

## Introduction

Eastern Washington University is committed to campus safety as a method of promoting a positive, productive learning environment. To better serve the safety of the University community, a Building Manager Safety Program was established. This program was developed with the primary goal of safety education, awareness and training. It focuses on the safety of building occupants through the timely dissemination of information and improved identification of safety hazards.

The program is based on voluntary participation drawn from the full breadth of campus organizations. Volunteers are trained to perform as building captains, representing an entire facility, or floor managers who represent sub-areas of a building or different tenant organizations, as needed. In order for an employee to be a building captain or floor manager the employee's supervisor must give approval.

The safety program representatives provide education and disseminate information that is intended to increase safety awareness and facilitate evacuations. During emergencies and emergency tests, the Building Captains and Floor Managers will aid first responders by identifying persons unaccounted for or unable to evacuate and assist as needed. During actual emergencies, the Cheney Fire Department will always assume on-scene command as trained first responders.

Environmental Health & Safety (EH&S) will be responsible for administration of the program with the University Safety Committee providing advisory oversight.

## Responsibilities

### Building Captain

The building captains will be the safety representative and point-of-contact within a building or designated area for safety matters.

#### In relation to Safety and Health, Building Captains will:

- Serve as first point of contact for safety information and incident reporting for all building occupants.
- Orient all new employees assigned to their designated areas in safety procedures and equipment, including:
  - Fire evacuation procedures
  - Exit locations
  - Fire alarm and fire extinguisher locations
  - Locations of first aid kits and automated external defibrillators (AEDs)
  - Safety board locations and information
  - Other pertinent safety related building/area information.
- Conduct quarterly safety inspections within their designated area and report any identified hazards to EH&S for corrective action, as needed.
- Maintain logs of inspections and provide these to EH&S.

#### In relation to Fire Protection, Building Captains will:

- Serve as first point of contact for building evacuations.
- Conduct simple monthly inspections of fire extinguishers and AEDs within their area.
- Serve as point of contact for EH&S and to any emergency response personnel, as circumstances dictate.
- Know who needs special assistance to evacuate the building and provide increased training and awareness to building occupants in order to better aid those people in times of emergency.

### Floor Manager

The floor manager will be the point of contact for building occupants within their floor or area.

Floor manager responsibilities are:

- Ensure procedures to aid individuals requiring special assistance to evacuate the building are known and understood by occupants.
- Provide evacuation procedure training for their assigned areas.
- Know the location of fire alarm pull stations, fire extinguishers, and AEDs in their assigned area.
- Help assemble and account for people during evacuations.
- Work with faculty and staff in disseminating evacuation procedures.
- Remind people to close fire doors during evacuation process.
- Coordinate actions with emergency personnel and building captains during emergencies.
- Assist with building safety inspections.
- Serve as alternate building captain when necessary.

## Application

### Personal Data

Applying for (check one):       Building Captain                       Floor Manager

Date: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Building: \_\_\_\_\_ Campus Email: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

### Related Experience

List any previous training or positions related to safety, health or emergency management.

### Personal Statement for Consideration

Please indicate why are you interested in becoming a Building Captain / Floor Manager?

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I acknowledge I have read the requirements for Building Captains / Floor Managers and I am approving participation of the employee in the Building Safety Program as a  Building Captain or  Floor Manager (check one). I understand this will require the employee to attend training and spend additional time on this program on an as needed basis.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed form to:

**EH&S**  
Martin Hall 002  
Fax: 359-4690  
Email: [envhea@ewu.edu](mailto:envhea@ewu.edu)