

At emergency preparedness meeting, General Services issued Emergency Floor Warden Team vests and gave floor wardens preview of evacuation drill scheduled for sometime in November.

## MTA Floor Wardens Prepare for Emergencies

(Oct. 31, 2001) As Washington issues messages warning the nation's security forces to be on the alert, the LA Fire Department has given the MTA permission to conduct a full-scale emergency evacuation of the Headquarters building. The drill will be scheduled sometime within the next month.

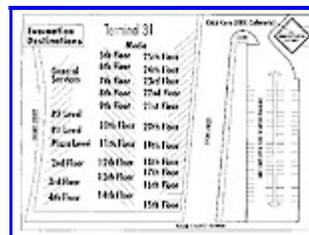
In preparation, General Services called together some 80 floor wardens, Tuesday, to re-emphasize safety measures in the event of a fire, emergency drill or an actual emergency.

The floor wardens, their alternates and assistants attended a safety presentation in the Board room, then took a familiarization tour of Terminal 31, the bus parking lot at the corner of Cesar Chavez and Vignes.

All Headquarters employees will be required to assemble in designated locations at Terminal 31 during a building evacuation. Floor wardens, carrying signs showing their floor numbers, will station themselves at the assembly areas, take a roll call and report to the General Services emergency post.

General Services also issued blue Emergency Response Team vests and hard hats to each of the floor wardens, along with copies of the MTA's Emergency Response Plan.

Floor wardens are responsible for ensuring the safe and complete evacuation of building occupants during a drill or emergency. They must account for the whereabouts of employees assigned to their floors during a drill or emergency. They also are required to be proficient in CPR and first aid.



Click image to view diagram of evacuation destinations.

Floor warden duties include making monthly checks of fire extinguishers, inventorying and replenishing first aid cabinets, directing the evacuation of their floors, assisting – if needed – in putting out a fire or with a medical emergency.

For a list of floor wardens at the Headquarters building, click here to link to the [General Services](#) web site.

[Back to Bulletin Board](#)