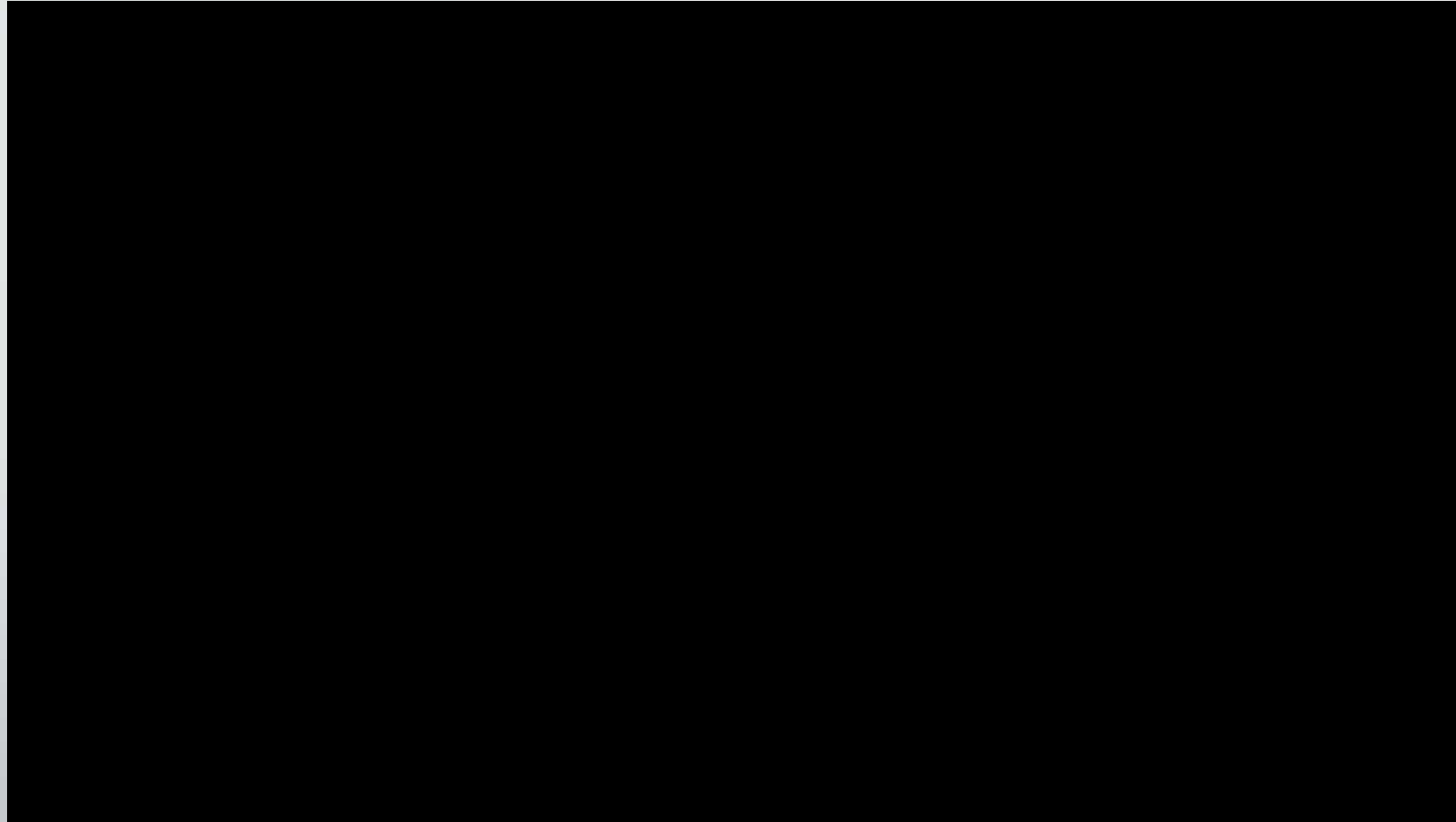
1. Koob, P., 1998. *Australian Emergency Management Glossary*, "Australian Emergency Manuals Series, Part I, The Fundamentals, Manual 3," Emergency Management Australia Canberra, as quoted in the SRM Lexicon, *Security Risk Management Body of Knowledge*, Julian Talbot and Dr. Miles Jakeman (Risk Management Institution of Australasia Limited, Carlton South, Vic; 2008:346.).

