

# EVACUATION PROCEDURES – BUILDING CAPTAIN DUTIES

## General Evacuation Procedures

If the fire alarm or other pre-designated notification system sounds, or if a Building Captain/Floor Warden notifies you to evacuate, all building occupants are to follow the procedures listed below.

- Stop what you are doing and remain calm.
- Leave the building immediately by the nearest and safest exit.
- Assist persons in immediate danger to safety, if it can be accomplished without risk of injury to you.
- **Do not use the elevators.**
- Take personal items such as keys, wallets, and purses with you (if it is safe to do so) since you won't be allowed to re-enter the building until given the all-clear by emergency personnel.
- Proceed to your designated assembly area and await further instructions. Once outside, everyone is to stay at least 100 feet away from the building and away from emergency vehicle traffic.
- If people with mobility impairments cannot exit, they should move to a safer area (e.g., most enclosed stairwells, or an office with the door shut which is a good distance from the hazard and away from falling debris in the case of earthquakes).
- Follow any instruction from your designated Building Captain/Floor Warden.
- Once it is safe to enter the building, an announcement will notify faculty, directors and supervisors of the "all-clear" signal. **No one is to re-enter the building until the "all-clear" signal has been given.**

## Evacuation Procedures for Building Captains/Floor Wardens

### Responsibilities

Buildings Captains and Floor Wardens will be assigned to help carry out the responsibilities outlined in this evacuation plan. Floor Wardens are responsible to supervise the evacuation of their assigned floor(s) and reporting their status to the Building Captain. The Building Captain is responsible to ensure their assigned building has been evacuated and to report the status of their building to the Incident Commander. Under no circumstances are Floor Wardens/Building Captains expected to place themselves in danger during an emergency for the purpose of exercising these duties.

## Duties

- Don orange vest (if provided).
- Communicate the need to evacuate to occupants of your floor.
- Direct people to the nearest stairwell or safe evacuation route.
- Provide directions to the designated assembly area.
- Check all classrooms, offices, storage rooms, common areas and restrooms.
- Feel door knobs and doors for heat prior to opening closed doors. If you feel heat, smell smoke, burning materials or chemical odors immediately notify your Building Captain.
- Close, but do not lock the doors as you clear office and classroom areas.
- Report the location of any injured, trapped, or disabled persons waiting for rescue to your Building Captain. If injuries are severe, immediately dispatch a runner to notify the Incident Commander at the Command Post.
- Note any hazardous conditions such as; structural damage, falling hazards, or hazardous spills and report them to your Building Captain.
- Assist Campus Safety in preventing re-entry by non-emergency responders until the building has been deemed safe.

## Building Captain

- Ensure your building has been evacuated and receive status reports from your Floor Wardens.
- Report to your building's Assembly Area and receive roll call reports from teachers and staff to see if anyone is reported missing.
- Provide the Incident Command Post with your complete building status including:
  - Location of alarm activation if discovered;
  - Existence of injured, missing, or trapped persons; and
  - Location of any handicapped persons who need assistance.
  - The location of any hazardous conditions such as; structural damage, falling hazards, or hazardous spills
- Notify Command Post via radio, cell phone, or through a runner, or in person.
- When incident has been given the "all-clear", notify evacuees to return to rooms.

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