

DISTRICT BUILDING & FLOOR CAPTAIN HANDBOOK

RCCD

**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

BUILDING & FLOOR CAPTAINS

Building & Floor Captains are responsible for the safety of individuals in their assigned areas. Each Building & Floor Captain will manage evacuations, check assigned areas, and coordinate emergency operations as necessary.

Purpose

Riverside Community College District is dedicated to providing a safe environment for all students, faculty, staff and visitors. The Building & Floor Captain Program has been established to continue that commitment during an emergency. Building & Floor Captains will partner with personnel from Risk Management Safety and Police and RCCD management to assist students, faculty, staff and visitors in the safe evacuation, Shelter-in-Place or Lock Down procedures in times of crisis. The Building & Floor Captain program is an important part of RCCD emergency response protocols. As a participant in the Building & Floor Captain Program, you provide a valuable service to the District should an incident occur.

Program Structure

Each District Office will have an assigned number of Building & Floor Captains based on the size and location of the buildings.

Building Captain: A Building Captain is in charge of a specific building or sets of buildings within the facility. After helping with an evacuation, the Building Captain reports to an assigned area to accept reports from the Floor Captains. The Building Captain then relays information to the District Safety and Emergency Preparedness Manager or the College Safety and Emergency Planning Coordinator.

Floor Captain: The Floor Captain is in charge of a specific floor or several floors within the facility. The Floor Captain must recognize the presence of an emergency, ensure the evacuation of his/her area, perform a sweep of the area to ensure all personnel have been evacuated, report the status of the evacuation to their Building Captain.

Both Building & Floor Captains: In addition to the above, Building & Floor Captains will help educate and provide orientation to employees on emergency procedures for the building.

DUTIES: On-Going

ORIENT YOURSELF

- This can be done with all the other Building & Floor Captains in your Building when you complete the *Emergency Expedition* (See below).
- Know the entire layout of the building and the various evacuation routes. Have at least two escape routes out of the building.
- Be familiar with the location of occupants, including individuals with functional and access needs, in your building. Know the location of your buildings evacuation chair, if you have one.
- Identify ideal locations for Shelter-In-Place and Lock-Down events.
- Know the locations of/and how to operate a fire extinguisher and evacuation chair (if applicable).
- Locate and know how to activate all fire alarms in your building.
- Know all the other Building or Floor Captains in your building and in the adjacent buildings.
- Know what hazards are in your building. Identify ways to avoid the hazards during evacuation, lock down or shelter-in-place events.
- Know where your site's Emergency Operations center will be established.
- Know where all emergency supplies in your building are located.
- Take time to attend and complete training provided such as:
 - CPR/AED/First Aid
 - Stop the bleed
 - CERT training
 - Online Safety Training
 - FEMA Trainings
 - Any other trainings for Disaster Service Workers

EMERGENCY EXPEDITION

Each Building and Floor Captain should participate in at least one drill per year. Drills will be timed and documented. Building Captains will complete the Emergency Expedition Documentation Sheet and submit to the District Safety & Emergency Planning Manager or College Safety and Emergency Planning Coordinators.

Drills will serve the following purposes:

- Re-orient each captain with building layout, location of emergency supplies, hazards, fire alarms, fire extinguishers, etc.
- Provide time to review response plans (evacuation plans for building, RCCD Emergency Operations Plan, etc.)
- Provide time to conduct a simple safety/hazard inspection of your building/designated area and report any concerns to one or more of the following, as the situation dictates:
 - District Safety & Emergency Preparedness Manager/College Safety & Emergency Planning Coordinators
 - District Risk, Safety and Police

ORIENT OTHERS

- Introduce yourself to individuals in your area and identify yourself as the Building or Floor Captain. Briefly explain your duties.
- Keep your area checklist up to date and inform the Safety and Emergency Manager or College Emergency and Safety Coordinators of any changes to your lists
- Orient new employees on the emergency procedures for the building.

TRAININGS, DRILLS & MEETINGS

- Attend all training workshops and activities specifically designed for Building & Floor Captains.
- Participate in District or College Emergency Drills or Exercises
- Represent building/designated area at Building & Floor Captain Meetings. If a Building or Floor Captain from your area is unable to attend the meeting, ensure they receive the pertinent information from the meeting.

SEE SOMETHING? SAY SOMETHING!

- Report any suspected hazards, suspicious activities or any injuries to the appropriate party:
 - District Risk Management, Safety and Police
 - Safety & Emergency Planning Manager/College Safety & Emergency Planning Coordinators

BE PREPARED

- Have a substitute identified to take your place if you are absent or indisposed during a drill, exercise or real event.
- Develop an emergency plan for your family. Know the plan for your children's school.
- Build an emergency kit for your home, your car and your office.
- Identify resources within your area of responsibility which can be useful in an emergency (such as food stores, first-aid supplies, bottled water, camping equipment, etc.)
- Sign up for Mass Notification in the city you live in and have any out of State contact organized for you and your loved ones
- Visualize your response to those emergencies that are most likely to happen in your building.

DUTIES – During Event

THINK, COMMUNICATE & MOBILIZE

- If an emergency notification is made to you via phone call, email, text message or note, from a reliable source (District Risk, Safety and Police, College Safety, Emergency Planning Coordinators, Fire Alarm, etc.) start following necessary procedures.
- If you become aware of a situation, identify what emergency action (Evacuate, Lock-Down or Shelter-in-Place) is necessary, if any. Notify District Risk, Safety and Police and follow procedures.
- Put on your emergency vest (if safe to do so), take your Clipboard and backpack and proceed to carry-out emergency operations.
- Notify building/floor occupants of the emergency situation and get them to mobilize.
- Maintain order and prevent panic by being assertive yet calm.
- Anticipate potential situation changes and develop options for response.
- **Building Captains only:** be prepared to take notes once you have completed your evacuation duties.

