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

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NOTES FOR FIRST RESPONDERS:

DESCRIBE WHAT HAPPENED (SEQUENCE OF EVENTS):

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DESCRIBE KNOWN DAMAGE/HAZARDS:

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LOCATIONS OF TRAPPED/INJURED:

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ANY INACCESSIBLE ROUTES OR LOCKED DOORS:

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