



San José State
UNIVERSITY

Fire Preparedness Plan

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Fire Preparedness Plan

Purpose and Introduction

The purpose of the Fire Preparedness Plan is to reduce and prevent death, injury, and property loss by applying consistent and ongoing fire prevention and mitigation measures, and by taking appropriate fire response actions.

Emergency planning and training directly influence the outcome of an incident response. Facilities with well-prepared employees and well-developed preparedness plans are likely to experience fewer or less severe employee injuries and to incur less structural damage.

A comprehensive preparedness plan attempts to address each component of prevention, mitigation, and response, as they relate to a particular hazard - in this case, fire.

While these components are addressed under the umbrella of the Fire Preparedness Plan, they are divided into two distinct plans:

1. The Fire Emergency Action Plan details who is to take what action when a fire occurs.
2. The Fire Prevention Plan defines prevention responsibilities and designates responsible parties.

Together the two plans define and describe the ongoing cycle of.

- Inspections
- Fire safety equipment and building maintenance
- Roles, responsibilities and training requirements for maintenance, building owners/safety officers/fire wardens, and evacuation team personnel
- Evacuation procedures
- Evacuation drills
- Response Checklists and Forms

Plan Updates

Plan will be reviewed and updated annually.

University Responsibility to Employees

The University is required by OSHA to review the Fire Emergency Action Plan with each employee at the following times:

1. When the plan is developed

2. When the employee's responsibilities or designated actions under the plan change.
3. Whenever the plan changes

Plan Distribution

The University shall distribute the Fire Emergency Action Plan to the campus population as follows:

- With each Plan revision, the University Office of Emergency Services shall coordinate Action Plan distribution with Office of Public Affairs to announce the revision and provide a downloadable Pdf file either on the SJSU web site or through direct email.
- The University Office of Emergency Services shall coordinate with Human Resources to load the Action Plan onto the H.R. server so that all employees have access to the Plan on an ongoing basis.
- Human Resources shall also distribute the Action Plan at the time of hire of each new employee.
- The Action Plan shall also be available and posted within each building in the office of the building owner/safety officer/fire warden, and the Emergency Procedures Checklist for Fire shall be incorporated into an Emergency Procedures placard and posted by FD&O within each classroom.
- Classroom instructors shall be directed by the University President to review, on the first day of each semester, all Emergency Procedures Checklists, including the Emergency Procedures Checklist for Fire.
- The Action Plan shall also be distributed to Building Evacuation Coordinators and Building Evacuation Team members during evacuation training.

1. SJSU Fire Emergency Action Plan

The Fire Emergency Action Plan covers the life-safety actions that University employees, students, and visitors, must take in the instance of an uncontrolled fire on campus.

Since the primary life-saving procedure in the event of uncontrolled fire is evacuation, this Plan details the evacuation process. Emergencies that may also require evacuations are explosions, medical emergencies, chemical spills, and toxic releases.

It's important that all University employees understand and work from the same response procedures for alert notification, equipment operation, suppression efforts, and escape routes. When a response team understands each other's responsibilities, the action is safer and better coordinated.

Roles and Responsibilities

The Plan is implemented by a coordinated effort between professional responders, University Disaster Service Workers, and students. Coordination requires that every role be identified, positions assigned, and response teams trained in accordance with the plan.

The University shall exercise the Plan with a minimum of one all campus fire drill annually, coordinated through the University Office of Emergency Services.

The required Roles and primary Responsibilities are identified in the following table.

Position Responsibility

Individual with first-hand knowledge of fire.

1. Sounds fire alarm.
2. Calls 911 to provide details.

University Police Department Dispatch

1. Receives alarm
2. Requests assistance from the San Jose Fire Department
3. Deploys UPD team to fire site
4. Requests support team from FD&O report to the Incident Commander and standby.
5. Requests Parking Services to stand by.
6. Provides ongoing information updates to UPD Chief
7. Monitors Building Evacuation Team (BET) radio traffic

UPD Chief of Police

1. Monitors the incident information
2. If necessary, advises the Vice President of Administration and Finance to initiate the University Emergency Operations Center Activation Plan.

