



**San Jose State University
Building Emergency Team
Program**

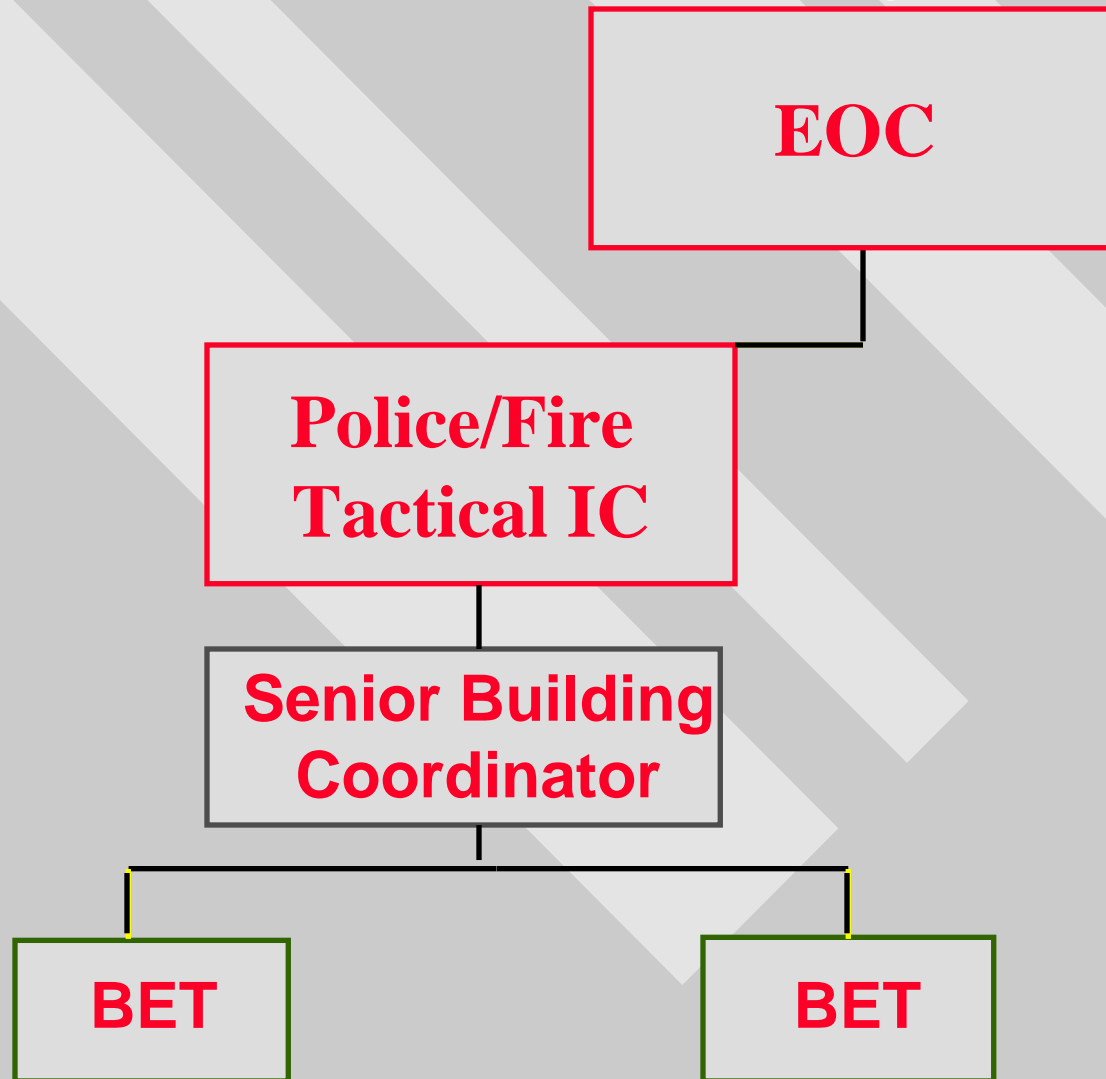
Purpose of the B.E.T. Program

The Building Emergency Team (B.E.T.) program is designed to provide for the safe and rapid evacuation of SJSU buildings in the event of an emergency.

B.E.T. ORGANIZATION

- **Senior Building Coordinator (SBC) - Oversees Building Emergency Team members assigned to a specific building. Will normally serve as first point of contact with UPD regarding building status.**
- **Building Emergency Team (BET) - Responsible for a specific floor or area of building. Normally reports directly to their designated Senior Building Coordinator.**

Building Emergency Team & The Incident Command System



PRIMARY RESPONSIBILITY

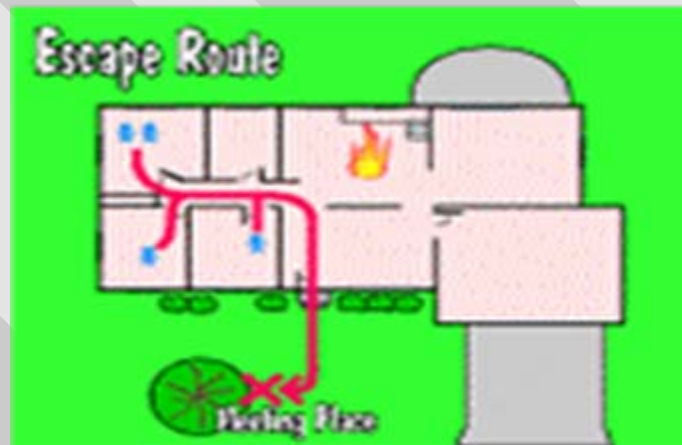
- **To facilitate the safe and rapid evacuation and follow-up sweep of their assigned building during an emergency in which an evacuation is indicated.**

