

Life Safety Teams

Per City of Chicago code, each building will have an evacuation plan, which includes the formation of floor Life Safety Teams. Each Life Safety Team will include the following positions, and it will be the responsibility of each Area Warden to keep the Life Safety Teams fully staffed. The positions are as follow:

- Area Warden
- Floor Warden(s) and Assistant Floor Warden(s)
- Searcher(s)
- Stairwell Monitor(s)
- Elevator Monitor(s)
- Aide(s) to Persons Needing Assistance

In the event of an incident that requires the relocation of occupants of a floor or the evacuation of the building, the Life Safety Team members will be responsible for the orderly evacuation of each occupant. It is imperative that each member know his / her assigned duties and be familiar with the floor layout, to include all emergency exits and stairwells. Specific Life Safety Team member duties are as follow:

Area Warden	
<p>The Area Warden is responsible for emergency coordination and reporting of any potential or actual emergency condition to Building Management. The Area Warden is also responsible for organizing his/her emergency team members and making sure emergency procedures are carried out correctly.</p>	<ul style="list-style-type: none"> • Appoints personnel to the Life Safety Teams and fills vacant positions. • Maintains an updated roster of all Life Safety Team members. • Alerts key personnel of potential emergencies. • Supervises the activity and training of all key team members. Ensures that all team members know their assigned duties and locations in case of an emergency. • Is responsible for informing and training team members and all floor personnel in emergency procedures. • Pre-plans the handling of physically disabled personnel during evacuation. • Is responsible for the evacuation of floor personnel. Is responsible for notifying Life Safety Team members to evacuate. • The Floor Warden / Assistant Floor Warden will assist the Area Warden in all areas of responsibility and assume the leadership role in his/her absence.

Floor Warden / Assistant Floor Warden	
<p>Operating under the supervision of the Area Warden, the Floor Warden (or Assistant) is responsible for the control of the Life Safety Team members and the people on the floor. In addition, he / she is responsible for the safe evacuation of personnel in his/her work area during an emergency.</p>	<ul style="list-style-type: none"> • Supervises assembly of personnel in his/her work area. • Is responsible for orderly evacuation of all personnel in his/her area via designated exits. • Remains with the group throughout the evacuation period and leads them to predetermined safe areas. • Assists in training of all personnel in his/her work area.

Searcher	
<p>Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storerooms, file rooms, coffee areas, restrooms, etc.</p>	<ul style="list-style-type: none"> • Checks all rooms including rest rooms, conference rooms, reception areas, and remote areas, closing but not locking all doors behind them. • Advises any remaining personnel on the floor of the emergency and insists on their evacuation. • Evacuates non-employees found on the floor. • Reports to Floor Warden when his/her area is clear.

Stairwell Monitor	
<p>Under the direction of the Floor Warden, Stairwell Monitors are responsible for an assigned exit, such as a stairwell and assist in the orderly evacuation of personnel.</p>	<ul style="list-style-type: none"> • Takes a position at his/her assigned exit and assists in the orderly evacuation of personnel. • Inspects stairwells for possible heat or smoke conditions before evacuation. • Instructs personnel to form single file lines into the stairwell and directs personnel to exit along the right side of the stairwell. • Supervises and monitors evacuation flow while remaining calm and encouraging a calm and orderly evacuation. • Stays at the exit until Searchers have cleared all personnel from the floor.

Elevator Monitor

Under the supervision of the Floor Warden, Elevator Monitors are responsible for making sure no one uses the elevators.	<ul style="list-style-type: none">• Must be familiar with the building evacuation plan and the location of all stairways.• Positions self at elevator bank and directs employees to the nearest stairway and away from the elevators.• Stays at his/her post until instructed to evacuate by the Floor Warden.
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Aide to Persons Needing Assistance

Under the supervision of the Floor Warden, the Aide to Persons Needing Assistance is responsible for making sure all physically challenged personnel are evacuated.	<ul style="list-style-type: none">• Maintains an up-to-date list of physically challenged employees on the floor.• Assists personnel to stairwell (Area of Safe Refuge) and calls Security on stairwell phone alerting them to person in stairwell.
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Life Safety Team members play a key role in the evacuation process, but they are not designated first responders. In a life threatening situation, team members must evacuate as every occupant must and they should report any issues, such as persons needing additional assistance, to Security or to their Floor Warden.

Life Safety Team members are required to wear a reflective safety vest when performing their duties (so others can recognize them) and must be vocal when evacuating persons from a floor. In an emergency, seconds count and Life Safety Team members play an important role in keeping floor occupants safe.

Lastly, Life Safety Teams are to be established and then maintained by the customer contact, usually the Area Warden. Anytime there is a member change in the Life Safety Team or a person is identified as needing evacuation assistance, this information needs to be communicated to Building Management.

Important Numbers

1. Chicago Fire / Police / Paramedics – 911
2. 24 Hour Security Command Center – (312) 849-5525
3. Building Management – (312) 849-5500
4. Mark Anderson, Director of Security – (312) 849-5506
5. Harold Hiso, Assistant Director of Security – (312) 849-5522