Public Information Officer

1. As necessary, collects and disperses information in the form of Alert and Warning notices and updates to the Campus population.

University Police Department

1. Provides preliminary incident assessment.
2. Assigns Incident Commander.

3. Assists Building Evacuation Teams with Evacuations.

Incident Commander (IC)

1. Assumes command of Operations.
2. If the initial Incident Commander is from UPD, and if the incident requires assistance from the San Jose Fire Department (SJFD), the UPD Incident Commander will establish a Unified Command with the SJFD Incident Commander.

FD&O

1. Upon notification from UPD Dispatch, sends a support team to check in with the Incident Commander and standby for orders.
2. Assists SJFD with fire alarms as needed.
3. Provides equipment and support as needed.

San Jose Fire Department

1. Responds as able with available equipment.

Building Owner

1. Reports to and assists the Building Evacuation Coordinator as needed.

Department/Building Chemical Safety Officer (as needed)

1. Reports chemicals/toxins status to Incident Commander that might impact a fire or evacuation.
2. Assisting, when safe to do so, San Jose Fire Department or UPD in treatment or cleanup of chemical/toxic spills.

Building Evacuation Team (BET) Coordinator

1. When alarm sounds, assumes assembly point position.
2. Checks in with UPD Dispatch via Building radio.
3. Collects Building Evacuation Team reports and compiles Building Status Reports.
4. Radios UPD Dispatch results of Building Status Report and assigns Runner to carry the Report to the Incident Commander.

Building Evacuation Team(BET)

1. Work together on their assigned floors to complete a room-by-room, floor-by-floor, sweep, notifying occupants to evacuate to Assembly Points.
2. Identifies disabled occupants who cannot self-evacuate. Assigns a Buddy to assist each disabled individual to nearest stairwell and to wait with disabled individual until evacuation responders arrive.

3. When safe to do so, each BE Team shall wait for the higher floor BET to check out before they themselves evacuate.
4. Notifies BET Coordinator of location of disabled individuals in need of evacuation assistance.
5. When safe to do so and if no other help has arrived, replaces Buddies and aides disabled individuals.
6. At Assembly Points, helps secure exterior doors and provide crowd control.
7. Assists SJFD and UPD as instructed.

Faculty and Staff (Disaster Service Workers)

1. As Disaster Service Workers, all Faculty and Staff not assigned other duties shall assist the BETs by evacuating their own rooms and helping to keep students calm.
2. As best possible, Faculty should attempt to learn of any missing students and report them to the BET Coordinator.

Students

1. Respond to an alarm by carrying any personal possessions already with them and evacuating in an orderly and quiet manner.
2. Follow the directions of any BET, Fire or Police authority.

Emergency Escape Routes

Evacuation Maps that illustrate escape routes are posted on each floor in every building on campus.

Additional emergency exit indicators are green-lighted emergency "Exit" signs that hang at ceiling level and are positioned throughout all floors in every building.

Communications

University Police Department Dispatch

- Receives reports of a fire via fire alarms, "9-1-1", campus phones and police patrols.
- Assigns Police Units to respond and notifies San Jose Fire Department and other appropriate agencies.
- Notifies Operations Commander and/or Watch Commander.
- If incident warrants, notifies the UPD Chief of Police.
- Maintains communication via radio and telephone.

UPD Chief of Police

- The Chief of Police or authorized designee will assess the incident, determine whether to issue a campus alert and warning via Alert-SJSU and activate the Emergency Operations Center.

Rescue and Medical Duties

To be determined by the Incident Commander.

Forms and Checklists

Master templates of forms required to carry out position responsibilities can be found in the Action Plan Appendix.

Master templates of Action Plan checklists can also be found in the Action Plan Appendix and are to be distributed appropriately for use during an evacuation.

