Floor Coordinator Procedures
CONTENTS

A. Plan Purpose.............................................................................................................2
B. Initiating the Emergency and Evacuation Action Plan.............................................2
C. Evacuation Procedures During a Fire or Bomb Threat.............................................3
D. Evacuation Procedures Post Earthquake.................................................................3
E. Emergency Procedures During a Hazardous Materials Release.............................4
F. Re-entry.....................................................................................................................4
G. Roll Call Procedures.................................................................................................4
H. Post Incident Procedures.........................................................................................5
FLOOR COORDINATOR PROCEDURES

PURPOSE

The Floor Coordinator Job Action Plan is designed as a guide during an emergency that prompts activation of all or part of the Government Center Emergency and Evacuation Action Plan and immediate action by Floor Coordinators is required.

Priorities of this Plan

- To save lives
- To protect property
- To provide for the needs of employees
- To provide information to Emergency Responders
- To restore essential services

Floor Coordinator Essential Responsibilities:

- Direct Evacuations
- Sweep floor to ensure that all employees evacuate
- Evacuate the disabled utilizing the Evacuation Chair
- Assist with directing public and children to evacuate and to remain away from building until operations have been reinstated
- Assist with Accounting for People
- Maintain the Emergency Response Kit
- Provide feedback regarding well done and opportunities after each incident (mock or real event).

INITIATING THE EMERGENCY AND EVACUATION ACTION PLAN

At initiation of the Emergency and Evacuation Action Plan:

1) Remain and Maintain Calm: Be a leader and stay firmly in charge show people you know what needs to be done and start doing it!

2) Grab the Emergency Kit, don the yellow vest.

3) If you encounter a dangerous situation such as:
   a) There is visible fire or smoke
   b) The ceiling has collapsed
   c) Wires are crackling
   d) There is broken glass
   e) There is a gas odor
   Evacuate immediately or move to a safer area within the building.

4) Take all necessary actions to safeguard lives including your own. Government Center employees are not authorized to take any uncommon personal risk or perform professional emergency services.

5) Determine First Aid needs and provide care and comfort to injured as needed depending on your training.
EVACUATION PROCEDURES DURING A FIRE or BOMB THREAT:

1) Announce with a strong, firm voice, “Everyone must evacuate immediately” and direct everyone to the nearest safest exit. Instruct staff to take personal belongs with them if safe to do so. Follow the Exit signs. Also, see the Government Building Emergency and Evacuation Action Plan Evacuation Route maps for further guidance.

2) When safe to do so, perform a sweep of your designated area to ensure complete evacuation. Knock on doors of closed offices, check bathrooms and conference rooms.

3) If assigned and trained to do so, help the Disabled to evacuate using the Evacuation chairs located at second and third floors and assist them to the nearest Area of Refuge.

4) During a fire, before exiting through a closed door, first check it for heat and open slowly, instruct others to do the same.

5) Evacuate buildings to Emergency Assembly Points.

6) Do not use Elevators or allow others to do so.

7) Mark locations of trapped or dead.

8) Note all hazards (downed electrical, gas smell, water leaks, hazardous materials) and keep people away from these areas and report them to Emergency Responders.

9) Do not attempt to fight a fire. Call 9-911 and active the fire alarm from the nearest fire pull.

10) Cell phone use is prohibited during an emergency evacuation. Prevent people from using cell phones while inside the buildings.

11) Close but do not lock doors.

12) Do not allow anyone to linger at the visitor or employee parking lots.

13) Once at Emergency Assembly location, if there are no Law Enforcement personnel, a floor coordinator may be assigned to separate and disperse the Public as necessary.

EVACUATION PROCEDURES FOR POST EARTHQUAKE:

1) Instruct everyone to DUCK, COVER and HOLD until shaking stops, after shaking has stopped, assess situation and evacuate as necessary and safe.

2) Instruct everyone to stay calm and away from windows.

3) Do not use the elevators or allow anyone to do so.

4) Do not move victims unless absolutely necessary.
5) Collect and direct Public as you move outside.

6) Mark locations of trapped or dead.

7) Search all areas as you go.

8) Instruct people to stay away from power lines and buildings if evacuating to outside.

9) Check the Emergency Assembly Point for fallen debris, electrical lines or gas leaks and move as necessary.

10) Follow Roll Call Procedures

11) Prevent re-entry to the building until approved by CAO.

12) Report the location of trapped or injured, first aid needs and building conditions to Emergency Responders (i.e. Fire Department or EMT). Wait for further instructions.

13) Once instructed to do so start re-entry following safe re-entry procedures.

14) At closure of incident re-stock and re-set GO BAG.

**EMERGENCY PROCEDURES DURING A HAZARDOUS MATERIALS RELEASE:**

For a hazardous materials incident be prepared to move and monitor the wind.

**RE-ENTRY:**

Once released for re-entry guide employees back to their work areas. Using established re-entry procedures.

Keep the Public outside of building and have them wait for operations to re-start.

At closure of incident re-stock and re-set your Emergency Evacuation Response Kit.

**ROLL CALL PROCEDURES:**

Floor Coordinator assigned to this position shall collect the completed Roll Call Sheet from Department Head(s) or designee(s), visitor log from front desk personnel (for visitors with no badges signing in at counters), and employee visitor log from security guards (for badged visitor employee roster). Request that all employees belonging to a different assembly area and visitors report to you and wait for instructions.

1. First, the designated Roll Call Floor Coordinator located at the West Alisal Street Assembly area will:
   1. Announce the names of the employees missing from the departments located in that area.
   2. Announce the names of employees belonging to departments assembled in other locations.
2. Second, the designated Roll Call Floor Coordinator located at the corner of Capitol and Gabilan will:
   1. Check off employees listed as missing on the Roll Call sheets, which are located on the West Alisal Street Assembly area.
   2. Announce the names of those employees remaining missing.
   3. Announce the names of employees assembled there, but belonging to departments in other locations.
3. Third, the Floor Coordinator located at the corner of Cayuga and Gabilan will:
   1. Check off employees listed as missing on the Roll Call sheets, which are located on the West Alisal Street and the Capitol and Gabilan assembly areas.
   2. Announce the names of those remaining missing.
   3. Announce the names of employees assembled there, but belonging to departments in other locations.

Once all employees have been accounted for provide the names of those still missing to the incident commander.

POST INCIDENT PROCEDURES:

After every incident the Primary Floor Coordinators will meet to review the event and determine how well it was handled.

Agenda for the meeting:

1. Comment/discussion session
   a. Floor Coordinators
   b. Comments collected form First Alarm Officers.
   c. Comments collected from Fire Department
   d. Comments collected from Sheriff
   e. Comments collected from Witnesses
   f. Comments collected from Police
   g. Comments collected from ambulance personnel
2. Determine key areas of improvement
3. Determine Action Points
4. Actions carried out since the incident
5. Estimated Cost or time needed to meet the needs of improvement

Follow up:

Action points will be listed and scheduled in the following format:

<table>
<thead>
<tr>
<th>Incident Type:</th>
<th>Incident Date:</th>
<th>Today’s Date:</th>
<th>Corrective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Corrective Actions: short term, intermediate, and long term)</td>
<td>By who</td>
<td>By when</td>
<td></td>
</tr>
</tbody>
</table>

Page 6 of 7

Prepared by Maria Sandoval, County Safety Officer

Implementation Date: February 27, 2009
All action items shall be completed by the due date. The designated person will monitor the completeness of the action items and report status to the County Safety Officer prior to the due date. Exceptions: Actions not able to complete by the due date may be extended for a small period of time.