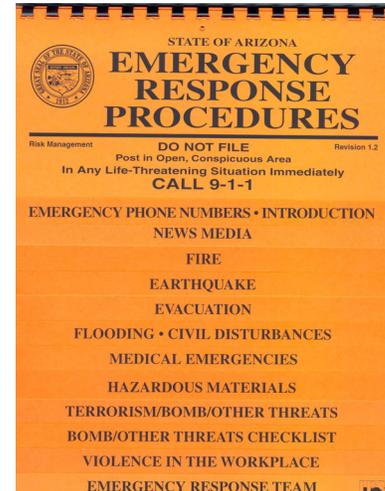




NEW FLOOR WARDEN TRAINING

**Tuesday, September 20, 2016
1:00 - 4:00 PM**

**Department of Administration
100 N. 15th Avenue
Third Floor, Conference Room 300
Phoenix, Arizona 85007**



This training is intended for **New** Floor Wardens, Alternate Floor Wardens and Sweepers that have been recently assigned this duty.

To provide new Floor Wardens, Alternates and Sweepers the standard emergency procedures that have been established by State Risk Management for ADOA owned buildings. Attendees will be given general information on procedures to follow in emergency situations including:

- Evacuation Routes and Assembly Areas
- Floor Warden Responsibilities
- Review Emergency Response Procedures, Revision 1.3
- Capitol Mall Mass Communication System

Prior to attendance: Floor Wardens, Alternates and Sweepers should familiarize themselves with their building specific Emergency Action Plan (EAP). For questions or suggestions, contact your Building Coordinator.

How to Register

Please log on to Y.E.S. at https://portal.hris.azdoa.gov/CES/ces_login.jsp

- Choose Employee Training
- Registration by Category: Emergency Planning
- Course: ERM100FL, Floor Warden Training, Session 2

(system tip—click on the course number, not the course description)

If you are having difficulty registering or do not have access to Y.E.S. please call (602) 542-2175.