2. Fire Prevention Plan

Fire prevention requires:

- Identification of fire hazards
- Regular fire inspections and equipment maintenance
- Posting of appropriate signage, maps and emergency procedures and checklists
- Assigned roles and qualifications
- Education and Training
- Practice for the campus population through on-site tours and evacuation drills

The Fire Prevention Plan details the requirements and procedures for these, as follows.

Fire Hazards

The University makes every effort to mitigate hazards wherever possible. The hazards identified here are, as well as the parties responsible for mitigation of the hazard.

Hazard	Responsible for Hazard Mitigation
Faulty or non-functioning sprinkler system	FD&O
Faulty or non-functioning fire hoses	FD&O
Combustible materials	FD&O, Chemical Safety Officers, Building Owners
Blocked stairwells (this can include furniture. (This can include boxes, etc.)	Identified by BETC and BET, mitigation lies with Building Owner, followed by the Office of the Vice President of Administration and Finance.
Locked stairwell doors	FD&O
Flammable material in hallways	Identified by BETC and BET, mitigation lies with Building Owner, followed by the Office of the Vice President of Administration and Finance.
Fire doors propped open	Identified by BETC and BET, mitigation lies with Building Owner, followed by the Office of the Vice President of Administration and Finance.
Classroom, lab, or office, doors blocked by furniture or objects	Identified by BETC and BET, mitigation lies with Building Owner, followed by the Office of the Vice President of Administration and Finance.
Furniture or other impediments limiting egress in hallways	Identified by BETC and BET, mitigation lies with Building Owner, followed by the Office of the Vice President of Administration and Finance.

Fire Inspection

- The Director of FD&O is responsible for coordinating an annual fire inspection with a State Fire Inspector.

- The Director of FD&O is responsible for developing a safety equipment maintenance plan, and assigning staff to carry out maintenance duties. All equipment maintenance and testing should be logged for review. Safety equipment includes sprinklers, fire hoses, and any fire extinguishers.
- Building Evacuation Coordinators are responsible for providing their Building Owner with monthly "Building Life Safety Inspection" reports.
- Building Owners are responsible for enforcing Life Safety compliancy from building tenants, and for reporting to the Office of Emergency Services any noncompliant department.

Evacuation Signage, Procedures, and Checklists

- A work group consisting of a seismic engineer and representatives from FD&O, San Jose Fire Department, UPD, and the Office of Emergency Services shall determine appropriate locations for evacuation Assembly Areas for each campus building.
- As necessary, the Office of Emergency Services shall create and update content for evacuation signage, maps, procedures and checklists, and coordinate content reviews with San Jose Fire Department and UPD representatives.
- The Office of Public Affairs shall be responsible for content formats, layouts, and templates design.
- FD&O and Parking Services shall share the responsibility for creating signs.
- FD&O is responsible for posting or installation of signage, and classroom checklist placards.
- The Office of Emergency Services, the Office of Public Affairs, and Human Relations staff members shall coordinate the distribution to the campus population of Emergency Procedures and Checklists.

Evacuating the Disabled and Injured

- Evacu Trac Chairs are available to facilitate the safe evacuation of disabled persons.
- Building Coordinators should ensure that all Building Evacuation Team Members are aware of the availability, location and operation of Evacu Trac Chairs.
- Building Evacuation Team members will ensure that disabled persons are assisted/directed to stairwells to await safe evacuation utilizing Evacu Trac Chairs.
- If unable to evacuate disabled persons ensure that rescue Personnel are advised of the location of persons who require assistance.