Four Phases of Emergency Management

- Situational Awareness
- Organize/Prepare/Train
- Notification/Action
- Restoration of services/Return to normal operations



Are you prepared?





Get Prepared: All Hazards Approach

An approach for prevention, protection, preparedness, response, and recovery that addresses a full range of threats and hazards, including domestic terrorist attacks, natural and manmade disasters, accidental disruptions, and other emergencies.

Get Prepared: Zombie Preparedness

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

SEARCH

CDC A-Z INDEX

Office of Public Health Preparedness and Response

Office of Public Health Preparedness and Response > Campaigns > Preparedness Month > Zombie Preparedness

Zombie Preparedness

f t +

- [Zombie Graphic Novel](#)

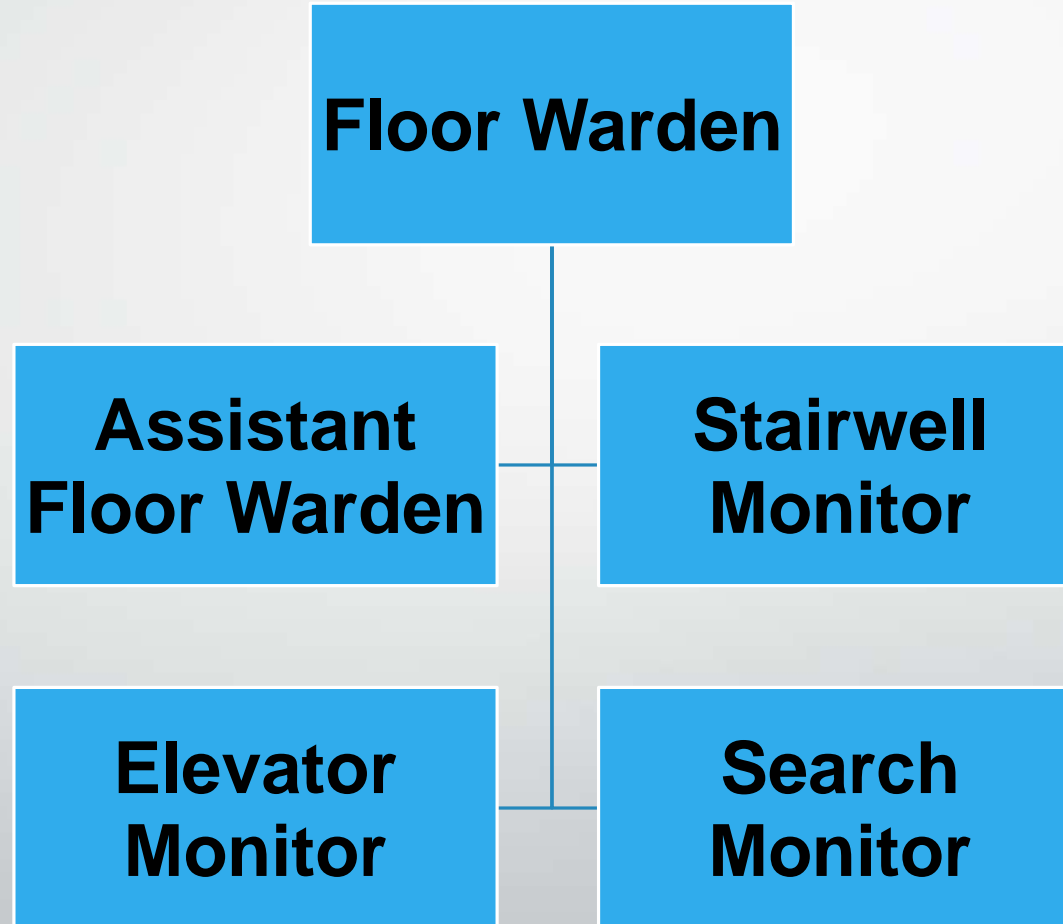


Wonder why zombies, zombie apocalypse, and zombie preparedness continue to live or walk dead on a CDC web site? As it turns out what first began as a tongue-in-cheek campaign to engage new audiences with preparedness messages has proven to be a very effective platform. We continue to reach and engage a wide variety of audiences on all hazards preparedness via "zombie preparedness".

