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| USU Emergency Management |
| USU Building Marshal Program |
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| USU Emergency Management  8/20/2012 |

**USU Building Marshal Program**

**Purpose**

To achieve the mission of the University Emergency Operations Plan, it is necessary to have University personnel trained in the emergency operations for each building. The following outline is the Building Marshal Program.

1. Building Marshal Program Outline
   1. Each building will have at least one Building Marshal.
   2. Larger buildings will have at least one Building Marshal and two alternates.
   3. One trained Marshal will be in each larger building during all regular hours of occupancy, if possible.
   4. Larger buildings, in addition to Building Marshals, will have Floor Marshals who are selected by and responsible to the Building Marshal.
   5. The Building Marshal Program will generally be staffed by key staff personnel.
2. Purpose of the Building Marshal
   1. To assist the Emergency Operations Plan in pre-emergency programming; and
   2. To execute emergency procedures in the event of an emergency situation.
3. The purpose of the Building Marshal Program is to assist the University in the mission of emergency preparedness by promoting the following actions in each university building.
   1. Provide for the safety of employees, visitors, and students, by
      1. Affecting an orderly building evacuation under direction of the Emergency Manager, Emergency Operations Group, or University Police
      2. Determine if “shelter in-place” is possible.
      3. Affecting an orderly building evacuation immediately should it become apparent that a threat to life is imminent.
      4. Becoming the first contact person in the event of a bomb threat.
      5. Becoming aware of persons with special needs who frequent the building; e.g., persons with disabilities, etc.
      6. Preparing a preliminary disaster report which would include:
         1. Identifying and requesting necessary emergency services.
            1. Firefighting equipment
            2. Rescue assistance
            3. Emergency medical aid, etc
      7. Temporarily staffing emergency stations to include:
         1. Building Command Post
         2. Crowd Control
         3. First Aid
4. Training of Building Marshals, Floor Marshals is to be conducted by USU Emergency Management
   1. Training shall include
      1. Bomb Threat and building searches
      2. Light fire suppression
      3. Emergency medical services for life-threatening conditions: shock, airway obstructions, bleeding, fractures, sprains, lacerations, burns, head & spinal injuries, hypothermia, etc.
      4. Light search and rescue, extricating victims from fallen debris.
      5. Basic principles of disaster preparedness
      6. How people feel and behave in a disaster.
      7. Emergency evacuation of disabled personnel.

**Sample Organization**



NOTE: This is just an example. The chart can be expanded or contracted depending on the structure of the building.

**Definitions:**

***Department Team Leader(s):***  Representatives from each department on the floor that give a report to the Floor Marshal on the status of their department (prop damage, unaccounted employees, injuries, etc.) These individuals also lead their department in emergency preparedness activities.

***Floor Marshal:***  The Floor Marshal is in charge of a specific floor of the facility. The Floor Marshal must recognize the presence of an emergency, ensure the evacuation of his/her area, perform a sweep of the area to ensure all personnel have been evacuated, report the status of the evacuation to the Building Marshal, and report any problems to Police.

***Building Marshal:*** A Building Marshal is in charge of a specific area within the facility. During an evacuation, the Building Marshal reports to an assigned area to accept reports from the Floor Marshals. The Building Marshal then relays information to the Incident Commander.

**Other Positions:**

***Elevator Monitor:*** For facilities with elevators, the Floor Marshal should assign an Elevator Monitor for emergency evacuations. The Elevator Monitor should secure the elevator against use, contact their Floor Marshal regarding any problems, and evacuate the building when directed to do so by the Floor Marshal.

***Evacuation Sweeper:*** The Floor Marshal will assign Evacuation Sweepers if the size of the area dictates it. The Sweepers will search an assigned area to ensure that all personnel have been evacuated. This will occur during the evacuation, not after.

***Exit Guard:*** The Floor Marshal will assign Exit Guards in their area, where appropriate. The Exit Guard will remove any obstructions to the exit door; direct personnel out of the building; prevent employees from congregating near the exit; and remain outside the exit door while not allowing personnel to return to the building until the emergency is over.

***Stairwell Monitor:*** The Floor Marshal will assign Stairwell Monitors in his/her area, where appropriate. The Stairwell Monitor will open the stairwell door and check for hazardous conditions, direct personnel to enter the stairwell, if safe, direct personnel to an alternate stairwell, if hazardous conditions exists, and keep the stairwell door closed if it is not a primary exit route.

**Information Flowchart**



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| ***(Building) Evacuation Team*** | | | | | | |
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| ***Assignments*** | | | | | | |
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| ***Name*** | ***Floor*** | ***Assignment*** | ***Department*** | ***Office Location*** | ***Telephone Number*** | ***Email*** |
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