



Building Captain & Floor Warden HANDBOOK

Updated October 1, 2013

Floor Wardens and Building Captains

Purpose

Rancho Santiago Community College District is dedicated to providing a safe environment for all students, faculty, staff and visitors. The Floor Warden & Building Captain Program has been established to continue that commitment during an emergency. Floor Wardens & Building Captains will partner with personnel from Campus Safety and RSCCD management to assist students, faculty, staff and visitors in the safe Evacuation, Shelter-in-Place or Lock Down procedures in times of crisis. The Building & Floor Captain program is an important part of RSCCD emergency response protocols. As a participant in the Floor Warden & Building Captain program, you provide a valuable service to the College Community should an incident occur.

Program Structure

Each College and District facility will have an assigned number of Building Captains & Floor Wardens based on the size and location of the buildings. The Floor Warden & Building Captain Coordinator will be the Campus Safety Lieutenant, or his designee.

Definitions

Building Captain: A Building Captain is in charge of a specific building or set of buildings within the facility. After helping with an evacuation, the Building Captain reports to an assigned area to accept reports from the Floor Wardens. The Building Captain then relays information to the Incident Commander.

Floor Warden: The Floor Warden is in charge of a specific floor or several floors within the facility. The Floor Warden 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 Captain.

Evacuation: When required to leave the work area and report to an Emergency Assembly Point. Evacuations are initiated when there is a potential threat to staying in the building such as a fire or damage after an earthquake

Lock Down: When there is advance warning of a potentially dangerous situation where being outside may put you at risk (reports of shots in nearby neighborhood) you could be instructed to stay indoors or in an immediately dangerous situation, you could be instructed to lock/barricade doors, hide from windows and not leave the room until directed to (see Attachment 1 for additional examples).

Shelter-in-Place: In some circumstance, such as a nearby chemical release or severe weather conditions, it might be safer to move indoors and seek shelter. You may be instructed to move to the interior of the building and close all doors, windows, and HVAC vents.

DUTIES: On-Going

ORIENT YOURSELF

- Know the entire layout of the building and the various evacuation routes. Have at least two escape routes out of the building.
- Be familiar with the location of occupants, including individuals with functional and access needs, in your building.
- Identify ideal locations for Shelter-In-Place and Lock-Down events.
- Know the locations of/and how to operate a fire extinguisher.
- Know all the other Floor Wardens and Building Captains in your building and in the adjacent buildings.
- Locate and know how to activate all fire alarms in your building.
- Know what hazards are in your building.
- Know where your college's (or site's) Incident Command Post will be established.
- Know where emergency supplies are located in your building.

ORIENT OTHERS

- Introduce yourself to individuals in your area and identify yourself as the Floor Warden or Building Captain. Briefly explain your duties.
- Orient new employees on the emergency procedures for the building.

TRAININGS, DRILLS & MEETINGS

- Attend all training workshops and activities specifically designed for Floor Wardens or Building Captains.
- Participate in District or College wide Emergency Drills or Exercises and take them seriously
- Represent building/designated area at Floor Warden or Building Captain Meetings. If a Floor Warden or Building Captain from your area is unable to attend the meeting, ensure they receive the pertinent information from the meeting.

SEE SOMETHING? SAY SOMETHING!

- Report any suspected hazards, suspicious activities or any injuries to the appropriate party: Maintenance & Operations, Campus Safety, College/District administration, Health Services.

BE PREPARED

- Have a substitute identified to take your place if you are absent or indisposed during a drill, exercise or real event.
- Develop an emergency plan for your family. Know the plan for your childrens' schools.
- Build an emergency kit for your home, your car and your office.
- Identify resources within your area of responsibility which can be useful in an emergency (such as food stores, first-aid supplies, bottled water,, camping equipment, etc.)
- Visualize your response to those emergencies that are most likely to happen in your building.

Duties During an Emergency

THINK, COMMUNICATE & MOBILIZE

- Determine emergency action (Evacuate, Lock-Down or Shelter-in-Place)
- Put on your emergency vest (if safe to do so), take your radio (if you have one) clipboard and backpack.
- Notify building/floor occupants of the emergency situation and get them to mobilize.

EVACUATION PROCEDURES

- **Evacuate Building:** Direct occupants in your area to evacuate, and continually call out evacuation route and meeting location.
- Check the intended evacuation route for obstacles, if possible. Remember: smoke, debris, flooding, loss of electricity, or other impediments may be present.
- Move people who are unable to leave the building to an **area of refuge**. Possibilities include:
 - Most enclosed stairwells
 - An adjoining building behind fire doors
 - An office with a closed door, located a safe distance from the hazard
 - Exit balconies and corridors
- **Sweep every room** in your area, if safe to do so, to make sure that everyone has evacuated. Note any rooms that were locked that you could not check.
- **Record hazards** that might hinder First Responders if they need to enter the building.

