

DUQUESNE UNIVERSITY

FLOOR MARSHAL PROGRAM

*Effective 2004
Revised January 2009*

Prepared by: Environmental Health & Safety Department
EH&S Coordinator

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Appendix A: Floor Marshal Checklist

Record of Review/Changes

Date of Review	Changes	Signature
October 2008	Added 3 ^{5th} Avenue properties to Appendix B.	Vanessa Fowler
January 2009	Removed "Appendix B: Evacuation Gathering Points and Requirements"	Vanessa Fowler

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 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.

2.0 Semiannual Safety Check

Complete a Floor Marshal Checklist (see Attachment A) twice a year. This routine checks the floor for safety issues/problems relating to emergencies (fire hazards, disabled persons, blocked exits, annunciation systems, fire extinguishers, etc.); report issues or concerns directly to the EHS Coordinator at X1506.

Appendix A

FLOOR MARSHAL CHECKLIST

Building: _____

Floor(s): _____ **Date:** _____

Name of floor marshal performing the inspection: _____

Checklist Items	Yes	No	N/A
1. Are emergency phone numbers (i.e., Public Safety ext. 2677) posted at or near all telephones?			
2. Are all employees aware of the gathering point for evacuations?			
3. Are working areas free of debris and obstructions?			
4. Are all walking or working areas free of tripping/slipping hazards?			
5. Are all corridors, stairwells, and exits unobstructed?			
6. Is there sufficient lighting throughout the corridors, stairwells, and exits?			
7. Are all exit signs posted and properly illuminated to clearly indicate exits?			
8. Are all exit doors able to be readily opened from the inside?			
9. Are exit and stairwell doors uninhibited by wedges or stops?			
10. Are alarm pull boxes unobstructed/accessible?			
11. Are fire alarm indicating devices (smoke detectors, audible and visible system components) damaged?			
12. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
13. Are fire extinguishers clearly visible and unobstructed?			
14. Are all fire extinguishers in place?			
15. Are flammable liquids stored in flammable cabinets?			
16. Do any persons with special needs understand their evacuation alternatives/options?			
Comments from above - any other concerns or recommendations for improving emergency/life safety on campus			
Please return to the Environmental, Health and Safety Department: B6 Mellon Hall Contact Vanessa Fowler with any questions: Ext. 1506 or fowlerv@duq.edu			