INTRODUCTION

Eastern Washington University is committed to campus safety to promote a positive, productive learning environment. To better serve the safety of the University community, a Building Manager Safety Program is established. This program is developed with the primary goal of 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, and employees’ 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. During actual emergencies (fire evacuation), the Cheney Fire Department will always assume on-scene incident command as trained first responders.

Environmental Health and 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 building evacuations, safety information and incident reporting for all building occupants.
- Orient all new employees assigned to their designated areas in fire evacuation procedures, exit location, safety board information, the availability of first aid kits and automated external defibrillators (AEDs), and other pertinent safety related building/area information.
- Conduct quarterly safety inspections within their designated area and report any identified hazards to the EH&S Department for corrective action, as needed.
- Maintain logs of inspections and provide these to the EH&S Department.

In relation to Fire Protection, Building Captains will:

- Conduct simple monthly inspections of fire extinguishers and AEDs within their area.
- Serve as point of contact for the EH&S Department 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.
BUILDING CAPTAIN / FLOOR MANAGER PROGRAM
& APPLICATION FORM

FLOOR MANAGER RESPONSIBILITIES:
The floor manager will be the point-of-contact for building occupants within their area,
- Ensure procedures to aid individuals requiring special assistance to evacuate the building, are known and understood by occupants,
- Provide evacuation procedures awareness training for their assigned areas,
- Know the location of fire alarm pull stations,
- Help assemble and account for people during evacuations,
- Work with Faculty and staff in disseminating evacuation procedures,
- 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.

APPLICATION

PERSONAL DATA
Date: ______________________
Applying for (check one) ☐ Building Captain ☐ Floor Manager
Print Name: __________________________ Current Position: ______________________
Current Building: ______________________
Department: ______________________
Campus Email: ______________________
Campus Phone: ______________________

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

PERSONAL STATEMENT FOR CONSIDERATION
Please compose a statement regarding why you are interested in becoming a Building Captain / Floor Manager.
_________________________________________________________________________________
_________________________________________________________________________________

Employee Signature: __________________________ Date: ______________

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

Supervisor Signature: __________________________ Date: ______________

(NOTE: PLEASE SEND THIS COMPLETED FORM TO EH&S, 002 MARTIN HALL, FAX # 359-4690)

EH&S Form
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