

375 Beale Street - Bay Area Metro Center

FLOOR WARDEN INFORMATION

The San Francisco Fire Department requires that each company appoint 2 primary floor wardens for every occupied floor. If your company occupies more than 1 floor or has offices on multiple floors, please appoint 2 per office per floor as well as an alternate in case of absence. The Floor Wardens are required to attend the annual Floor Warden training and to exercise their responsibilities with a sense of leadership and authority.

First Floor Warden Name:		Title:
Phone:	Cell/Pager:	
Floor Location/Dept/Room number:		
Second Floor Warden Name:		Title:
Phone:	Cell/Pager:	
Floor Location/Dept/Room number:		
Alternate Floor Warden Name:		Title:
Phone:	Cell/Pager:	
Floor Location/Dept/Room number:		

SPECIAL NEEDS PERSONNEL

Please provide a list of those persons who will need assistance during an emergency, including anyone with claustrophobia, anxiety/panic disorders or women in their third trimester of pregnancy. Please note any special instructions to be followed in the event of an emergency. Floor wardens should assign someone to wait with anyone requiring special assistance until an Emergency service person has arrived.

Employee Name:		Title:
Phone:	Floor Location Dept/Room number:	
Special Need:		
Special Instructions:		
Employee Name:		Title:
Phone:	Floor Location Dept/Room number:	
Special Need:		
Special Instructions:		