



Building Captain Roles and Responsibilities

The Building Captain program at Crafton Hills College is designed to provide for a safe evacuation of building occupants in the event of an emergency. For specific questions on this program please contact VP Administrative Services at x3210

Before Disaster Strikes

- Know the location of your building's Evacuation Assembly Area
 - _____
- Familiarize yourself with the building
 - Evacuation Routes
 - Fire Extinguishers
 - Fire Alarm Pull Stations
 - AED Locations
 - Building Captain Bags
 - First Aid Kits/Trauma Bags/Narcan
- Identify issues in the building that could slow evacuation, examples include storage in hallways or corridors or blocked exits
- Maintain the building's emergency supplies

When Disaster Strikes

- During a minor earthquake (categorized by no apparent building damage or falling items)
 - Drop, cover, and hold on until the shaking stops.
 - If minor, no evacuation is necessary unless alerted otherwise to do so.
 - Walk through your area to make sure everyone is ok and if there appears to be any damage.
 - Police and facilities personnel will be inspecting the campus to check on people, elevators, and utilities.
 - Report any issues to a vice president and your supervisor (as applicable).
- When alarms sound or following a major earthquake (items falling and possible building damage), lead building occupants out of the building to the evacuation assembly area.
 - Remain calm and take charge of your area
 - Take any provided emergency supplies with you (if safe to do so)
 - Alert occupants on your way out of the need to evacuate
 - **DO NOT** wait for others 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, injuries, refusing to evacuate, building conditions, hazards, fires, etc.)
 - Obtain info from evacuees, take notes if necessary.
 - Be prepared to inform first responders as they arrive.

- For Earthquakes –
 - Be ready for aftershocks. Keep people away from buildings or other from other potential falling debris.
 - Do not re-enter the building until having received an “all-clear” from police or administration.
- Communication
 - Assist in communicating updates and information to building occupants from your area
 - Do not embellish or share misinformation. Misinformation during an emergency can be destructive to recovery efforts

After the Disaster

- Continue to communicate all updates on building status to affected occupants.
- Assist in any review of the incident, lessons learned, etc.
- Obtain replacement supplies for any used during the disaster
- Apply any lessons learned to preparing for the next one

Evacuation Drill Talking Points

- Pose the scenario: If we had a 7.5 magnitude earthquake what would be the first thing you would do?
 - Drop, cover, and hold on
- When would be the right time to exit the building?
 - When the shaking stops
- What challenges do you think our community will face following such an earthquake?
 - Power outages, phones don't work, utility disruptions (water, sewer, gas, electrical), roads impassable, structure damage
- What supplies do you think you would need if you had to stay here for a couple of days?
 - Food, water, blanket, clothes, shoes, medications
- How well prepared are you at home should you need to survive without running water, electricity, gas or be able to flush a toilet for 2 weeks? What do you need to do now to be better prepared?
 - Store 2 weeks supply of water (Plan for a minimum of 1 gallon per person per day)
 - Store some non-perishable food, medications, etc.
 - Create a family communications plan
- Ask participants to do something to be more prepared
- Thank everyone for participating
- Release them to return