

Building Evacuation Training

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Agenda

Training Overview

1. Emergency Bag Check
2. Know the following
3. Building Marshal & Floor Captain Responsibilities
4. Radio Protocol – Communications
5. Walk through an evacuation (exercise)
6. Debrief

Supply Bag and Vests

Where are supplies kept?



Floor Captain
bag



Floor Captain vest



Building Marshal vest



Building Marshal
bag

Emergency Bag Check

- ☐ Batteries
- ☐ Radio & Instructions
- ☐ Flashlight
- ☐ Gloves
- ☐ First Aid Kit (Marshals)
- ☐ Whistle
- ☐ Safety Vest (1 or more)
ORANGE – Building Marshal
YELLOW – Floor Captains
- ☐ Clipboard
- ☐ Training notes
- ☐ Evacuation Plan
- ☐ Evacuation Assembly Area map
- ☐ Building Floor Maps
- ☐ List of immediate staff and blank personnel check lists Form
- ☐ Red and Black pens
- ☐ Cell Phone Numbers

Emergency Contact Numbers

- Two-Way Team Radio Channel EOC
- Campus Safety (909) 274-4555 (911 on campus phone)
- Blue Emergency Phone – Connects to Campus Safety Dispatch.
- Campus Switchboard (909) 274-7500 (0 from campus phone)
- Health Services (909) 274-4400

Be familiar with the following

- Know how to use and location of fire extinguisher
- Know the location of more than one exit
- Know location and how to activate the alarm when necessary (usually located at exits)
- Make sure egress (EXITS) are not blocked!
- Make sure doors are closed, not locked
- Recognize the sound of the alarm
- Know the emergency number (911)
- Participate in fire drills and know your plan



How Alarm system is activated!

Majorities of the buildings at MTSAC equipped with Fire Alarm system and automatic sprinklers system.

Pull Station



Smoke and Heat Detector



Horn Strobe



Sprinkler Head



Flow Switch

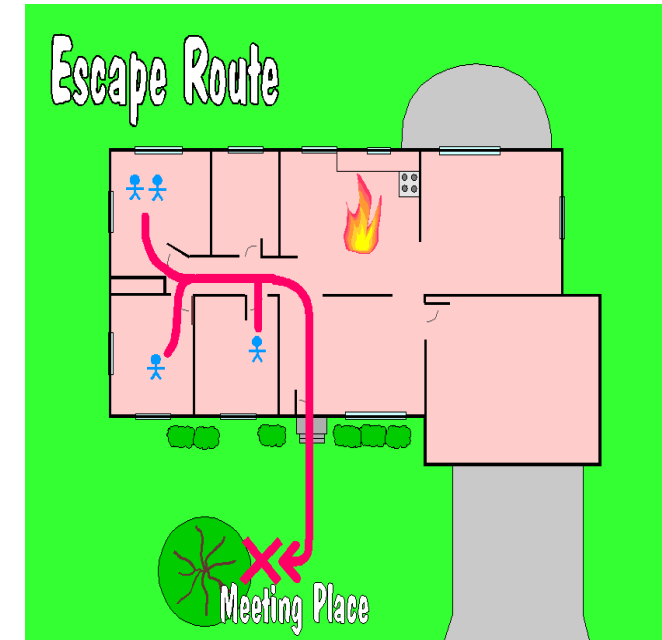


Riser Room



Exit Route

- A continuous and unobstructed path of exit travel from any point within a workplace to a place of safety (including refuge areas)
- Consists of three parts:
 - Exit access
 - Exit
 - Exit discharge
- Equivalent to the term Means of Egress in the Life Safety Code and most local building and fire codes



Exits

- Exit access must be clearly indicated so building occupants know the direction of escape.
- Artificial illumination must have battery backup.



General Evacuation Procedures

- Immediately report life safety issues to Police and Campus Safety.
- Assist those with Disabilities, Access and Functional Needs.
- Be prepared to fill in vacant roles.
- Deputize (with yellow vest) trained staff, faculty or student workers
- Conduct radio drills.
- Check your supplies.

