

Los Angeles Harbor College
Building Captain
Responsibilities

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Responsibilities: A Building Captain is responsible for a building or a small group of buildings during an emergency or a required evacuation. The captain is required to have at least one back up or Co-Captain and insure they are properly informed of the responsibilities as the Co-Captain. The captain should hold periodic safety meetings to make sure college employees in each assigned building are informed of the plan and what is expected of them during an actual emergency or college practice drill. Know, understand, and train building occupants in the difference between an evacuation and a shelter in place situation. Report any noticed building damage or injuries to people and report to area Administrator.

Duties: In the event of an **evacuation**, the duties of the Captain or Co – Captain are to assist with the evacuation of the assigned campus facilities. Insure all faculty, staff, and students leave as instructed. Provide information and leadership to guide the evacuees to the proper campus evacuation locations, (Map provided) and insure the facilities are secured on the way out. At the evacuation site the captain should do a role call or head count to make sure all known building occupants are accounted for. This information should be available to emergency responders upon request.

In the event the college needs to **shelter in place** the Building Captain and/or Co- Captain will oversee and provide guidance to building occupants on what to do and facilitate locking rooms and or building doors if required

Definitions:

1) **Evacuation**, A building evacuation can be put in place by the activation of the campus Fire Alarm system, an announcement over the Fire Alarm Public Address System, or by verbal announcement by Sheriff, Facilities, or Administrative personnel. An evacuation requires all occupants inside of a college facility to follow directions and proceed to the evacuation locations shown on the evacuation maps.

Building evacuations may be required for but are not limited to the following situations: fire, flood, earthquake, bomb threat, practice drill, or other significant event on campus or involving a certain building or group of buildings.

2) **Shelter in place**, Shelter in place requires all people inside of a campus facility to stay inside until notified by campus officials it is clear to leave. In some cases such as an earthquake, the need for building occupants to “Drop, Hold, and Cover” may be required. In this case people should seek cover under desks and move away from windows for safety. Shelter in place notifications can be made over the campus fire alarm PA system or by verbal announcement by Sheriff, Facilities, or Administrative personnel. Shelter in Place may be required but is not limited to some of the following situations: Hazardous substance release, earthquake, flooding, active shooter on campus, or college safety drill.

Equipment:

1) Equipment

- Flashlight
- Glow sticks –two (Gas Leak)
- Gloves
 - Work canvas gloves
 - Non latex gloves
- Hard hat
- Mask
- Eye protection
- Safety vest
- Small note pad with pen/pencil
- Whistle
- Door jam/stop either rubber or wood. Dependent on which way door opens.

Personal Equipment/ Supplies

- Walking shoes
- Cell phone for texting/ calling
- Any other items you may want to have with you.