Assigned Roles, Qualifications, and Responsibilities

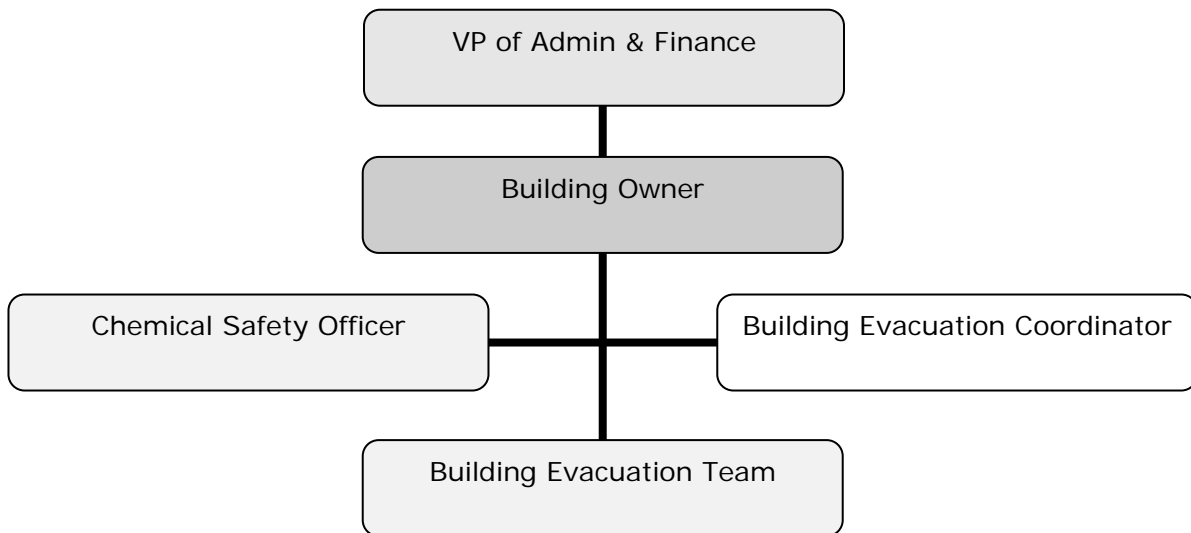
Because most big fires start small, what happens during the first few minutes of a fire usually determines the extent and severity of the damage. A company's most valuable asset during those first few minutes of a fire therefore is a well-trained and disciplined emergency response team.

In this section, the chain-of-command for fire prevention is described, along with the identification of roles, and qualifications and responsibilities for each role.

Office of the Vice President of Administration and Finance

The Office of the Vice President of Administration and Finance has final authority for naming Building Owners for each campus building.

Building Evacuation Organization Chart



Building Owners

Qualifications:

- Required, at a minimum, to take a- Personal Preparedness Class from the Office of Emergency Services, to learn life-safety tips for home, work, and traveling in a vehicle.
- Encouraged to take a Campus-Community Emergency Response Team (C-CERT) course through either the city in which you reside, or the University Office of Emergency Services.
- Ability to provide guidance and support for, and authority to, your Building Evacuation Coordinator(s) and Team(s).
- Willingness to learn fire prevention and evacuation procedures, and to -fully support every evacuation-whether for a drill or real incident.
- Willingness to persuade building tenants to comply with fire prevention requirements, and the ability to enforce compliancy if persuasion fails.
- Willingness to support your Building Evacuation Coordinator in any way required during an evacuation.

Responsibilities

- Implements procedures to identify and correct potentially hazardous or unsafe working conditions. Mitigates risk where appropriate through knowledge of policies and procedures.
- Maintain emergency contact lists for your BET members, and any other contacts critical to emergency containment response, or recovery.
- Maintain, at all times, a Building Evacuation Coordinator and enough Building Evacuation Team members to perform an evacuation sweep of your building(s) within five minutes.
- Provide assessment and feedback to your BET, and to encourage lessons learned and constant refinement of your building evacuation plan.
- Coordinate with building tenants to provide the BET with any evacuation equipment and supplies you deem necessary. These might include personal protective equipment, flashlights, walkie-talkies, bullhorns, etc.
- Coordinate training with UPD.

Department/Building Chemical Safety Officer

Qualifications:

- Comprehensive working knowledge of the chemicals/toxins used within your department/building.
- Meticulous and thorough knowledge of safe handling and storage procedures for chemicals/toxins.

