Within an organization, all departments should ask for volunteers from within their department to act as Floor Wardens. In an ideal situation, between 5 and 10 percent of an organization’s personnel would be asked to take on this responsibility. It is important to explain that accepting this responsibility may put the volunteers in some danger as they are among the last to leave an area in the event of an incident that requires an evacuation or a shelter-in-place response.

These volunteers should be given training appropriate to the risks they may face in performing their duties at the worksite(s). Efforts should be made to coordinate the efforts of all Floor Wardens across departments and different physical parts of the facility(s). Versions of the Floor Warden’s job description should be readily available, and all personnel should be instructed to follow the commands of the Floor Wardens. To assist Floor Wardens with their tasks and to educate all personnel, evacuation and shelter-in-place information should be posted throughout the facility.

**Typical duties of Floor Wardens include:**

* Initiate evacuation or shelter-in-place procedures as necessary.
* Conduct a sweep of their assigned area to ascertain that everyone has evacuated or moved to shelter.
* Close doors as areas are evacuated.
* Assist any personnel needing assistance in evacuating.

*NOTE: Floor Wardens should be advised that this might mean waiting for additional emergency personnel to arrive.*

* Be the last one to leave a work location.
* Provide directions and verbal commands to maintain an orderly evacuation or shelter-in-place response.
* Record dangerous, incorrect, or inappropriate actions (pushing, use of elevators, etc.).
* Assemble with other personnel at the designated site, help maintain order and communications, and account for personnel from their assigned area.
* Report any missing personnel to authorities and their last known location.
* Document evacuation time.
* Except in the most minor of incidents, it is not generally recommended that Floor Wardens or any other personnel fight a fire. Even then, only those who have been trained to perform this task should take it on.
* Floor Wardens should take part in frequent training drills.

**When assessing a real or potential emergency, the Floor Warden should consider the following factors:**

* Facility layout and physical characteristics.
* Occupancy, personnel distribution around the worksite, and the physical makeup and characteristics of personnel on-site.
* The capabilities of local first responders, especially reaction time.
* Availability of community response and aid programs.
* Location of drinkable water and first aid equipment.
* Worksite exposures and hazards such as open flames, location of toxic or caustic materials, explosives, or other possible hazards (e.g., unfinished construction areas).
* Traffic patterns and outside weather conditions.
* Other characteristics of the local neighbourhood.
* Other issues that make each site unique, such as pathways to assembly sites.