After the Building Has Been Evacuated

- **Floor Wardens Report to Building Captains:** Floor Wardens from each floor should report to the Building Captain at a pre-designated location outside the building. The Building Captain should prepare one report with the location of any trapped or injured people, any hazards found in the building, and a list of rooms that could not be checked.
- **Building Captains Report to the Command Post:** Report status of your building to the Command Post. This could be done via radio or if no radio is available, in person. It is important that the Incident Commander is aware of the status of your building so he/she can direct emergency personnel to the needed areas.
- **Accountability Report:** As much as possible, account for all students, faculty, staff and visitors in your Assembly area. Check with Faculty members in your designated area and get their roll call outcomes. Update Command Post if needed.
- **Inform Occupants:** Let occupants from your area know that you will provide updated information and direction to them when it becomes available, but until that time, they need to stay in the area.
- **Block Entrance to Building:** Keep individuals from entering the building. This may require seeking the assistance of others.
- **Provide updates** as they become available to occupants in your area.
- **Signal “all clear” to occupants:** Only provide an “all clear” once it has come from an emergency responder (police officer, fire fighter or emergency services individual.)

Procedure for Lockdown:

1. Go inside the nearest building or classroom and remain there. Assist the building occupants with finding shelter. Lock the door. You may need to remind Instructors of their responsibilities: Instructors should quickly check halls and get students into classrooms. Instructors will keep all students in the classroom until the emergency is resolved or until directed to evacuate by the Campus Safety and/or emergency responders. In some instances, classes may continue to be held while a lockdown is in effect.
2. **LISTEN.** Remain quiet to hear critical instructions from Campus Safety and/or emergency responders.
 - a. Do not release students or leave the shelter location until directed to do so by Campus Safety and/or emergency responders.
3. **DO NOT** open the door for anyone – other than for uniformed police officers.
4. **Monitor the doors** from a safe vantage point.
5. Do not attempt to stop students and staff from leaving the building. Suggest they stay put for their own safety. If they will **not** be let back in.

Procedures for “Shelter-in-Place”

Shelter-in-Place refers to an incident involving a hazardous material release or severe weather where you are looking for enclosed protection from the outside

1. Follow the procedures for Lockdown.
2. Advise students/staff to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.
3. Faculty or staff (or student if no official present) should close all vents, windows and turn off ventilation systems if possible. *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
4. Turn off all motors and fans if possible. *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
5. Do not release students/staff from the shelter location until the “all-clear” signal is given by a Campus Alert Message, Campus Safety and/or emergency responders.

Procedures for Active Shooter

Remember Run, Hide, Fight

- **Run:** If you can escape, then do so.
- **Hide:** If you can't escape, then try to hide in a safe place. Barricade yourself in, using any objects available to delay the suspect from getting to you. Keep as low to the ground as possible, and build an internal barricade to keep gunfire away, if possible. Turn off lights and silence cell phones.
- **Fight:** Once barricaded– discuss with those in the room with you, how you plan to defend yourself. This can include having some individuals throw objects at the suspect while others tackle him/her. Identify and use items that can defend you: fire extinguishers (spray suspect with it – while others tackle or hit suspect with it), books, heavy objects, etc.

Procedures for an Earthquake

DROP, COVER AND HOLD ON. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors:

- DROP to the ground; take COVER by getting under a sturdy table or desk; and HOLD ON until the shaking stops. If there isn't a table or desk near, cover face and head with arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Do not use a doorway except
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- **DO NOT** use the elevators.
- Electricity may go out and sprinkler systems or fire alarms may activate.

If Outdoors:

- **Stay there.**
- Move away from buildings, streetlights, and utility wires. Once in the open, stay there until the shaking stops. The greatest danger is directly outside buildings, at exits and alongside exterior walls.

After the Earthquake:

- Expect aftershocks.
- Check yourself and others for injuries. Report any injuries to the Command Post.
- Assess your surroundings, check for damage and hazardous conditions.
- Minor earthquakes should not prompt you to evacuate. In fact, unless there is another reason to leave the building, you are safer inside than outside after an earthquake.
- Check with the Command Post to see if they want you to start evacuation procedures for your building.
- If you are unsure and you believe that evacuation is necessary for your safety, wait for the shaking to stop, then carefully leave the building and move at least 50 feet away.
- Never run while the building is shaking -- that's how people get seriously injured.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.