Building Evacuation Coordinator

Qualifications:

- Required, at a minimum a take a Personal Preparedness Class from the Office of Emergency Services or qualified UPD personnel, to learn life-safety tips for home, work, and traveling in a vehicle.
- Encouraged to take a Campus-Community Emergency Response Team (C-CERT) course through either the city in which you reside, or, the University Office of Emergency Services.
- Physical ability to walk up and down stairs, and to stand for long periods.
- Ability to gain the respect of your colleagues in a command position.
- Ability to develop and manage a Building Evacuation Team.
- Ability to make decisions and create and implement a plan.
- Willingness to devote the time necessary to plan, practice, and drill for evacuations.

Responsibilities:

- Identifying and enlisting as BET members, those individuals within your building who would be diligent in performing BET responsibilities.
- Work with your BET members to create a comprehensive BET evacuation and communication plan.
- Work with your Building Owner to secure needed personal protective and communication equipment and supplies for your BET.
- Assignment of BET floor positions and sweep areas.
- Identify and recommend to your Building Owner those individuals who would be willing to, and diligent in, performing Evacuation Chair duties for disabled individuals who might be unable to self-evacuate.
- Schedule regular meetings with your BET to review best practices and lessons learned and continue to refine the evacuation plan.

- Provide monthly "Building Life Safety Inspection" reports to your Building Owner (this responsibility can be rotated throughout your team).

Building Evacuation Team member

Qualifications:

- Required, at a minimum, to take a Personal Preparedness Class from the Office of Emergency Services or qualified UPD personnel to learn life-safety tips for home, work, and traveling in a vehicle.
- Encouraged to take a Campus-Community Emergency Response Team (C-CERT) course through either the city in which you reside, or, the University Office of Emergency Services.
- Encouraged to take First Aid and CPR classes.
- Physical ability to walk up and down stairs, and to stand for long periods.
- Willingness to take responsibility for your life safety.
- Willingness to work as part of a team.
- Willingness to help your fellow building occupants.
- Willingness to stay (as long as it is safe to do so) in your building as fire alarms sound to help ensure building evacuation-this means you should never knowingly place yourself in harm's way.
- Willingness to devote the time necessary to plan, practice, and drill for evacuations.

Responsibilities:

- Support and work with your BET Coordinator to create and practice a comprehensive building evacuation plan.
- Practice with your team members to develop the most thorough and timely evacuation procedures.
- Practice using your communication equipment.

Forms

Master templates of forms required to carry out the responsibilities defined in the Fire Prevention Plan can be found in the Appendix of this Plan.

Education and Training

The Office of Emergency Services shall be responsible for coordinating training, with San Jose Fire Department staff, of Building Owners, BET members, other Disaster Service Workers and Students.

The Office of Emergency Services shall be responsible for maintaining an ongoing log of training sessions and the individuals who attend them.

Specifics to be decided.

Evacuation Drills

The Office of Emergency Services shall be responsible for coordinating on-site tours for San Jose Fire Department and Urban Search and Rescue personnel in order to keep them familiar with SJSU facilities and campus space.

A Minimum of one evacuation drill per year will be carried out for every campus building. This drill will be conducted in cooperation with the Office of the Vice President of Administration and Finance, the San Jose Fire Department, UPD, and FD&O.

The Office of Emergency Services shall be responsible for maintaining records of University evacuation drills.

Forms and Checklists

Forms and Checklist templates for both the Action and Prevention plans can be found In the following Appendix.

