

DUQUESNE UNIVERSITY

FLOOR MARSHAL PROGRAM

*Effective 2004
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Appendix A: Record of Review/Changes

1.0 Emergency/Drill Response

Before an Emergency or Drill

- Be knowledgeable of the floor's occupants and building layout for utilization during evacuation procedures (e.g. floor layout, disabled persons, location of stairwells, alarm bells, fire extinguishers, exit locations, etc.)
- Know the gathering point for your floor and familiarize employees with it.
- Assign persons to assist someone who may require special assistance to evacuate the floor.
- Become acquainted with other Floor Marshals on your floor. Coordinate with these individuals to provide joint leadership during an emergency or drill situation.

During an Emergency or Drill

- Immediately respond and provide leadership on the floor during emergencies (e.g. fire, power outage, etc.)
- Assist building occupants with the direction of evacuation routes- do not use elevators.
- Communicate the need to evacuate to the designated gathering point.
- Walkthrough the entire floor, including all rooms.
 - Ensure all occupants have evacuated the building.
 - Close, but do not lock, the doors on the way out.
 - Turn off/ shut down equipment, experiments, processes, etc.
- Report problems to the Police or Incident Commander when leaving the building.
 - Advise floor personnel when it is safe to return to the building, as determined by the Police or Incident Commander.