



Emergency Evacuation Building Captain Training Fall 2019



Presented by: CHC Administrative Services

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Earthquakes...What to Expect?

- https://www.youtube.com/watch?time_continue=74&v=M3WHIHgy75c

[2]

Great California ShakeOut 2019

- <https://www.youtube.com/watch?v=YXxPTAhMGLI>



Building Captain Responsibilities



- Know the location of your building's Evacuation Assembly Area
- Familiarize yourself with the building
 - Evacuation routes
 - Fire Extinguishers
 - Fire Alarm Pull Stations
- Identify issues in the building, impeding evacuation (storage in hallways, corridors or blocked exits)
- Maintain the buildings emergency supplies assigned to area

When A Disaster Strikes

- **Lead building occupants out of the building to the evacuation assembly area**
 - Take any provided Emergency Supplies with you
 - Alert occupants on your way out of the need to evacuate
 - Exit by the nearest safe exit
 - Observe conditions as you are exiting the building
- **Proceed to the Evacuation Assembly Area**
 - Relay observations to the Campus Administration, District Police and Emergency Response personnel (people trapped, refusing to evacuate, building conditions, fires, etc.)
 - Account for people (roll call)
- **Communication**
 - Assist in communicating updates & information to Building Occupants from your area
 - Avoid the temptation to gossip. Misinformation can be destructive to recovery efforts



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Emergency Preparedness At Home

1. Have an evacuation/emergency plan
2. Disaster supplies - Food/Water – 1 gallon per person, per day – 3 days of supplies
3. Other sources of water - home
4. Have cash available/ATM network
5. Know your utility shut-off points (gas, water & electricity)
6. Check your home for hazards
7. Educate your family/neighbors
8. Have an out of state contact
9. Extra medication
10. Pets (Food/Water/Shelter)
11. Elderly/Disabled - Have a plan
12. Have disaster supplies on hand (food, water, change of clothes)
13. Work – comfortable pair of shoes/change of clothes



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What Not To Do



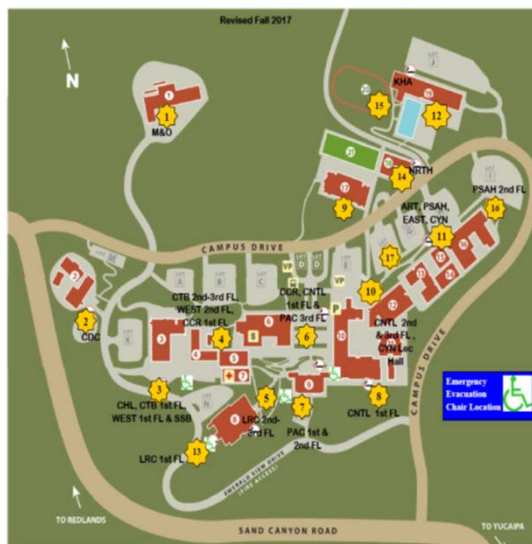
- **DO NOT** get in a doorway
- **DO NOT** run outside
- **DO NOT** wait for others to evacuate
- **DO NOT** stop to administer first aid
- **DO NOT** conduct search/rescue operations
- **DO NOT** communicate with the press/media
- **DO NOT** believe the so-called **“triangle of life”** – See special report at <http://www.earthquakecountry.info/dropcoverholdon/>

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Evacuation Assembly Area

- Relay observations to Police/Campus Admin./Emergency Response Personnel
- Assist in communicating updates
- Wait for further instructions

CHC EVACUATION SITES



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Update Your Information – Web Advisor – Regroup

- Won't receive a Regroup message if your personal information – not current
- Update your personal contact information on WebAdvisor.
 - ✓ Go to CHC Home
 - ✓ Click on "Logins"
 - ✓ Click on "Login"
 - ✓ Enter username and password
 - ✓ Click on "Employee"
 - ✓ Click on "My Contact Info"
 - ✓ Update and submit

Fire Procedures

ALWAYS

- Assume alarms are real
- Leave uncooperative people behind
- Use the stairs
- Leave quickly via the nearest safe exit
- Stay low, smoke & heat rise

NEVER

- Re-enter the building
- Use elevators during evacuation
- Ignore fire alarms
- Run during evacuation

RACE

- Remain calm
- Alert other & sounds the alarm
- Close doors to contain fire
- Evacuate to assembly area



Community Training Resources –



- Community Emergency Response Team Training (CERT)
- Disaster Response Skills
- Light Search & Rescue
- Team Organization
- Disaster Medical Operations (Triage)
- 24-hours (Weekends or Weekdays)/**FREE**
- Log on to www.citizencorps.gov/cert/
- Contact your local Department for CERT training info
- [CERT Training Video](#)

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Cal-Fire Participation – Emergency/Catastrophic Event



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Administrative Services Evacuation Exercise Overview



What to expect on 10/17 at 9:00AM

Phone Announcement– Campus Wide

- Email and text messages through Regroup
- Fire alarms
- Evacuation locations – 17 assembly areas
- **ALL CLEAR Prompt** – Silence of Fire Alarms and completion of site orientation

Disabled staff/faculty student participation

- Elevator use

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Evacuation - Building Captain Role

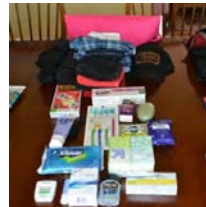
- Grab your emergency bag
- Put on your vest
- Evacuate to your Emergency Assembly Area
- Announce and bring as many people as you can with you
- Observe
- Obtain observations from evacuees. Make notes.
- Start thinking of solutions.
- Report to Quad



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Building Captain Bag Contents

- Review contents
- Assign bags to areas, not personnel
- Identify where bag will be located on campus



Questions?



THANK YOU!

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