

# Building Coordinator Pre-Evacuation Drill Meeting Agenda

- Distribute and Review any updates/changes to Emergency Action Plan (EAP)
- Inform Floor Wardens (FWs) on the Mass Communication System and provide informational link - <https://staterisk.az.gov/loss-prevention/fire-life-safety>
- Review building evacuation routes and assembly areas
- Review EAP forms and instructions
- Ensure FWs have vests & earplugs
- Review with the FWs the following responsibilities:
  - Prior:
    - Know evacuation routes and assembly areas
    - Have new employees take Employee EAP Training (ERM100EP) in the Y.E.S. Learning Center under category “Emergency Planning”
    - Inspect and report hazards (i.e. inoperable exit signs, doors blocked or locked, missing fire extinguishers, etc.) along exit route and/ or at assembly area
    - Identify employee(s) needing assistance and their “Assistant(s)”
  - During:
    - Clear designated areas
    - Close doors and post “Area Evacuated” door hangers
    - Lead individuals to assembly area
    - Account for all employees
    - Provide information to the building coordinator (i.e., section “all clear,” persons remaining in the building, etc.)
  - After:
    - Ensure employees do not leave assembly area or re-enter building without approval
    - Follow emergency responders/ agency management’ instructions
    - Fill out and submit floor warden evaluation form to Building Coordinator
- Building Coordinator compiles and submits completed building coordinator evaluation forms to GSD, as noted in the instructions of the evacuation drill schedule invitation
- For items needing repair call 602-542-4594 or submit Work Orders online at <http://gsd.azdoa.gov/Customersupport.asp>

**\*\* NEW Floor Wardens may receive initial training by registering for and attending the biannual (offered in March and September) Floor Warden Training (ERM100FL) in the Y.E.S. Learning Center under Category “Emergency Planning.”**