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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 individuals that may require special assistance to evacuate the floor.
- Become acquainted with other Floor Marshals on your floor. Coordinate with these individuals to provide team leadership during an emergency or drill.
- Requirement to enroll in the DU Alert System.

During an Emergency or Drill
- Immediately respond and provide leadership on the floor during emergencies (e.g. fire, power outage, etc.).
- Requirement to wear reflective safety-green vests for identification to building occupants, other floor marshals, and emergency personnel.
- Assist building occupants with the direction of evacuation routes and do not use elevators.
- Communicate the need to evacuate to the designated gathering point.
- Communicate with Public Safety and EHS if there is a person that requires assistance.
- 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.

OTHER FLOOR MARSHAL RESPONSIBILITIES

Enrollment & Training(s)
- Enrollment into the DU Alert System.
- Commitment to offer up to 4 hours of time per year towards emergency evacuation drills and trainings.
- Completion of the yearly Floor Marshal training.