**Key Definitions**

**Building Administrator:**

The individual who is responsible for the building and its occupants. Helps develop and implement the building’s emergency plan.

Note to Building Administrators and Building Emergency Responders:

As designated building emergency responders, it is your responsibility to ensure that you are familiar with the locations of all emergency resources for your building/floor. Thus, please take the time to familiarize yourself with the locations of the following:

|  |  |  |
| --- | --- | --- |
| * Fire Extinguishers
 | * Fire Pull Stations (if applicable)
 | * Elevators
 |
| * Stairwells
 | * Evacuation Chairs (if applicable)
 | * AED’s
 |
| * Your Exit Strategy
 | * Area of Refuge
 |  |

**Team leader:**

The primary emergency contact for each department or work location who provides assistance in an emergency (or potential emergency) situation in a building.

**Floor Monitor:**

Worksite staff designated to monitor the safe evacuation of their assigned floors. Floor Monitors direct staff to emergency exits, monitor movement in stairwells, alert and sweep rooms for personnel, block access to elevators, and assist any disabled staff or visitors.

**Evacuation chair assistants:**

Trained staff assigned to assist special needs individuals in an evacuation.

**Roll taker:**

Building occupant(s) assigned by the Building Administrator to take roll at the Outdoor Assembly Area(s) (OAA) after a building evacuation.

**Traffic Control:**

Directing pedestrian traffic from building **Lot 5** to the outdoor assembly area (OAA) in

parking lot **Lot 5.**

**Outdoor Assembly Areas (OAA)**:

Pre-designated areas where building occupants assemble following an evacuation to wait for instructions and “all clear” notifications. Alternate locations should also be designated in the event hazardous conditions prevent access to the primary evacuation location.