

## CHELSEA GARDENS - CONDO VOLUNTEER RESPONSIBILITIES

ASSIGNMENT	RESPONSIBILITIES
BUILDING CAPTAIN	CALLS INCIDENT COMMAND TEAM TO INDICATE AN INCIDENT
	RELOCATES TO MUSTER STATION WITH DATABASE OF RESIDENTS
	GATHER POPULATION COUNT OF RESIDENTS AT MUSTER STATION
	GATHER INFORMATION IF ANY INJURIES - CALL ICT FOR HELP IF NECESSARY
	GATHER INFORMATION IF ANY RESIDENTS STUCK IN ELEVATOR
	GATHER INFORMATION OF ANY RESIDENTS STILL IN THEIR UNIT
	PROVIDE INCIDENT COMMAND TEAM WITH STATUS UPDATE
	POINT PERSON FOR EMERGENCY SERVICES ON THEIR ARRIVAL

FLOOR CAPTAIN	ENSURES RESIDENTS ARE AWARE WHO THEIR FLOOR CAPTAIN IS.
	MAINTAIN A DATABASE OF FLOOR RESIDENTS IN HALLWAY FOR WARNING/CHECK
	BANG ON RESIDENTS DOORS WITH FORCE AND HOLLERS DURING AN INCIDENT
	BANG ON ELEVATOR DOOR AND HOLLERS IF ANYONE INSIDE
	RELOCATES TO MUSTER STATION AFTER CHECKING ALL UNITS
	INFORMS BUILDING CAPTAIN OF STATUS OF FLOOR RESIDENTS

RESIDENTS	KNOW YOUR FLOOR CAPTAIN
	KNOW LOCATION OF FIRE ALARMS
	KNOW LOCATION OF FIRE EXTINGUISHERS

**NOTE:**

CURRENTLY – THIS IS FOR THE WINDSOR CONDO BUILDING ONLY.