EVACUATION

- **Building Captains only:** Direct and assist Floor Captains during an evacuation.
- Direct occupants in your area to evacuate.
- Continually remind individuals of the evacuation route and meeting location.
- Remind faculty members to take roll when they reach the meeting location and report to you on the outcome.
- Sweep every room in your area to make sure that everyone has evacuated, if safe to do so.
- Inspect stairwells, if safe to do so.
- Assist, or assign others to assist any individuals with access or functional needs.
- As much as possible, notice and record any hazards that might hinder First Responders if they need to enter the building.

MEETING PLACE

- Accountability Report: As much as possible, account for all students, faculty, staff and visitors in your assigned area. Check with Faculty members in your designated area and get their roll call outcomes.
- Let occupants from your area know that you will provide updated information and direction to them when it becomes available, but until that time, they need to stay in the area.
- Provide updates as they become available to occupants in your area.
- If your meeting area is a Lock-Down room, have all other individuals turn off their cell phones, and you keep one cell phone on for notification to/from Law Enforcement only.
- Follow directions RCCD Procedures for Shelter-in-Place and Lock Down situations.
- **Floor Captains Only:** Provide outcomes from your accountability report and any hazards to Building Captain.
- **Floor Captains Only:** As much as possible, keep individuals from re-entering the building. This may require seeking the assistance of others.

- **Floor Captains Only:** If you receive an “all clear” from other than your Building Captain, you must ask whoever is giving the “all clear” to speak to your Building Captain. You take direction only from your **Building Captain**. Once you have received the “all clear” from your Building Captain, then you can tell your occupants to re-enter.
- **Building Captains Only:** Only provide an “all clear” once it has come from the Safety & Emergency Planning Manager/College Safety & Emergency Planning Coordinators, or appropriate leader (see chain of command below)

CHAIN OF COMMAND

- Below is the chain of command during an incident. If the person in the next category is not available please report to the next person. Communication is crucial during emergency events so it is important that we report the facts so that communication can be sent out district wide.
- Floor captains
- Building Captains
- District Safety and Emergency Manager or the College Safety and Emergency Coordinators.
- Director of Risk, Safety and Police or College VP of Business
- Vice Chancellor of Business and Finance or College President
- Chancellor or Acting Chancellor

DUTIES: After Event

AFTER-ACTION

- *In Small Scale Event:* Building Captains work with Floor Captains to conduct an After Action Debriefing and complete Abbreviated After-Action Report (AAR). Floor Captains participate in the After Action Debriefing contributing to the AAR
- *In Large Scale Event:* Participate in After Action Debriefing. A full After Action Report will be completed with your assistance by Safety & Emergency Preparedness Manager/College Safety & Emergency Planning Coordinators.
- **Floor Captains Only:** Make two (2) copies of all notes, forms, etc. from the incidents which are still in your possession. Submit originals and one (1) copy to Building Captain and keep one (1) copy in your files. If you have access to email please email these forms.
- **Building Captains Only:** Collect notes, forms, etc. from all the floor captains. Keep the copy for your records, and submit the original to the Safety & Emergency Preparedness Manager/College Safety & Emergency Planning Coordinators. If you have access to email please email these forms.
- **Building Captains Only:** For small scale events and/or drills, work with Floor Captains to complete an Abbreviated After-Action Report. Send via email to the Safety & Emergency Preparedness Manager/College Safety & Emergency Planning Coordinators.

After your Building and Floor Captains responsibilities are completed please report to the Emergency Operations Center for your assignment (if applicable).

- ***The Emergency Operations Centers are located at:***
- *District offices-CAADO 309*
- *Moreno Valley College-NOC*
- *Norco College-NOC*
- *Riverside City College-4th Floor of the Digital Library*

RECOVERY

- Work with Safety & Emergency Preparedness Manager/College Safety & Emergency Planning Coordinators, District Risk, Safety and Police, and Emergency Operations Center to implement any necessary changes needed identified in the After Action Report process.

ITEMS: Emergency Items

Emergency Clipboards

- *Floor Captain assignment Maps*
- *Whistle*
- *Pens and Markers*
- *Updated List of Emergency Supplies*
- *Check in sheets for assigned location and all other locations (in case this is needed for coverage)*
 - *Each check in sheet should have employees names and cell phone numbers with an area to mark off everyone that is accounted for and anyone that may be missing*
- *Building and Floor Captain Handbook*
 - *The handbook contains:*
 - *Blank sign in sheets*
 - *Emergency Expedition checklists and accountability sheets*
 - *Incident Checklists*
 - *ICS General Message forms*
 - *ICS 214 Activity logs with instructions*
 - *Lockdown procedurs*
 - *Emergency Procedures*
 - *How to use a lockblok instructions*
 - *Stop the bleed instructions*
 - *Adult First Aid/CPR/AED Reference sheets*
 - *Building and Floor Captain Handbook*

Emergency Back packs

- *Hard Hat*
- *Twisted Rope*
- *Caution Tape*
- *Duct Tape*
- *Small First Aid Kit*
- *Heavy Duty Gloves*
- *Radio with stand and head set*
- *Red Hazardous bags*
- *Glow Sticks*
- *Flash light/radio/charger*
- *Googles*
- *Emergency Water and Food*
- *Masks*
- *Tourniquets*
- *Bull Horns*