Building Life Safety Systems & Equipment:

- Smoke Detectors
- Manual Pull Station
- Strobe Lights
- Sprinkler System
- Pressurized Stairwells
- Fire Rated Doors
- Fire Control Room
- PA System
- Emergency Power
- Fire Extinguishers
- First Aid Kits/AEDs

Emergency Response Team: Individual Tenant Structure



Roles: Floor/Suite Warden

- Organizes & directs evacuation
- Identified with appropriate emergency identification (Floor Warden hat or vest)
- Ensures all areas searched and evacuated
- Communication link between tenant and management

Roles: Searcher

- Ensures everyone has evacuated from suite
- Makes sure ALL doors are closed (not locked!)
- Notifies Floor Warden when assigned area is cleared and doors closed.



Tip: Stick post it notes on doors of offices that have been searched and the door closed.

Roles: Elevator Monitor

- Makes sure occupants do not use the elevator
- Directs everyone to the stairwell (evacuate or for refuge)

Roles: Stairwell Monitor

- Manages Stairwell Evacuation
 - Prevents food or drink
 - Checking footwear (no high heels!)
 - No large bulky objects (suitcases, bags)



Roles: Assistance Monitors

Impaired: "Anyone who can not walk down one flight of stairs unassisted."

- Recommend two Assistance Monitors
- Safe refuge in stairwell
- Wait until stairwell clear before entering (last to enter stairwell)
- One monitor stays with person(s); Second monitor reports to area of refuge

Emergency Response: Fire Alarm

- If you hear the alarm and see flashing strobes:
 - **ASSUME IT IS REAL!**
 - Follow your evacuation protocols.
- If you discover a fire:
 - First Priority: Life Safety
 - Then activate alarm/call 9-1-1
 - Evacuation
 - Fire Fighting: Optional



How To: Evacuation

- Remain calm
- Keep quiet & follow instructions (Floor Wardens and PA)
- Close **ALL** doors but keep them unlocked
- Stay to the right on the stairs and use handrails
- Exercise leadership
- Report to your tenant designated refuge area

Area of Safe Refuge:

- Safe area away from imminent danger
- Take a head count
 - Assistance Monitors will report any persons still sheltered in place and their locations
- Maintain a roster/check in sheet
 - Provide to Management & Fire Department upon request

Area of Safe Refuge:

- KNOW YOUR EXITS!
 - Have a primary and alternate escape plan
- Situational Awareness
 - Eliminate distractions and pay attention (moving vehicles)



Fire Drill Evacuation: Expectations

- Mandatory Participation
- Failure to participate may result in:
 - Fines up to \$999
 - And/or jail time up to 300 days
 - **Plus** up to two years probation & community service
- **Respond as if it were real**