Building Marshal Role and Responsibilities

Pre-Planning:

- Review and update your Building Emergency Plan
- Attend a training
- Periodically meet with floor captains to review evacuation plan

During an Evacuation: When Evacuating:

- Bring supplies & personal belongings
- Put on your ORANGE Vest
- Turn on your large two-way radio channel 1
- You will have the small radio to communicate with the floor captains
- Head to the primary Evacuation Assembly Area

At the Evacuation Assembly Area:

- Establish communication with your Floor Captains on the small radio
- Review the building sweeps/checks with the Floor Captains.
- Check roster for accountability of building occupants
- Report the building status to EOC the emergency channel



Floor Captain Role and Responsibility

Pre Planning: Review your Building Emergency Plan

When Evacuating:

- Bring your emergency supply bag,
- Be familiar with evacuation routes
- Put on your YELLOW vest
- Turn on your two-way radio to the building Team Channel
- Establish communication with the Building Marshal.
- If the building marshal are not available, **then you become the marshal. Recruit other staff if assistance is needed & please make sure they are trained.**
- Check your area to ensure the floor/area has been vacated including restrooms and conference rooms.
- Direct building occupants to the nearest exit and then onto assembly area.
- **DO NOT use the elevator.**



Floor Captain Role and Responsibility Cont.

At the Assembly Area

- Report your floor/area status to the Building Marshal
- Ensure others do not reenter the building.
- Use Caution Tape to block entrance.
- Assist the Building Marshal with attendance.
- In restrooms look for feet in stalls. Get attention by shaking the door.
- Document area and rooms not checked or unable to open.

Two-way radios & Protocol

Operating The Two-way Radio: always have it set to the channel designated for your building for each floor captain and or the building marshal

- Follow the direction on the radio instruction sheet
- Periodically double check the batteries be ready for use

Talking on the two-way radio:

- Use plain language. Avoid codes
- **Identify who you want to speak with and who you are.** Example: “this is John in Building 48.”
- **Wait** for the person you are trying to contact to acknowledge you: You may hear “go ahead John”
- Repeat identifying information and then speak in plain language, ex. “This is John in Building 48, there is a female student in the hallway by the elevator trapped by a collapsed wall.”

During a Drill/Emergency:

"Building # has been fully evacuated"

Remember: **Avoid using the term “All Clear”.** All Clear means the signal given at the completion of an evacuation (drill or real) which signifies that re-entry into the building / operations is allowed.



Large Motorola Radio

- Designated for the Building Marshal
- Floor captains should know the location of the radio in the building marshal's absence
- Keep radio on assigned channel 1
- Keep radio charged

Communication Flow



**Police & Campus Safety
Emergency**

Once the incident has stabilized
Police & Campus Safety will issue
an "All Clear" message.



Ways to Communicate

**Evacuation
Assembly Area**



Communicate with those waiting
in the Evacuation Assembly Area.
Once the "All Clear" has been
issued let them know it is safe to
reenter the building.



Assisting those with Disabilities Access and Functional Needs (DAFN)



Communication:

1. **ASK** how to assist them
2. Use hand and facial signs
3. Remain Calm
4. Get assistance



Find information in the ACCESS handbook and the Mt. SAC Risk Management or Campus Safety webpage.

Battery Operated Evacuation Chair



Building 28B Basement.
These will be used only
during non-emergency
situation.

Deaf and hard of hearing



Emergency



STOP. Head this way

At the Evacuation Assembly Area

- Building Marshals take roll and account for those in the building and department.
- Keep occupants away from the building entrance, at least 50 ft. during an actual emergency.
- If there is large crowd at your Assembly Area, ask for help with taking roll/collecting names.
- When giving directions or information spea
loudly or use a mega phone or whistle to ensure you are heard by everyone.



After the building has been evacuated

**Building Marshals must report their building status
to incident commander/Police & Campus Safety**



- Establish communication with EOC
- Building Marshals will turn their two-way radio to the **Emergency Channel (channel 1)**
- Police and Campus Safety will monitor the EOC Channel
- Floor Captains remain on the Team Channel
- If you cannot contact Police & Campus Safety on the radio, call Campus Safety Dispatch (909) 274-4555 or, use a “runner or messenger” to find a Campus Safety Officer.

After a drill – Attend a debrief



The debrief is an opportunity to listen and share the successes, challenges, and lessons learned after a drill. After a campus evacuation drill, the location of the debrief will be announced over the two-way radio. Complete your Evacuation Report and submit it to your Building Manager.

Summary

RADIO PROTOCOLS:

What radio channel should I be on? How should we communicate over radio?

Who gives instructions and directions at the Evacuation Assembly Area?

EVACUATION CONCERNS:

Use Common Sense - Safety first

Be firm when giving directions

Practice being firm during drills

Faculty must direct students

The goal is to evacuate quickly and safely.

Recruit help if necessary

MASS COMMUNICATION NOTICES:

Sent via text and email

Other communication tools: Radios, PA, Bull horns.

RESOURCES:

Check Flashlight and Radio Batteries - replace if necessary

Test your radios periodically

Practice talking on the radio to develop a comfort level with it.

Review your Emergency Evacuation Plan

Questions?

Thank you for your attendance and participation

Additional Resources

<https://www.mtsac.edu/risk/>

<http://www.mtsac.edu/safety/>