



BUILDING CAPTAIN TRAINING

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Overall Public Safety Strategy

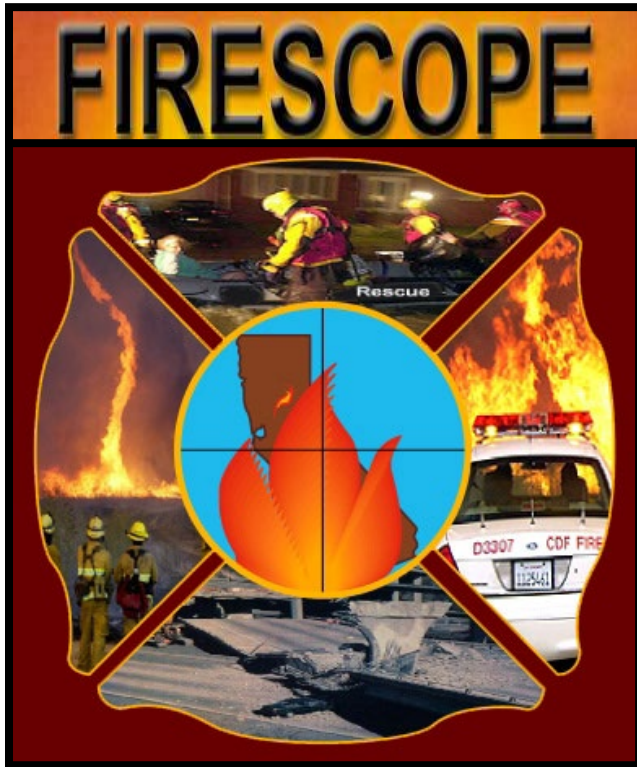
Purpose of Program

The Building Captain Program is designed to ensure the safety of the campus community in the event of an emergency.

Objective

To provide personnel with guidelines and awareness regarding emergency evacuation plans, first aid, CPR/AED guidelines and shelter in place guidance.

INCIDENT COMMAND SYSTEM



- FIRESCOPE was organized after the disastrous 1970 wildland fires in southern California.
- The goal was to create and implement new applications in fire service management, technology and coordination, with an emphasis on incident command and multi-agency coordination.

WHAT IS ICS?

- Proven on-scene, all-hazard concept.
- Used to manage emergency and non-emergency events
- Works well for both small and large situations
- Interdisciplinary and organizationally flexible



ICS PURPOSES

- **Using management best practices, ICS helps to ensure:**
 - The SAFETY of responders and others.
 - The achievement of tactical objectives.
 - The efficient use of resources.



UNITY OF COMMAND

- Under unity of command, personnel:
 - Report to only one supervisor.
 - Receive work assignments only from their supervisors.



Don't confuse Unity of command
with Unified Command!

UNIFIED COMMAND

- Enables all responsible agencies to manage an incident together by establishing a common set of incident objectives and strategies. i.e. HAZ MAT
- Allows Incident Commanders to make joint decisions.
- Maintains unity of command.