End

Appendix of Checklists and Forms

Fire Checklist

If you witness a fire, you are to:

1. Stay near the floor, where smoke is less toxic.
2. If safe to do so, go immediately and directly to the nearest fire alarm, while loudly telling everyone in the vicinity to evacuate.
3. At the red fire alarm, break the safety glass and pull the handle to trigger the alarm.
4. When the alarms sounds, everyone within the building except Building Evacuation Team members, should take any immediately accessible personal belongings with you, and evacuate.
5. Check a closed door with the back of your wrist. DO NOT OPEN WARM OR HOT DOORS-FIND ANOTHER WAY OUT.
6. To prevent or slow the fire, close every door behind you.
7. Do NOT use elevators.
8. Follow emergency "Exit" signs to the nearest stairwell.
9. Encourage others to evacuate.
10. If safe to do so, assist disabled individuals who ask for assistance.
11. At the ground floor exit the building and move to the Assembly Point so that others behind you can also exit the building.
12. Follow any instructions given by a Building Evacuation Team, Fire Department, or Police staff member.
13. Look around you. Try to identify any individuals who might still be in the building. If anyone you know is missing, give your instructor or a Building Evacuation Team member as much information about them as you can.
14. Do not 'leave the Assembly Point without checking out with your instructor.
15. Do not re-enter the building until the "All Clear" announcement has been made.

If You Become Trapped

- If you are in a room with a window-place an article of clothing in the window to signal rescue teams. Stay near the floor and shout or use your shoe to pound the wall at regular intervals.
- If you are not near a window, stay near the floor and shout or use your shoe to pound the wall at regular intervals.

Building Evacuation Coordinator Checklist

In the event of a major emergency such as an earthquake, help from outside resources and even the University may be some time in coming. In evacuating your building, please consider the following actions:

- Put on your orange safety vest and blue ID badge. Take with you:
- (If available) first aid kit,
- (If available) power megaphone (bullhorn)
- Writing instruments and Building Status form or paper (for reporting casualties / hazards by runner to University Police Department Dispatch.
- Keys, purse or wallet and any other essential personal items (in case you are unable to immediately reenter building.)
- Go to your building emergency assembly point.
- Be prepared to check-in or account for as many building occupants as possible
- Use volunteers, Building Emergency Team members or Campus Emergency Response Team members to:
- Prevent reentry of buildings
- Advise those standing by of urgent safety precautions
- Help calm those who may be upset.
- Receive and record Building Emergency Team member reports on casualties/disabled persons and hazards in and around your building.
- If safe to do so, assign a volunteer to make a 360-degree visual inspection of the exterior of your building. Look for:
- Casualties or disabled persons requiring urgent assistance
- Obvious damage (e.g. cracked walls)
- Urgent hazards in the area (e.g. downed power lines, odor of natural gas, fire, hazardous materials spills, large cracks in the earth etc.)
- Use team member reports to complete a Building Status Report form

OR

- Briefly describe your situation, casualties and any immediate hazards or life threatening conditions
- Send your report by runner to UPD Dispatch
 - Location of known fatalities, casualties or disabled persons. Assist disabled persons and casualties immediately. Move injured persons only if necessary to save their lives from an immediate threat and only as far as necessary.

NOTE: DO NOT reenter any damaged structure if you believe that it is unsafe.

Send a written status report to the University Police Department by runner as soon as possible.

CAUTION: Do not undertake any task that in your best judgment you cannot safely and successfully handle with the equipment and skills available to you.

If you decide to undertake rescue, treatment and/or movement of casualties or disabled persons:

Ask for trained or knowledgeable or capable volunteers to assist you, especially if you and your Building Emergency Team do not have adequate knowledge, numbers or resources.

BUILDING OR CAMPUS CLOSURE / RELEASE OF EMPLOYEES

The President (or president's designee) has ultimate authority for closing any University building or ordering a general evacuation.

In a disaster, information on decisions affecting students and employees will be disseminated as quickly as possible using all means available including Alert-SJSU, classroom speaker phones, the campus web site, the University information hotline 408-924-SJSU (7578), the campus radio station KSJS (90.5 FM), police car loudspeakers, runners, etc.

