

USU Evacuation Team Job Descriptions

Building Captain

A Building Captain is in charge of a specific area within the facility. During an evacuation, the Building Captain reports to an assigned area to accept reports from the Floor Captains. The Building Captain then relays information to the Incident Commander.

Floor Captain

The Floor Captain is in charge of a specific floor within the facility. The Floor Captain must recognize the presence of an emergency, ensure the evacuation of his/her area, perform a sweep of the area to ensure all personnel have been evacuated, report the status of the evacuation to their Building Manager, and report any problems to Police.

Elevator Monitor

For facilities with elevators, the Floor Captain should assign an Elevator Monitor for emergency evacuations. The Elevator Monitor should secure the elevator against use, contact their Floor Captain regarding any problems, and evacuate the building when directed to do so by the Floor Captain.

Evacuation Sweeper

The Floor Captain will assign Evacuation Sweepers if the size of the area dictates it. The Sweepers will search an assigned area to ensure that all personnel have been evacuated. This will occur during the evacuation not after.

Exit Guard

The Floor Captain will assign Exit Guards in their area, where appropriate. The Exit Guard will remove any obstructions to the exit door; direct personnel out of

the building; prevent employees from congregating near the exit; and remain outside the exit door while not allowing personnel to return to the building until the emergency is over.

Stairwell Monitor

The Floor Captain will assign Stairwell Monitors in his/her area, where appropriate. The Stairwell Monitor will open the stairwell door and check for hazardous conditions, direct personnel to enter the stairwell, if safe, direct personnel to an alternate stairwell, if hazardous conditions exists, and keep the stairwell door closed if it is not a primary exit route.

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