

# DUQUESNE UNIVERSITY

## Floor Marshal Program

Prepared by: Environmental Health and Safety Department

---

### TABLE OF CONTENTS

|  | Page |
|--|------|
| 1.0 Floor Marshal Program Overview           | 1    |
| 2.0 Floor Marshal Duties                     | 1    |
| 3.0 Evacuation Drills                        | 2    |
| 4.0 Other Floor Marshal Responsibilities     | 2    |
| 5.0 Tips, Reporting, and Contact Information | 3    |

#### 1.0 Floor Marshal Program Overview

A volunteer Floor Marshal at Duquesne University facilitates the safe and orderly evacuation of occupants from designated areas in a building during an emergency situation. Floor Marshals are not expected to put themselves in danger or conduct search-and-rescue operations.

The Office of Environmental Health and Safety (EHS) oversees the Floor Marshal Program and communicates with all volunteers through a designated list-serve. Each year the Floor Marshals participate in trainings offered by EHS to practice their assigned responsibilities. All occupied buildings are evacuated during the fall and spring semesters.

Multiple Floor Marshals are needed in every building and on every floor to help assist the building occupants. All inquiries can be relayed to Paula Sweitzer ([sweitzerp@duq.edu](mailto:sweitzerp@duq.edu) or x4763).

#### 2.0 Floor Marshal Responsibilities

A Floor Marshal's primary responsibility is to facilitate the safe evacuation of assigned designated areas. Each Floor Marshal will be equipped with a bright-colored safety vest so building occupants, other floor marshals, and emergency personnel can identify them.

When an evacuation is necessary, Floor Marshals should:

- **Facilitate** the safe and complete evacuation of campus buildings to the designated gathering point(s).
  - Respond immediately and communicate the need to evacuate.
  - Don safety vest.
  - If it is safe to do so, conduct a sweep of the pre-assigned area: check restrooms, store rooms and close doors.
  - Assist injured/handicapped occupants to the designated area-of-refuge (stairwell).
  - Never use the elevators.

Review Date: January 2020

- Verify that emergency responders are on the way by calling Public Safety at 412-396-2677 (COPS).
- Proceed to the gathering point(s) and wait for further instructions.
- **Report** injured or trapped persons to our Public Safety or Fire Department emergency responders. You **do not** need to report that your floor is clear.
- **Assist** our Public Safety or emergency personnel in preventing unauthorized entry into the building by non-emergency responders until the affected area(s) are deemed safe.

### 3.0 Evacuation Drills

There are two drills every year – one during the fall semester and one during the spring semester. The drills are coordinated with Facilities Management, Public Safety, and Deans of the schools. Notifications are sent to all building occupants. The non-academic buildings receive an email stating the week of their drills and the academic buildings receive an email stating the day of their drill.

During evacuation drills, an emphasis should be placed on orderly evacuations rather than speed. All occupants should clear the exit doorways and proceed to their designated gathering points. Evacuation drills are a collaborative effort to evacuate all occupants without exception. If a building occupant does not leave, please report this to EHS.

### 4.0 Other Floor Marshal Responsibilities

- Enroll into the DU Alert System – [www.duq.edu/dualert](http://www.duq.edu/dualert)
- Enroll in the Floor Marshal Alert System, through EHS – similar to the DU Alert System.
- Commit up to three hours of time per year towards emergency evacuation drills and trainings.
- Complete of any offered trainings.
  - Hands-on Fire Extinguisher Training
  - AED/CPR
  - First Aid
- Conduct periodic walk-throughs/inspections of your floor/buildings – confirm locations of fire extinguishers and AED units. Report any hazards.
- Know the locations and operations of all emergency response equipment – alarm pull stations, emergency phones, fire extinguishers, safety shower, eye washes, AED units, etc.
- 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 locations, fire extinguishers, exit locations, etc.).
- Know the gathering point(s) for your building and familiarize employees with it.
- Assign persons to help those requiring special assistance during an evacuation.
- Become acquainted with other Floor Marshals on your floor and building. Coordinate with these individuals to provide joint leadership during an emergency or drill situation.

### 5.0 Tips, Reporting, and Contact Information

#### Tips

- Keep your cool; cooler heads prevail and panic is contagious.
- Know your duties, evacuation procedures, and the most direct route out of your building.
- Know your floor plan and the location of emergency equipment.
- Walk – DO NOT RUN – to your assigned area.

- Be proactive and take preventative measure to avoid emergencies before they happen.

Reporting

EHS is responsible for the timing of every building drill to determine if the building had passed or failed the drill. EHS shares all evacuation drill results with the building occupants. EHS works with Facilities Management to address any noted issues with the building emergency systems.

Contact Information

| <b>Name</b>                   | <b>Office</b>                 | <b>Phone</b> | <b>Email</b>   |
|-------------------------------|-------------------------------|--------------|--|
| Paula Sweitzer                | B8 Mellon Hall                | x4763        | <a href="mailto:sweitzerp@duq.edu">sweitzerp@duq.edu</a>                       |
| Ryan Reilly                   | B7 Mellon Hall                | x1506        | <a href="mailto:reillyr1@duq.edu">reillyr1@duq.edu</a>                         |
| Bob Haushalter                | Cooper, 5 <sup>th</sup> Floor | x6382        | <a href="mailto:haushalterr@duq.edu">haushalterr@duq.edu</a>                   |
| Facilities Management         | Bushinski                     | x6011        | <a href="mailto:facilitiesmanagement@duq.edu">facilitiesmanagement@duq.edu</a> |
| Public Safety – Emergency     |                               | x2677        | <a href="mailto:publicsafety@duq.edu">publicsafety@duq.edu</a>                 |
| Public Safety – Non-Emergency |                               | x6002        |  |