

Floor Monitor Training

Revised August 10, 2021 by Billie O.

The Disaster Committee Chairman will be the liaison between the office, who should have information on the emergency, and the Disaster-Captains of each Building. The Chairman will find out the type and duration of the emergency and activate the Captains.

The Captains will contact the Floor Monitors once they've been activated. They will inform the Floor Monitors of what the Chairman has learned from the office.

Floor Monitors are activated for power or water outages, flooding, heat waves and fire.

As Floor Monitors it is your responsibility to knock on EVERY DOOR, announcing yourself by saying, "Emergency Committee Floor Monitor".

Let the residents know the type and duration of the emergency as you know it. Keep a list of those who ask to be kept up to date should things change.

If a resident says they are fine and would prefer to be left alone, make note of this too and do so unless circumstances drastically change.

In case of **FIRE ALARM** *knock on the doors of your floor ON YOUR WAY OUT* and advise every one who can get out to do so. *Then GET OUT yourself.*

Unless otherwise instructed all buildings are to evacuate to the sides of the B Building. Tell your evacuees to go through side doors.

Ask them not go through or congregate in the lobby or in front of their building, as the Fire Department need to be able to get through. Even if "It isn't a REAL fire", the Fire Department will respond to all alarms as if they are.

For those who must "Shelter in Place", tell them to roll up a towel and place it in front of their door, then stay in their main room, near a window, especially if they can be seen from the outside this way.

In case of a **POWER OUTAGE** emergency lights in the hallways will stay on about 2 hours.

Before they go out Floor Monitors should take the Glow-in-the-Dark Bracelets from their emergency bag and activate and place a bracelet on the stairway up and down banister on their floor on each side of the building *if it's dark outside*.

DON'T try to deal with oxygen tanks at all. If a resident says they need help, offer to call 9-1-1 if they are unable to call for themselves. They can try their Oxygen Supply Company too, but that will likely take too long.

If the resident says they have no flashlight and can't see to locate their medication, give them a glow stick. Candles are against the lease.

If they are using candles, tell them candles are against the lease, but do not confront them. Make note of who and where they are, and then tell the Liaison after the emergency is over.

Your building's Emergency Captain will monitor the lobby door during a power outage if needed. The door is to be manned from about 8am until 11pm. After that, residents must ask Management to let them in.

In case of a **WATER OUTAGE**, Floor Monitors may be asked to help distribute bottled water provided by Management.

If this happens, knock on each door, announce who you are and why you are there, then leave the water at their door, unless they direct you otherwise.

In case of a **HEAT WAVE**, Floor Monitors may be asked to check on those residents with **red dots** on their apartment number placards.

Remind them that there will be water in the B Bldg Community Room refrigerator and that all public rooms are air conditioned. Offer to get them water if they cannot get it for themselves.