Incident Command Post



Agency 1



Agency 2



Agency 3



**Agency 1
Incident
Commander**



**Agency 2
Incident
Commander**



**Agency 3
Incident
Commander**

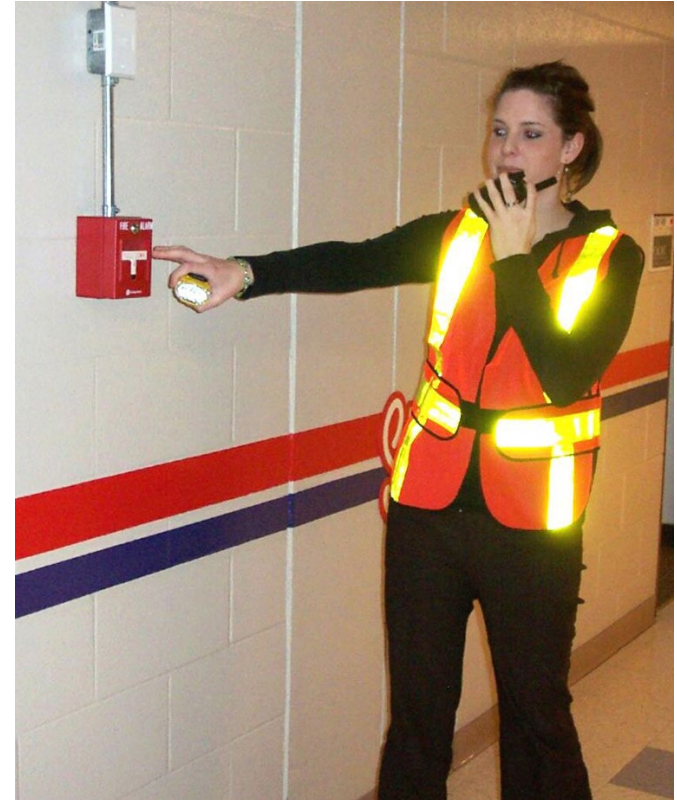
Building Captains



- Responsible For Plan Implementation
- Identifies points of assembly
- Works with management or specific procedures
 - Decisions
 - Pre-planning
 - Communication
 - Building Continuity Plan

Building Captains

- This position is EXTREMELY important!!
- Assigned based on building/floor design
- Large areas or additional building captains or other designated personnel should be assigned
- Should be AED/CPR certified



Building Captains

- What characteristics should a building captain and alternate building captains have?
 - Willing to accept the responsibility of being a building captain
 - Reliable
 - Respected by others
 - Rarely out of the office
 - Be familiar with the names and faces of all staff and faculty in the area they are assigned
 - Confidence to work well under stressful environment



Building Captains

- How are Building Captains identified?
 - Vest
 - Go Bag
 - Clipboard
 - Take Charge Behavior



Training

Responsibilities:

- Training: Can be informal and one-on-one but should be completed routinely
- Lead: People out of building, elevators, check common areas such as break rooms, conference/meeting rooms and restrooms
- Communicate: Conduct roll-call and serves as liaison for their area with public safety personnel
- Aware: Keep work area and egress routes clear of hazards

Training



- Building Captains must attend training on initial assignment and refresher training when a process changes
- The Director of Public Safety may request Building Captains attend a short training prior to each scheduled evacuation drill

Training

- Areas of assembly or reunification
- Shelter in place
- Evacuation maps and exit routes
 - Emergency response guide
- Primary, Secondary Exits
- Practice (people are creatures of habit)



Training

- Building Captains are responsible for informing people in their area on the following:
 - Locations of Automated External Defibrillators (AEDs) in their area
 - Exit routes
 - Fire extinguishers
 - First-aid kits
 - Knowing how to use other appropriate equipment



Training

- Staff and faculty should familiarize themselves with the location of the AEDs
- Staff and faculty should know how to use an AED
 - Open the door
 - Remove the AED
 - Turn on AED
 - Follow Prompts



Training

Emergency Elevator Phones

- Located in the building elevators
- Panic Alarms are silent alarms that notify law enforcement/public safety to respond immediately
- They are located in specific offices.
 - President's Office
 - Bursar's Office



Leading

Building Captains:

- If you discover an event that requires evacuation, begin the evacuation process as necessary
 - Example: Activate the fire alarm and begin the evacuation process if a fire is discovered
- On hearing an alarm, immediately get your equipment and begin the evacuation process



Leading

- Maintain a current list of all individuals for whom they are responsible. The list should be kept on a clipboard with a pen near the other items the building captain uses.



Leading

- Use the list for roll call once the assembly area is reached
- Be aware of all individuals in their area who will need assistance
- Be responsible for recruiting a volunteer (referred to as a “buddy”) that will assist and stay with the person needing assistance
- Wait in stairwell or assembly area in building for fire fighters to assist with evacuation from building.



Leading

Building Captains In an Evacuation

- Never assume it's a false alarm



Leading

- Never Use An Elevator In An Evacuation



Head Count

- Conducting Headcount
 - Staff and faculty should check-in with their Building Captain once they reach the assembly area
- People should be instructed they are not to leave the area until the Building Captain gives the all-clear, instructs them to move to an alternate area, or starts the procedure to send them home.



Questions?