



Floor Captain Guide

This guide details the roles and responsibilities of Floor Captains. Carefully review it to see if being a Floor Captain is right for you.

Floor Captains Are:

- » Building residents who help communicate between building staff and other residents during a disaster. They are the first point of contact for residents about safety information and updates. They can be assigned to one floor or a section of floors, depending on the size of the building and the needs of residents.

What Floor Captains Do:

- » Help residents prepare for a disaster by getting to know the special needs of residents.
- » Assist staff with evacuation, information sharing, distributing supplies and making sure residents are safe.
- » Specific Floor Captain Duties may include:
 - » Assisting building staff with resident meetings and other events
 - » Helping residents assemble Go Bags
 - » Assisting building staff with distributing emergency update flyers
 - » Translating flyers for residents who speak different languages
 - » Directing residents out of a building during an evacuation
 - » Notifying building staff about residents who choose to shelter in place

What Floor Captains Do Not Do:

- » Put their own safety at risk
- » Perform duties which require extensive training such as putting out fires.
- » Complete tasks they cannot perform safely.
- » Argue with residents who do not wish to evacuate.