

Irvine Valley College

Building Evacuation Procedures

BUILDING CAPTAIN DUTIES

When an evacuation is necessary, the Building Captains are responsible for confirming the safe and complete evacuation of the building and reporting injured and/or trapped persons to emergency responders. Once the decision to evacuate is made, Building Captains will immediately respond to the designated assembly area to begin taking evacuation status reports from the Building Marshals. Using radio communications or other method previously agreed upon, the Building Captains will report the status of their assigned building(s) of responsibility to the EOC, Incident Commander, or other designated Emergency Responders. They will also be able to relay information about the incident to the members of their building. In addition, the Building Captains will be responsible for:

- Execution of overall Building Evacuation Procedures
- Maintaining pre-emergency plans and emergency procedures including evacuation plans
- Act as a key building liaison in the administration of fire drills
- Maintain a master list of Building Marshals
- Receive information regarding the evacuation status of their assigned buildings from the Building Marshals
- Maintain a file of all safety drills conducted in assigned building(s).
- Coordinate the distribution and maintenance of emergency contact listing.
- Advising personnel when it is safe to return to the building as determined by the EOC, Incident Commander or Police.

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BUILDING CAPTAIN CHECKLIST

On hearing a fire alarm, **Building Captains** are to carry out the following duties:

- _____ Put on Building Captain hardhat and vest for identification.
- _____ Retrieve backpack, portable radio, clipboard with instructions, Building Marshal list, and assembly area map.
- _____ Proceed to assembly area.
- _____ Remain at post until Building Marshals check-in and confirm evacuation status from perspective areas.
- _____ Record relative information received from Building Marshals on 'Building Marshal Confirmation List', i.e. injuries, persons trapped, persons retained in fire protected stairwell, etc.
- _____ Once information is received from Building Marshals, assign responsibility for them to prevent re-entry into the building until relieved or given other instructions.
- _____ Report information received from Building Marshals (status of floor evacuations) to EOC or Incident Commander
- _____ Do not give 'all clear' to enter building until communicated by EOC or Incident Commander.

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BUILDING MARSHAL DUTIES

When an evacuation is necessary, Building Marshals are responsible for clearing all people from an assigned floor and/or area. On floors where more than one individual is designated as a Building Marshal, each Building Marshal will be responsible for an assigned area. Once a sweep has been conducted, Building Marshals will proceed to designated locations outside their building to report the status of their floor or assigned area to the Building Captain. In addition, the Building Marshals will be responsible for:

- Understanding the layout of assigned area(s) of responsibility, and becoming thoroughly familiar with emergency procedures and evacuation guidelines
- Immediately respond and provide leadership on the floor during emergencies (e.g. earthquake, fire, power outage, etc.)
- Walk through entire floor, including all rooms (i.e. restrooms) to ensure ALL occupants have evacuated the floor
- Maintain a roster of employees and/or students needing special assistance in an emergency situation, who are within assigned area of responsibility and provide copy to the Building Captain.
- Lead employees and visitors along evacuation route to assembly site.
- Participate in emergency drills
- Advising personnel when it is safe to return to the building, as determined by the Building Captain.
- Once the building is determined to be evacuated, the Building Captain will report to the EOC Director/Incident Commander via handheld radio or other pre-established method, that the building has been evacuated. After Building Marshals report the status of their area, the Building Captain will re-assign them to cover all entry points to their building from a safe location to ensure no one attempts to re-enter the building until determined safe to do so.

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BUILDING MARSHAL CHECKLIST

Upon hearing a fire alarm, **Building Marshals** are to carry out the following duties:

Put on Building Marshal's hardhat and vest for identification

Check area of responsibility, and politely but firmly order that all staff, students and visitors evacuate the building immediately and proceed to the designated assembly point.

Check all common/shared areas within the building to ensure occupants have evacuated the building, i.e. computer rooms, rest rooms, etc.

Check and/or remind affected occupants where hazardous processes are being used, to shut down safely and quickly (where appropriate) before leaving the area.

Make note of any evacuees who were relocated to fire protected stairwells.

Make note of any hazardous situation that may interfere with rescue attempts.

Proceed to assembly point and encourage evacuees to proceed as well.

Report to the Building Captain the following information:

- location of fire and the cause, if known
- whether your area of responsibility is clear; or if persons are still left in their area, where and why they are still there (i.e. they refused to leave, disabled persons in refuge, etc.).

If instructed to do so by Building Captain, stand guard at entrances/exits to prevent persons from re-entering, while the emergency evacuation is still in progress.

When instructed by Building Captain, notify evacuees when it is safe to re-enter the building.

DO NOT re-enter the building until told, even if the alarm bells are silenced, this DOES NOT mean that the incident is finished. It is more likely that site security/fire department have silenced the bells while they search the building, to protect their hearing and so not to interfere with their personal radios.

DO NOT enter the building to carry out your duties if you are already outside and it is unsafe to do so.

DO NOT go to other areas of the building to carry out your Building Marshal duties, unless requested by the Building Marshal assigned to that area.