The Senior Building Coordinator:

- **Designates B.E.T. members as needed to safely handle a building evacuation.**
- **Maintains a current roster of B.E.T. names and telephone numbers and notifies UPD immediately of any changes.**
- **Coordinates and assists the response of B.E.T. members to fire alarms and other emergencies.**
- **Maintains regular contact with B.E.T. members to assure that they are trained in emergency procedures.**

Building Emergency Team Members Responsibilities

- **React to all fire alarms and follow proper procedures to ensure a safe evacuation.**



- **Immediately provide a building status report to emergency responders.**
- **Visually survey buildings on a day-to-day basis to assure that that their areas are free of hazards.**

How To Summon Aid

Police • Fire • Medical
EMERGENCY SERVICES

DIAL 9 - 1 - 1

Or Use Blue Light or
Elevator Phone

All B.E.T. Members Must Become Familiar With:

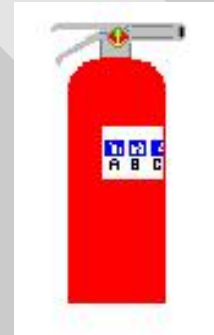
- **Location of all Exits - In an emergency, use the nearest safe exit.**



B.E.T. members need to assess the safest exit point in an emergency and direct people away from potential harm.

All B.E.T. Members Must Become Familiar With:

- Location of fire alarms, emergency phones, and fire extinguishers.



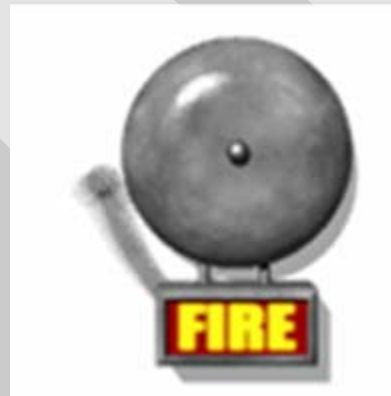
Inspect them regularly to make sure they are in working order.

When To Use A Fire Alarm

**Whenever it is necessary to
get people out of the
building NOW due to an
immediate life safety issue**

Fire

- **In the case of fire, always use the fire alarm to signal others to immediately evacuate. Take all fires--even small ones--seriously. Small fires can turn big (and deadly) very fast.**



Basic Evacuation Procedures

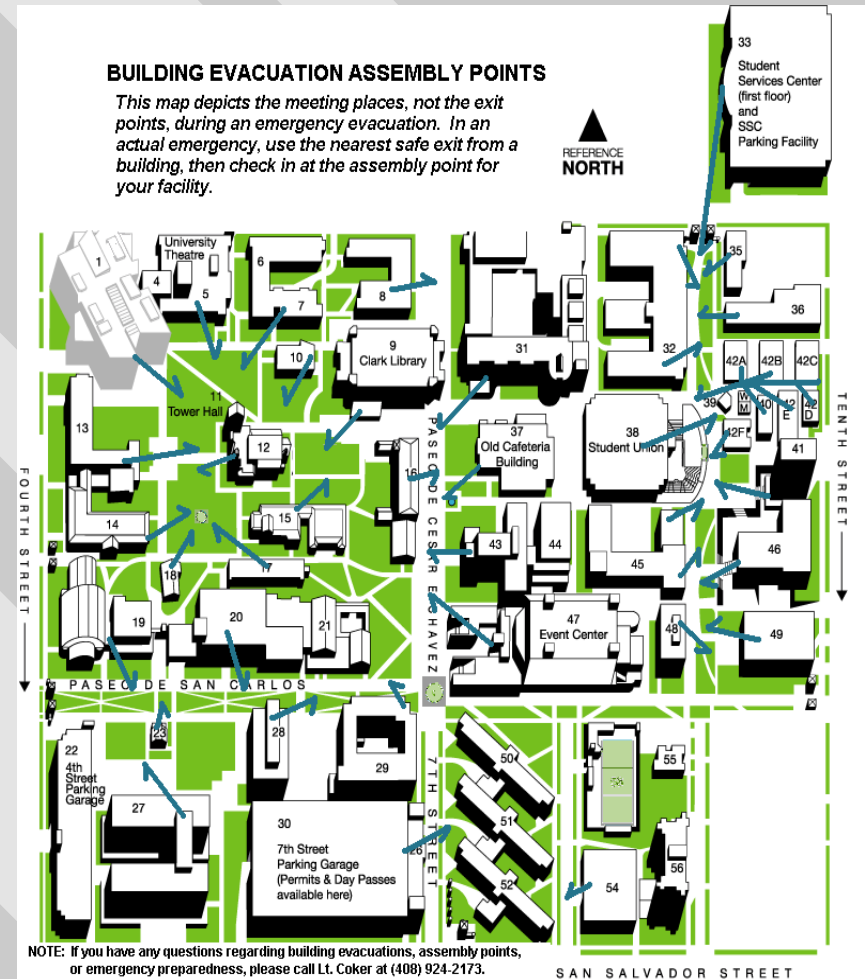
- Direct people to leave by the nearest *safe* exit.
- Move people at least 150 feet away from all structures.
- Check for individuals that need aid and provide reasonable assistance to disabled persons.
- Use only stairs and not elevators.
- Do not allow people to re-enter a building until the University Police or a Senior Coordinator determines that it is safe.