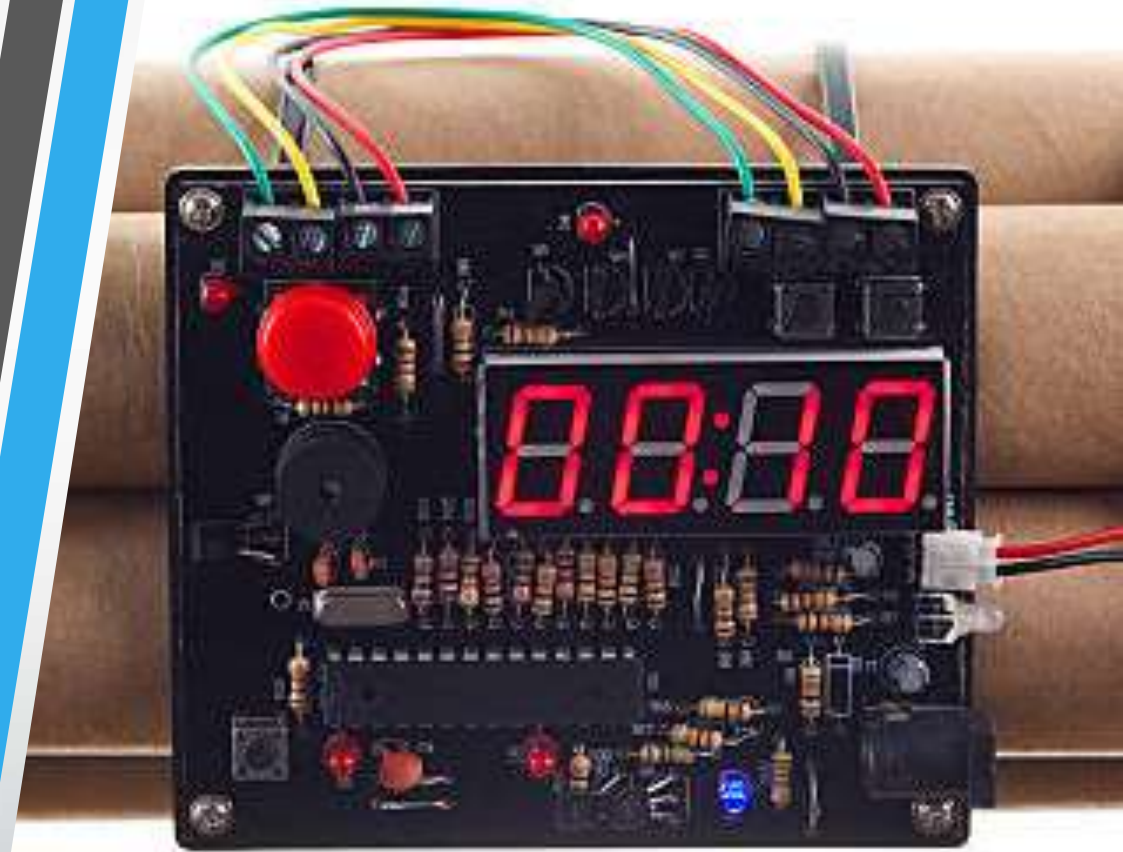


Emergency Response: Medical

- Call 9-1-1
- Notify Security or Property Management
 - Security: 720-595-7049
 - Management: 303-595-7025
- Provide as much information as possible
- If possible: position the patient in the elevator lobby on the floor

Emergency Response: Bomb Threat

- Take any received bomb threat seriously!
- Record as much information as possible.
- Call 9-1-1
- Notify Security or Property Management
 - Security: 720-595-7049
 - Management: 303-595-7025



Bomb Threat Checklist:

- Do not hang up!
- Ask questions
- Grab additional indirect information



Tip: Keep a bomb threat checklist readily available to help guide you through a bomb threat phone call.

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice

- Female
- Male
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Crackling voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Laughter
- Lip
- Loud
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Sturred
- Soft
- Stutter

Background Sounds

- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long Distance

Threat Language

- Incoherent
- Message read
- Taped message
- Irrational
- Profane
- Well-spoken

Other Information:

Suspicious Packages:

- Handle with care
- Isolate package & look for indicators
- Do not open, smell or taste
- Call 9-1-1

FBI Advisory

If you receive a suspicious letter or package

What should you do?



If parcel is open and/or a threat is identified. . .

For a Bomb

Evacuate immediately
Call 911 (Police)
Contact local FBI

For Radiological

Limit Exposure - Don't Handle
Distance (Evacuate area)
Shield yourself from object
Call 911 (Police)
Contact local FBI

For Biological or Chemical

Isolate - Don't Handle
Call 911 (Police)
Wash your hands with soap and warm water
Contact local FBI



Police Department _____

Fire Department _____

Local FBI Office _____

(Ask for the Duty Agent, Special Agent Bomb Technician, or Weapons of Mass Destruction Coordinator)

FOR YOUR PROTECTION, DO NOT TOUCH OR MOVE THE PACKAGE. IF YOU HAVE A SUSPICIOUS PACKAGE, CALL 911 IMMEDIATELY.

Emergency Response: Tornadoes

- Move away from the exterior of the building towards the core
- Shelter inside stairwells/restrooms away from windows
- If trapped and unable to move to the core of the building, then drop and seek safe cover under a desk or table



