Each building should have identified several occupants who are able to serve as Floor Monitor (FM). Usually, two FM’s per level is the guideline. The person who assumes the Floor Monitor position will have capable leadership abilities and can communicate effectively.

Floor Monitor Responsibilities:

☐ Learn the location of fire alarm pull stations, fire exits and in-house phones on assigned floor.
☐ From the emergency evacuation floor plan, identify the location of the predetermined Primary and Alternate Assembly Areas.
☐ Identify the Areas of Rescue Assistance (ARA) on assigned floor - usually located within or near the stairwell landing.
☐ Prepare a dated list with the names and work site of any person who has identified themselves as needing assistance in the event of an emergency. This list should be made available to the Incident Commander in the event of an evacuation.
☐ Direct building occupants to the nearest exit in the event of an emergency.
☐ Remain at the assigned exit until all occupants of the floor have been evacuated if you can do so without endangering yourself.

NOTE: If persons are reluctant to evacuate or refuse to evacuate, their names shall be provided to the Incident Commander or Safety Officer. Regardless of the reason provided for not evacuating the building, DPS will be notified.

☐ If you can do so without endangering yourself, check all areas of the assigned floor to ensure that all occupants have evacuated.
☐ Assist those persons identified as needing assistance to the Area of Rescue Assistance (ARA) if you can do so without endangering yourself.
☐ Report to the predetermined Assembly Area and be prepared to provide the location of any persons in a building ARA.

Floor Monitor helpful tools include a pencil and clipboard with a floor plan and a personnel checklist, a flashlight, whistle, and a reflective service vest.

Once the above responsibilities have been satisfied, a Floor Monitor should report to the Incident Commander and offer further assistance.

The Incident Commander may deploy the building Floor Monitors to secure a ground-level entrance to the building and prevent building re-entry by unaware people.

The Incident Commander (IC) has the overall authority at the incident or emergency event.