Evacuation Procedures for Persons with Disabilities



GENERAL PROCEDURES

During an evacuation, staff personnel are directed to assist persons with mobility disabilities away from the hazard area and towards an “area of rescue assistance” – a staging area for people to wait until emergency personnel arrive. An “area of rescue assistance” is an area adequately separated from the rest of the building by fire resistive construction, such as an enclosed stairwell; this area will receive attention first. A volunteer should remain with the person, if it is safe to do so. Make sure access to the stairs is not blocked.

If unable to go to the stairwell due to smoke, fire, or otherwise, occupants should stay in their room/office and **notify a co-worker who can pass the room number to the Floor Warden or Building Captain.**

Mobility Impaired Emergency Rescue

If people are in **immediate** danger and cannot be moved to a safer area to wait for assistance, it may be necessary, only if you have had rescue training, to evacuate them using an evacuation chair or a carry technique. Carrying options include using a two-person lock-arm position, or having the person sit in a sturdy chair - preferably with arms.



Before taking action, always ask the person their preferred method of assistance. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

District sites that have building with 2 or more stories are equipped with emergency stair chairs to assist in the evacuation of mobility disabled persons. These should only be used by trained personnel if the person is in immediate danger or if emergency responders are not available.

Two trained volunteers, or more, if available, should conduct the evacuation. Evacuating a person with disability or an injured person by yourself is the last resort. Consider your options, and the risks of injuring yourself, and others in an evacuation attempt. Do not make an emergency situation worse.

- Lifting a person may be harmful. Ask their preference about being carried forward or backward down a flight of stairs.
- Wheelchairs are not designed to handle the stress of lifting. Batteries may have to be removed.
- Before attempting an evacuation, volunteers and people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g., bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs.
- Ask permission of the evacuee if an evacuation chair or similar device is being considered as an aid in an evacuation. When using such devices, make sure the person is secured properly. Rest at landings if necessary.
- A straight back chair or evacuation chair requires at least two strong people who can control the chair (if the person agrees to this method.)

Mobility impaired (non-wheelchair user)

People with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the person should wait until the heavy stair traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the building, until emergency personnel arrive. If the person decides to use the stairs, someone should walk beside them to provide assistance, if needed.

Use a rolling office-type chair to quickly push injured persons to safety if needed.

Visual Disability

- Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area.
- Give verbal instructions and guide individuals to safety by having them hold onto your arm below the elbow.
- Verbally say where you are as you walk and describe any obstacles in the path.
- When you have reached safety, orient individuals as to where they are and ask them if they need further assistance before leaving.

Deaf and Hard of Hearing

Some buildings on campus are equipped with fire alarm horn/strobes that sound the alarm, and flash strobe lights. The flashing strobe lights are intended to alert individuals with hearing loss. If the area does not have strobe lights, or the person with hearing loss does not see the lights, do the following:

- Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms.
- Write on a board or paper the nature of the emergency and evacuation route.
- Use visual cues and gestures to explain what is happening and what to do.

Type of Emergency	Emergency Description	Action Type
Earthquake	A significant earthquake strikes the area.	Stay put or find a safe place nearby. Evacuate only if there is significant structural damage
Fire	A fire breaks out inside the building	Evacuate
Gas Leak/Explosion	A gas line ruptures either externally or internally causing gas to escape and/or leading to an explosion.	Lockdown if the leak is outside the building. Evacuate if the gas leak is inside the building.
Water Damage	A pipe bursts causing water to leak onto a floor or create a flood; possible electrical hazard.	Evacuate damage area.
Civil Disturbance	Riot or civil unrest in and around the building and neighborhood.	Lockdown.
Bomb Threat	Notification of the possibility of a bomb or suspicious package in or near the building or the actual discovery of a bomb or suspicious package by Police Department	Evacuate the area.
Gunman/Active Shooter/ Police Action	A gunman is in or around a building on campus.	Lockdown.
Biological Release	Biological materials (HazMat) are released externally near the building or inside the building.	Outdoor release: Lockdown. Indoor release: Evacuate.
Chemical Release	Chemical materials or hazardous materials (HazMat) are released externally near the building or inside the building.	Outdoor release: Lockdown. Indoor release: Evacuate.
Nearby Neighborhood Emergencies	Robbery/shooting at nearby market; armed intruder in community.	Lockdown.