- No employee (faculty, staff, part-time or full-time) should ever leave the University without first checking in with his or her immediate supervisor.
- Loss of power to any University building should result in its immediate evacuation and closure - any University building without power is unsafe to occupy. Any person who enters a closed building with a posted warning or contrary to directions from a Building Emergency Team member or other authorized person acting in an official capacity is subject to possible arrest and/or administrative discipline.
- All employees should remain in the general area until power is restored or permission to close a facility is obtained.
- Each supervisor and manager should obtain approval from the administrator for his or her respective unit before authorizing any employee to leave the University.
- Administrators must obtain approval from their division vice president or designee before authorizing long-term closure of a building and releasing employees. Such decisions will be made in accordance with University policy and procedures.

Building Emergency Team Personal Preparedness Information

Before an emergency

- Familiarize yourself with your building emergency plan.
- Study evacuation routes and the location of your designated building assembly point.
- Be aware that during an evacuation, disabled persons should be assisted/directed to stairwells, to be staged for safe evacuation.
- Be cognizant of the location of Evacu Trac Chairs, for safe evacuation of disabled persons.
- Meet with your Senior Building Coordinator (BET) and other team members periodically to review assignments, procedures, changes in the "campus landscape" etc.
- Acquaint yourself with your assigned area, to effectively sweep for stragglers, disabled persons and casualties. It is especially important to know about -- and check -"hidden" areas such as inside conference rooms, storage areas etc.

Make a Family Emergency Plan

- Make sure everyone in your family (both immediate and extended) has an out-of-state telephone contact with whom you can all check in.
- Have a home rendezvous point (safe area outside) in case you must evacuate your home. Especially if you have children, practice your home evacuation plan.
- Have a neighborhood rendezvous point where members of your family can meet or leave information if you cannot return to your home or must evacuate the area.
- Have telephone numbers of neighbors or family members whom you can contact in case of a home emergency.
- Know the school policy about releasing each child in an emergency make sure each school has a current release form. If a close family friend or relative is authorized to pick up a child, make sure that individual also has a valid "power of attorney" authorizing him or her to obtain medical care for your child in your absence.
- Have sufficient water, food, medical, shelter, sanitary and other supplies and resources on hand to ride out a minimum 7-day disruption of essential services. (You should also have at work and even in your vehicle shoes, food, water, medicine and anything else necessary to enable you to walk home from the University if you are unable to drive.

Building Emergency Team Member Evacuation Checklist

Any person who, in his or her best judgment believes it necessary to alert others of an urgent life-threatening situation, may pull a building fire alarm. (Fire alarms are the signal for evacuation for all emergencies. All building occupants must leave the building until the "all clear"- silencing the alarm - is given.)

Put on your Building Emergency Team safety vest and orange ID badge. Take with you any essential personal possessions (car and building keys, purses, survival supplies etc.)

Sweep your assigned area for casualties, significant damage and hazards.

- Request stragglers to evacuate immediately -- Anyone failing to comply with your request to evacuate should be reported to a University police officer or your Senior Building Coordinator. **DO NOT attempt to force compliance.**

ASSISTING CASUALTIES AND DISABLED PERSONS:

- Do NOT move casualties unless they are in immediate, life-threatening danger (you can injure them further). Move casualties only as far as necessary for their safety - usually the nearest stairwell landing or ground floor exit.
- If safe to do so, do NOT leave any casualty or disabled person alone. Use volunteers to stay with, reassure, apply simple first aid (if competent to do so) and move if immediate life-threatening conditions develop.
- Ensure that persons in wheelchairs are assisted or directed to the nearest stairwell landing when on upper floors or nearest exit if on the ground floor. Do NOT separate disabled persons from their wheelchairs, when possible. If safe to do so, make sure a volunteer remains with each disabled person in a stairwell.
- Remember Evacu Trac Chairs are available to assist in the safe evacuation of disabled persons from upper floors. Know the location of Evacu Trac chairs.
- If unable to evacuate disabled persons, ensure that rescue personnel are notified of their location.

Report the location of all disabled persons /casualties and observations of significant damage or life-threatening hazards to your Senior Building Coordinator at your designated building assembly point as soon as possible.

The Senior Building Coordinator and team members should evaluate the situation and decide on the safest and most appropriate actions to render assistance given known conditions and resources.

