



BUILDING MARSHAL RESPONSE PROCEDURES

WHAT TO DO:

1) PERSONAL SAFETY

- a. Determine if it is safe for you to take action (avoid fire, smoke, partially collapsed buildings, fumes, etc.)
- b. Suit up! Utilize the items in your Building Marshal kit before taking action

2) ASSIST IN EVACUATION

- a. Prompted by an alarm, at the request of personnel, or based on your evaluation and judgement
- b. Move building occupants to pre-identified evacuation staging area
- c. Assist individuals with access and functional needs in evacuating

3) SECURE ENTRANCES

- a. Use "Do Not Enter tape" to prevent re-entry into building until responding personnel give the order

4) REPORT INFORMATION

- a. Make note of relevant information to relay to first responders

NOTES FOR FIRST RESPONDERS:

DESCRIBE WHAT HAPPENED (SEQUENCE OF EVENTS):

DESCRIBE KNOWN DAMAGE/HAZARDS:

LOCATIONS OF TRAPPED/INJURED:

ANY INACCESSIBLE ROUTES OR LOCKED DOORS:
