

**Responsibilities and duties a Building  
Marshall:**

1. When prompted by a drill or real emergency situation assist in the **orderly evacuation of the building** population from the structure.
2. Secure building entrances, direct personnel to the designated collection points, and deny re-entry until informed by the University Police Department that it is safe to do so.
3. Report building status to University Police (i.e., fully evacuated, location of trapped or injured individuals, etc)
4. Assist as directed in other emergency response activity.

**NAME:**

**AREA:**

**LEAD:**

**RADIO CHANNEL:**

**EQUIPMENT:**

**DUTIES**

- \_\_\_ **Ensure your safety!!!**
- \_\_\_ Turn on the radio.
- \_\_\_ Put on vest.
- \_\_\_ Put on hard hat
- \_\_\_ Put on dust mask (as needed)
- \_\_\_ Put on goggles (as needed)
- \_\_\_ Put on gloves (as needed)
- \_\_\_ Sling equipment bag ensuring flashlight and caution tape are inside.
- \_\_\_ Direct people to collection points/shelter in place
- \_\_\_ Check your area for trapped or injured people
- \_\_\_ Report to your lead

**Location of trapped:**

**Location of injured:**