EWU Building Captain / Floor Manager Safety Program

Eastern Washington University is committed to campus safety to promote a positive, productive learning environment. However, this commitment alone will not ensure safety without the involvement and support of the campus community. Therefore, to better serve the safety of the University community, a Building Manager Safety Program is established. This program is developed with the primary goal being safety education, awareness, and training. It is focused 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 will be trained to perform as building captains, representing an entire facility, or floor managers who would 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, an employee’s supervisor would need to give approval.

The safety program representatives will only provide education and disseminate information that is intended to increase safety awareness and facilitate evacuations during training and in times of emergencies. This will improve everyone's initial response and more quickly account for building occupants when real emergencies do occur. During actual emergencies (fire evacuations), the Cheney Fire Department will always assume on-scene incident command as trained first responders.

The roles and responsibilities of Building Captains/Floor Managers

Building Captains Responsibilities

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 they will:

Represent a building/designated area at safety subcommittee meetings.

Maintain safety bulletin board(s) for that building or designated area.

Conduct quarterly safety inspections within their designated area and report any identified hazards to the Environmental Health and Safety Office for corrective action, as needed.

Orient all new employees assigned to their designated areas in fire evacuation procedures, exit locations, safety board information, the availability of first aid kits and automated external defibrillators (AEDs), and any other pertinent safety related building/area information.

Maintain logs of inspections and provide these to the Environmental Health and Safety Office.

Building captains, as designated safety representatives, will be the first point of contact for safety information and incident reporting for all building occupants.
**In relation to Fire Protection:**

Building Captains will be responsible for simple monthly inspections of fire extinguishers and AEDs within their area.

Building Captains will be the point of contact for the Environmental Health and Safety Office and to any emergency response personnel, as circumstances dictate.

They will be responsible to know who needs assistance (handicap or otherwise incapacitated) and will provide increased training and awareness to building occupants in order to better aid those people in times of emergency.

Volunteers will be appointed by the Safety Subcommittee based on level of interest, specific qualifications, and their supervisor's approval.

Terms will be for two years at which time the term can be extended by one year or opened for new volunteers.

Environmental Health and Safety will be responsible for administration of the program with the University Safety Committee providing advisory oversight.

**Floor Manager Responsibilities**

The floor manager will be the point-of-contact for a building floor, designated building sub-area, or tenant organization for fire/emergency management awareness information and training.

**Floor Manager Responsibilities**

- Provide evacuation procedures awareness training for their assigned areas
- Work with faculty and staff in disseminating evacuation procedures
- Coordinate program requirements with the building captains
- Serve as the safety point of contact for building occupants within their area.

**Floor Managers will:**

- Know the location of fire alarm pull stations
- Know the evacuation routes
- Help assemble and account for people during evacuations
- Ensure procedures to aid the disabled are known and understood by occupants
- Remind people to close fire doors during the evacuation process
- Coordinate actions with emergency personnel and the building captain, as needed
- Assist with required building safety inspections
- Serve as alternate building captains when necessary