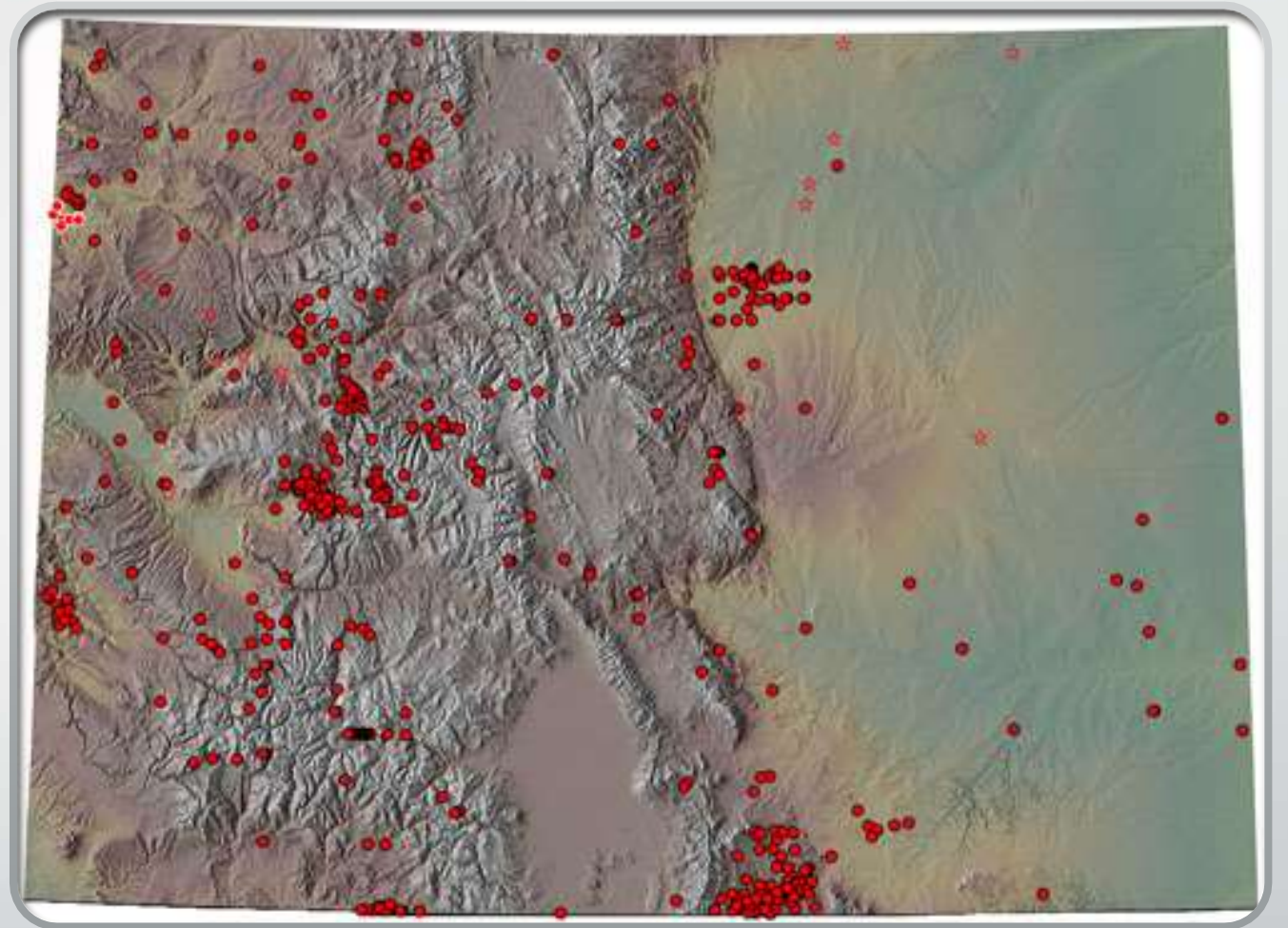
Emergency Response: Earthquakes

- If you are inside, stay inside!
- If you are outside, stay outside!
- Just remember to.....



