

Responsibilities During Emergencies

Faculty and Instructors: Be familiar with emergency procedures and evacuation routes and make sure your students are made aware of the procedures. Account for the students in your class.

Supervisors: Be familiar with emergency procedures and evacuation routes and account for staff whereabouts.

People with Disabilities: Develop an individual evacuation plan and inform your instructor(s), supervisor or staff of your specific needs. Be familiar with emergency procedures and evacuation routes. Keep a cell phone programmed with emergency numbers. IT IS CRITICAL THAT SOMEONE KNOWS WHERE YOU PLAN TO BE SO EMERGENCY RESPONDERS CAN FIND YOU. Ideally you should have 2 buddies who know your plans, one who will stay with you and one who will contact emergency responders. Study the building specific evacuation diagrams.

Staff: Be familiar with emergency procedures and evacuation routes.

Students: Be familiar with emergency procedures and evacuation routes.

Visitors: Be familiar with evacuation routes

Evacuation Team Members: Evacuation Teams are composed of at least one volunteer from each work unit floor in a building. Team members have basic training in evacuation procedures and are equipped with a clip board and emergency vest. The team is divided into two units.

- **Sweepers** are individuals identified by an orange vest who are responsible for ensuring that everyone within their work unit or floor are safely evacuated to and accounted for.
- **Monitors** are individuals equipped with two way radios who, in addition to assisting with the evacuation, monitor building entrances to ensure people do not return before it is safe. They also act as a communication liaison with on scene responders (Police Services and/or the McLane Fire).

Specific responsibilities of the Evacuation Team

Prior to an emergency

- Be familiar with the your building evacuation plan and the basic emergency procedures
- Know the alert signals, ie fire alarm and voice alarm
- Know the evacuation routes for your work unit
- Know where your unit's first aid kit is located.
- Have an up to date list of work unit members on a clip board that is easily accessible
- If you have a cell phone, program the Police Services emergency number on it and have the phone readily available

- If you have a two way radio, be familiar with how to use it and make sure it is charged
- Know who to contact with information about your work unit

During an emergency while inside the building:

- Determine if it is an evacuation situation
- Take vest, clip board, radio or cell phone, flashlight as needed
- Move quickly but safely to ensure everyone in your area is evacuating using designated routes
- Sweep your work area to ensure everyone is out.
- If possible, do a quick check in adjacent areas to ensure they have evacuated
- Assist any people having difficulty exiting without compromising your own safety
- Close doors when leaving

Once outside of the building:

- Collect head counts using list. If someone is missing or injured, contact Police, Fire or the Monitoring Coordinator
- Keep track of work unit members
- Provide information and status updates to evacuees if available. For those assigned as Monitors: Cover entrance area to keep people from re-entering. Five entrance areas require monitoring.

After the emergency:

- **Make sure the fire alarm is off or there is an all clear message from the Voice Alert or Police Services before allowing people to re-enter**
- If no message is forthcoming, contact on-site emergency responder or one of the Monitors
- Once back inside, make sure everyone is accounted for and ok
- When things have settled, send the Emergency Response Coordinator a short email about how it went, observations, concerns, etc.