

Building Emergency Team Member Checklist

- [] Sound the building fire alarm in case of fire or other emergency requiring rapid evacuation by the nearest safe exit. Do not use the fire alarm if evacuating occupants in this manner would subject them to harm by causing them to exit into a hazardous situation (i.e. violent crime in progress, earthquake absent fire or gas leak).
- [] Immediately follow up with a call to campus **9-1-1**. Call **9-1-1** for all campus police, fire and medical emergencies. If using a cell phone call (408) 924-2222. (**DO NOT call 9-1-1 during planned evacuation drills.**)
- [] Put on your orange safety vest. Take keys, wallets, purses and any other essential items with you – you may not be able to return to your work area immediately.
- [] Sweep your assigned area. Note damage, location of casualties and any hazards – report this information to your Senior Building Coordinator (SBC).
 - Report anyone who refuses to comply with your directions to evacuate to your SBC or a University Police officer. Warn such persons that they remain in the building at their own peril.
 - **DO NOT** attempt to compel anyone to evacuate.
- [] Pay particular attention to casualties/disabled persons.
 - **DO NOT** move casualties unless there is an immediate threat to their lives THEN move them only as far as the nearest stairwell or exit. (**The Senior Building Coordinator or University Police may initiate an evacuation of casualties/disabled once the building situation is clear.**)
 - Leave a volunteer with each casualty/disabled person, if possible. Volunteers may help provide first aid assistance, if qualified, and move the casualty if a threat develops. (**Disabled persons are encouraged to take personal responsibility to arrange emergency assistance with instructors and classmates or colleagues before an emergency.**)
- [] Report to your SBC outside at your Building Assembly Area. The SBC may ask you to act as a runner and carry a message on your building status to the UPD Dispatcher or the Incident Command Post.
- [] If asked to do so, help secure your building entrances. Remember to stay clear of overhead hazards. Keep people as far from buildings as possible.
 - Your building is clear for reentry when the building emergency (fire) alarm is silenced.
- [] You may be asked to assist Campus Emergency Response Team (CERT) or UPD personnel in immediate rescue activities. Please help if you can.
- [] **If you elect to leave campus, check out with your SBC or supervisor before leaving.**
 - Have an emergency kit at your desk or in your car (including stout leather shoes, food, water, cash, prescription medication, keys etc.) if you plan to walk any distance.
 - Have a family emergency plan.