Move occupants as far as possible from the building. Watch out for overhead hazards. Help calm evacuees and organize volunteers, if asked.

Once you have reported to your Senior Building Coordinator, if asked, screen building entrances from access until "all clear" is given (alarm silenced) or you are relieved.

Do **NOT** leave your area or the University without first checking in with your supervisor or Senior Building Coordinator.

Building Evacuation Coordinator Radio Procedures

BEC two-way radios provide direct communication to UPD for information updates, instructions, and to coordinate response efforts.

Though the radio is similar to a walkie-talkie or CB-radio, it is licensed for SJSU communications. Radios assigned to BEC or BET become the responsibility of the BEC/BET and must be safeguarded from misuse, theft or loss. They shall be returned to the University Office of Emergency Services if you relinquish your Team assignment. They shall not be loaned out or removed from campus.

BEC/BETs shall maintain their communications equipment:

- Keep radio charged
- Keep batteries charged and obtain replacement batteries, if needed, from the University Office of Emergency Services
- Regularly test the radio

Radio Protocol

Emergency traffic always takes priority. When a radio operator announces an emergency message, all other users shall cease communications and standby to receive instructions to assist or to offer assistance. In the event of multiple incidents, message priorities shall be taken by UPD in the order of threats to: life, environment, and property.

The Office of Emergency Services will provide training to BEC/BET in radio use and protocols. Call the Coordinator at 924-2230 to arrange a radio test or training.

Quick Directions for Radio Use:

- Turn on the radio.
- Turn up the volume.
- Listen to make sure no one else is on the frequency (if you attempt to talk while someone else is speaking you will cancel each other out).
- Think through the message you want to say.
- Depress and continue to hold down the push-to-talk button, pause a moment, and identify yourself by your building name. Then speak your message, being careful to speak slowly and to clearly enunciate into the radio's speaker. Use plain English, without slang or codes.
- Release the push-to-talk button in order to let someone else respond.
- Make sure you receive an acknowledgment.
- If not, repeat your message.

Sample Message:

- "UPD, this is Duncan Hall, Duncan Hall has been evacuated and is secured."

Sample Reply:

- "Duncan Hall, I copy that your building is evacuated and secured."

Sample Message:

- "UPD, this is SPX, Sweeney Hall reports their building has been evacuated and is secured."

During an evacuation or other building emergency, carry your radio with you. Train your alternate in its proper use and make provisions to have it available to them anytime you are absent or away from the building.

The radio system is tested monthly on the first Wednesday at 9:00 am. Please have your radio turned on at least 10-minutes prior and wait for your building to be called. Acknowledge whether you received the message clearly or if you had difficulty understanding the call. Testing the system monthly assures that it is working properly and helps you to become more familiar with its use.

I have read the above rules and procedures for the use of the BEC radio system. I have received a copy of these rules and agree to comply with them. I have received radio # _____ and a charger and assume full responsibility for its proper use and protection. I will immediately return the radio and charger upon my separation from this position or anytime upon request of the San Jose State University Police Department.

Name (Print) _____

Signature _____

Facility _____

Date _____

Issued By _____

BUILDING EVACUATION STATUS REPORT

BUILDING _____ **DATE** _____ **TIME** _____

NAME OF PERSON SENDING THIS REPORT _____

Access Definitions (Use your best judgment)

RED Building is seriously damaged or destroyed

YELLOW Some damage apparent

GREEN Building appears to be undamaged

FIRE		HAZARDS							ACCESS			PEOPLE			COMMENTS	
Burning	No Burning	Gas Leak	Gas Leak	Water	Electrical	Chemical	Animal(s)	Bio-Hazard(s)	Radiation	RED	YELLOW	GREEN	Injured	Trapped		Dead

Is there any other information we should know?

PLEASE SEND THIS FORM BY RUNNER TO UPD DISPATCH CENTER
 UPD Dispatch Center is located in the UPD Building – in front of Seventh Street Garage