

Know Your Emergency Team & Roles

Who's Who When the Alarm Sounds?

In every city office building, trained staff members are assigned specific roles during an emergency. These people make up your **Emergency Action Plan (EAP) Team**. Knowing who they are, and what they do, helps keep everyone safe.



Fire and Life Safety Director (FLSD)

- The lead emergency official in the building.
- Makes announcements over the speaker system.
- Coordinates with the Fire Department and gives directions to the EAP team and tenants.
- Your go-to voice during any alarm or emergency.

Floor Warden / Deputy Floor Warden

- Leads the emergency response on your floor.
- Checks in with the FLSD via the warden phone (communication device may vary).
- Directs the team and helps guide evacuation if needed.
- Knows who may need extra help evacuating.

Searchers

- Assigned to search all offices, restrooms, and areas on your floor.
- Make sure everyone is alerted and safely evacuating.
- Report back to the Floor Warden once the floor is clear.

Fire Brigade Member

- Trained staff who respond directly to a fire emergency.
- Reports conditions to the FLSD.
- May assist in extinguishing small fires only if safe.
- Never acts without direction or if the situation is dangerous.

Critical Staff Members

- Employees with essential duties (like engineers, elevator technicians, or security).
- May stay behind temporarily if needed and approved in advance.
- Always follow safety procedures and report to the FLSD.

What's *Your* Role?

- **Listen** to announcements and instructions from the FLSD.
- **Follow your Floor Warden** during drills or real emergencies.
- **Don't use elevators**, always use the stairs unless told otherwise.
- **Let someone know** if you or a coworker needs help evacuating.

The More You Know...

Now that you understand the key roles in an emergency, you can respond with more confidence and calm. Every drill helps you prepare, and your EAP team is here to guide the way.

