

## **BUILDING MARSHAL INFORMATION**

- Building Marshal
  - Disability Support Services (DSS) will notify Building Marshals regarding days and times students with disabilities will be in the building at the beginning of each semester
  - Consult DSS website ([www.american.edu/disabilitysupport](http://www.american.edu/disabilitysupport)) to locate the Rescue Assistance Area within the building
  - At the beginning of each semester, designate a team member(s) responsible for checking Rescue Assistance Area on each floor
  - Make sure someone is responsible for helping any individual waiting in Rescue Assistance Area in the event of an emergency
  - Alert Public Safety/Fire Dept. upon arrival of location and type of assistance required
  
- Student responsibilities
  - Students will identify a “buddy” to assist during an emergency evacuation
  - Students will have familiarized themselves with the Rescue Assistance Areas in each building
  - Students requiring assistance to evacuate will contact Public Safety and wait in a designated Rescue Assistance Area.
  - If a student cannot access the Rescue Assistance Area, the student will wait in an area of refuge and alert Public Safety of their location via phone or through an evacuating individual (i.e.: their “buddy”)