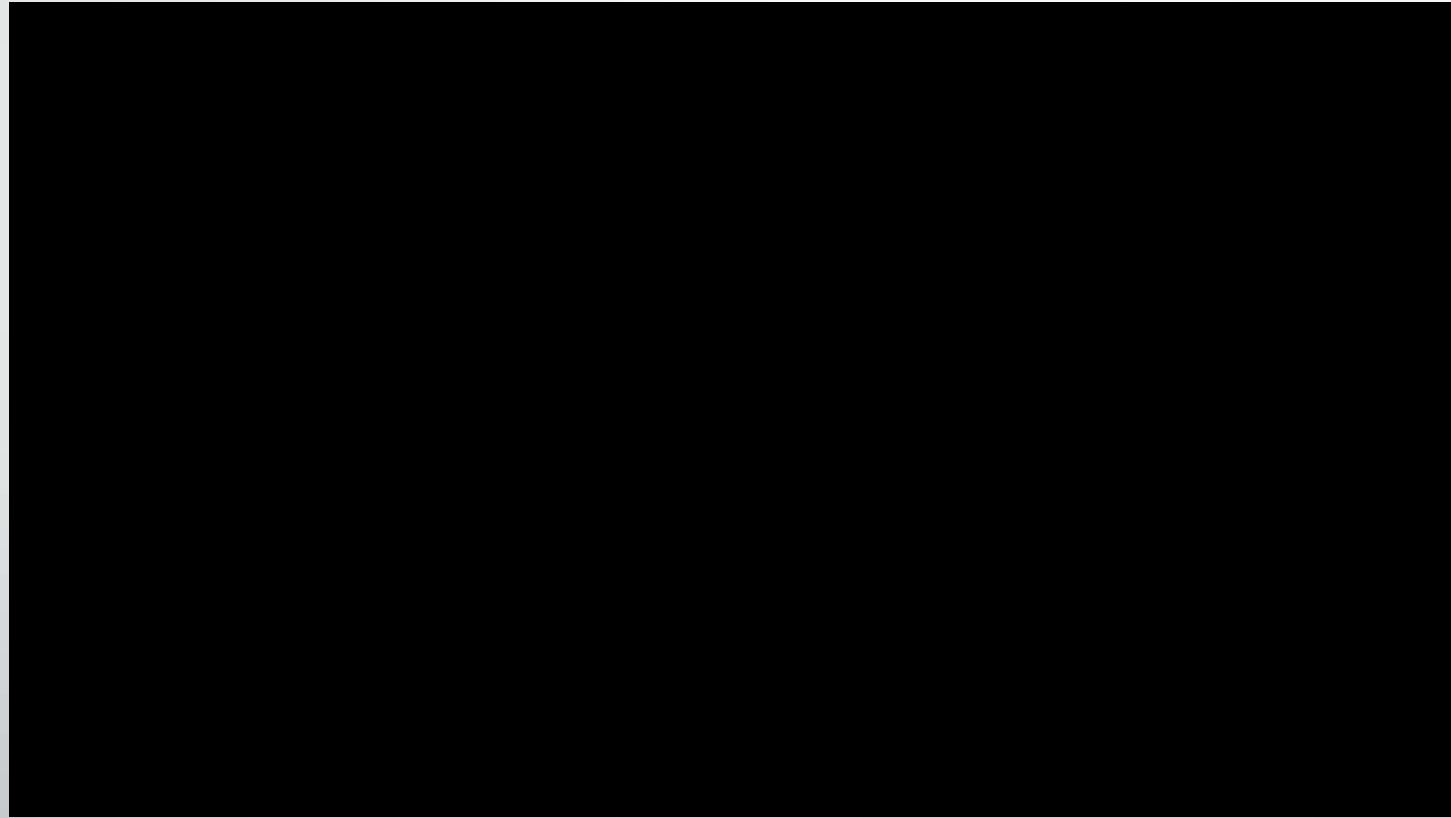
Emergency Response: Earthquakes Aftermath

- Check and treat injuries
- Check your area for damage
- Beware of aftershocks
- Only leave if absolutely necessary (i.e. situation becomes life threatening)
 - Best to remain where you are





Emergency Response: Active Shooter



Emergency Procedures: Summary

When a fire, medical emergency or urgent police matter arises:

- Call 9-1-1
- Notify Security or Property Management
 - Security: 720-595-7049
 - Management: 303-595-7025
- Provide as much information as possible
- Follow your emergency procedures



Fire Warden Training: Conclusion

Before:

- Develop/Establish your tenant emergency response teams.
- Develop a written plan for each emergency and build your emergency kit.
- Network with neighbor tenants.
- Review and practice your plan (coordinate with building personnel).

Fire Warden Training: Conclusion

During:

- Fire Wardens/Assistant Warden's wear your hats.
- Remain calm.
- Searchers check all areas inside the suite and common areas (elevator lobby, restrooms).
- Close all doors but **DO NOT** lock them!
- Proceed to your tenant designated area of refuge.
- Account for all your employees & guests using your company roster.

Fire Warden Training: Conclusion

After:

- Wait for the all-clear text message or call security at 303-595-7049.
- Return to the building and your floor safely.



Thank you!

- Questions or Comments?