Evacuation Building Sweep

- **After an evacuation, perform a quick check, provided it is safe for you to remain in the building, to assure that everyone has exited.**
- **Use verbal skills to persuade stragglers to leave, but do not get into a confrontation or place yourself in jeopardy.**
- **Report violators to UPD immediately and retreat to safety.**

MAJOR ASSEMBLY AREAS

- Tower Hall Lawn
- Paseo De San Carlos
- Paseo De Cesar Chavez
- Nineth Street Mall
- Duncan Hall
- MLK Library



Prevent Re-entry

- **Place signs and/or barrier tape at entrances.**
- **Move people away from entryways.**
- **Do not try to physically stop someone that is determined to enter a closed building. Try to dissuade them from going back inside and immediately report violators to UPD.**
- **Do not open buildings until an “all clear” is communicated by UPD or your Senior Building Coordinator.**

When not to use the fire alarm

Rule of Thumb

If a forced evacuation will place people in greater jeopardy than having them remaining in place--such as drawing them into a contaminated area due to chemical, biological, or radiological release or into a violent situation--the fire alarm should NOT be sounded and persons should shelter in place until a safer course of action can be determined.

Earthquakes

- **Remain calm during an earthquake.**

Drop, cover and hold

Get under a sturdy desk or table or move against interior walls and away from windows. Be aware of falling object hazards such as bookshelves, hanging pictures, etc.



During An Earthquake

- **Evacuation should NEVER be automatic.**
- ✓ **There may be more danger outside your building or facility than there is inside.**
- ✓ **The lighting inside your building or room will probably be out--it may be DARK**
- ✓ **Before any decision is made to vacate all or part of a building, someone must find out that there IS: *a safe route out, and a safe place to assemble on the outside.***

If a Shelter in Place is Ordered

- **Have people remain inside their office or classroom.**
- **Close all windows and exterior doors.**
- **Turn off all fans, heating and air conditioning systems.**
- **Go to an interior room without windows, preferably above ground level in the case of a suspected chemical threat.**
- **Continue to shelter in place until told that all is safe or directed to evacuate.**

Persons Needing Assistance

- **Be aware of persons that are sight, hearing, mobility, or cognitive impaired and provide an appropriate level of assistance.**
- **Always ask a disabled person what, if any, assistance they require in an emergency.**

Stairwell Staging For Assisted Evacuation

- **Stairwell landings are staging areas for those who require assistance to descend a stairway during an evacuation.**
- **If possible, arrange to leave someone with a person who is staged for an assisted evacuation**
- **Immediately notify police or public safety personnel of their specific location.**

Evacuation Chairs

- **If your building is equipped with evacuation chair(s), become familiar with their location and proper use.**
- **In an emergency, you may be asked to be part of an evacuation team assigned to help others to get out of a building.**



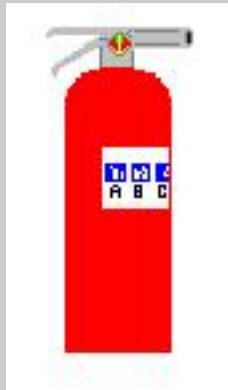
Life Safety Systems

- **Obstructed Exit Access - All hallways and stairwells must always be maintained free of obstructions that may hinder the free movement of persons during an emergency. All doors must open and close freely.**



Life Safety Systems

- All fire alarms, extinguishers, hoses, lighted exit signs and evacuation maps must be present and functional. Report damaged or malfunctioning systems immediately.



Stairwell Safety

■ **Use of Stairs – An elevator can become death traps in a fire or other emergency. All persons are directed to use the stairs to exit in an emergency.**

■ **Stairwells - Stairwell doors protect against smoke and fire intrusion. Doors should never be blocked or wedged open at any time. Stairwells provide a safe exit path.**



Leadership

- **During an emergency, people will tend to follow the directions of a person who displays leadership.**
- **B.E.T. members must assume that role by displaying a confident and authoritative presence while using verbal skills to providing clear, firm, but polite directions in order to gain control, maintain calmness, and obtain compliance.**

Thank You For Being Part of the Team

**As a member of the Building Emergency
Team, you play an important role in
helping to make San Jose State University
a safe educational environment. Thank
you for volunteering to be a part of this
effort.**

For further information, please
contact:

Captain Frank Belcastro

San Jose State University Police Department

(408) 924-2176