Building Monitor Training

S81

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The Earth Moves!

http://science.nationalgeographic.com/science/photos/earthquake-general.html

http://seattletimes.nwsource.com/photogallery/quake/photo14.html

http://www.ieldrn.org/PhotoAlbum/photos.htm

Before the shaking begins…

Building Monitor Responsibilities

- Know thy building!
  - Where are classes/labs held?
  - What's the current schedule – what class will be in what room?
  - Are there other offices/work areas where individuals may be?
  - What is the evacuation route for your building and from your area?

Building Monitor Responsibilities

- Know the Plan!
  - Do you know the plan for different types of emergencies? (such as this earthquake drill)
  - Can you easily find the plan? Is it available in more than one location in your building? Where are the orange emergency procedure ‘cards’?
  - Know where the equipment is for evacuating DSS or injured students. Identify someone who will be the person to help with disabled/injured students.

Building Monitor Responsibilities

- Practice the Plan!
  - Have you done a mock walk-thru yourself?
  - How would you do an evacuation?
    - Where do you start?
    - Where do you end?
    - Does it systematically cover all areas of your building?

Building Monitor Responsibilities

- Get help with the plan!
- Are there others who you can count on to help? Other staff or faculty that are frequently in your building?
- Have you recruited them to assist you in case of an emergency?
- Have you practiced what you want them to do?

The shaking starts…

- Protect yourself and others –
  - Do you know what to do inside –
    - Avoid glass
    - ‘duck – cover - hold’ – at least 60 seconds – the ‘crash’ position
    - Safer zones – inside walls, kneel –face away from windows
  - Do you know what to do outside –
    - Take cover away from any falling hazards (buildings, power lines, trees, etc) – crash position
  - Do you go into the building after the shaking starts if you are outside? Yes, if safe to do so!

The shaking has stopped -

- Are you OK?
- Are those in your immediate vicinity OK?
- Are there any immediate problems in your building? – collapsed walls, loose power lines, leaking gas, etc.
- Do you need to do any emergency cut off closures (gas, etc.)?
- Is it safe to begin your evacuation plan? Don’t forget to look outside FIRST!

The shaking has stopped -

- If your building did not suffer any major damage and everyone in your immediate vicinity seems to be OK

- THEN…

The Evacuation Begins

- Either after an evacuation order has been received (in person or by phone) or because you feel it is the best course of action at the time – begin the evacuation.
- Do you have to make any ‘on the spot’ changes due to conditions? (for example, one of the stairwells is collapsed…)
- Put your plan into action – be systematic – follow it as closely as you can so as not to overlook someone or some area

The Evacuation

- Ask each instructor to lead their class outside to the designated safe area and to account for their class members.
- Go quickly from class to class giving the evacuation order and the directions – simply and clearly –
  - *e.g.“Is everyone in this room OK?.. Good. Mr. Smith, please lead your class to the football stadium and take the class roll with you. Please all stay together and watch out for any debris along the way.”*

The Evacuation

- Once you have systematically notified all classes and offices/work areas to evacuate, make a sweep of your building if possible to insure all got out OK. Mark with blue tape on exit door as you leave – write on it ‘all cleared’ or note offices/areas you could not access.
- Follow your own evacuation route and report into the command center as to where your building has evacuated to and what condition the building is in.

The Evacuation

- BUT – If your building has suffered damage and/or you have injured people..
- Begin the evacuation but also do first aide
  - Do you have someone who can help you evacuate while you do first aide? Or who can do first aide while you evacuate?
  - Can you get the injured moved safely to the evacuation area or do you need a rescue crew to reach them?

The Evacuation

- Make sure you notify the command center as soon as possible of the injured and the damaged building. If you can not phone, send an able bodied volunteer to the command center to report.
- Identify where the injured are and the extent of injuries if possible – do whatever first aide is possible to do.

First Aide Classes

- FIRST AID CLASSES ARE FREE FOR YOU!
- SIGN UP SOON!

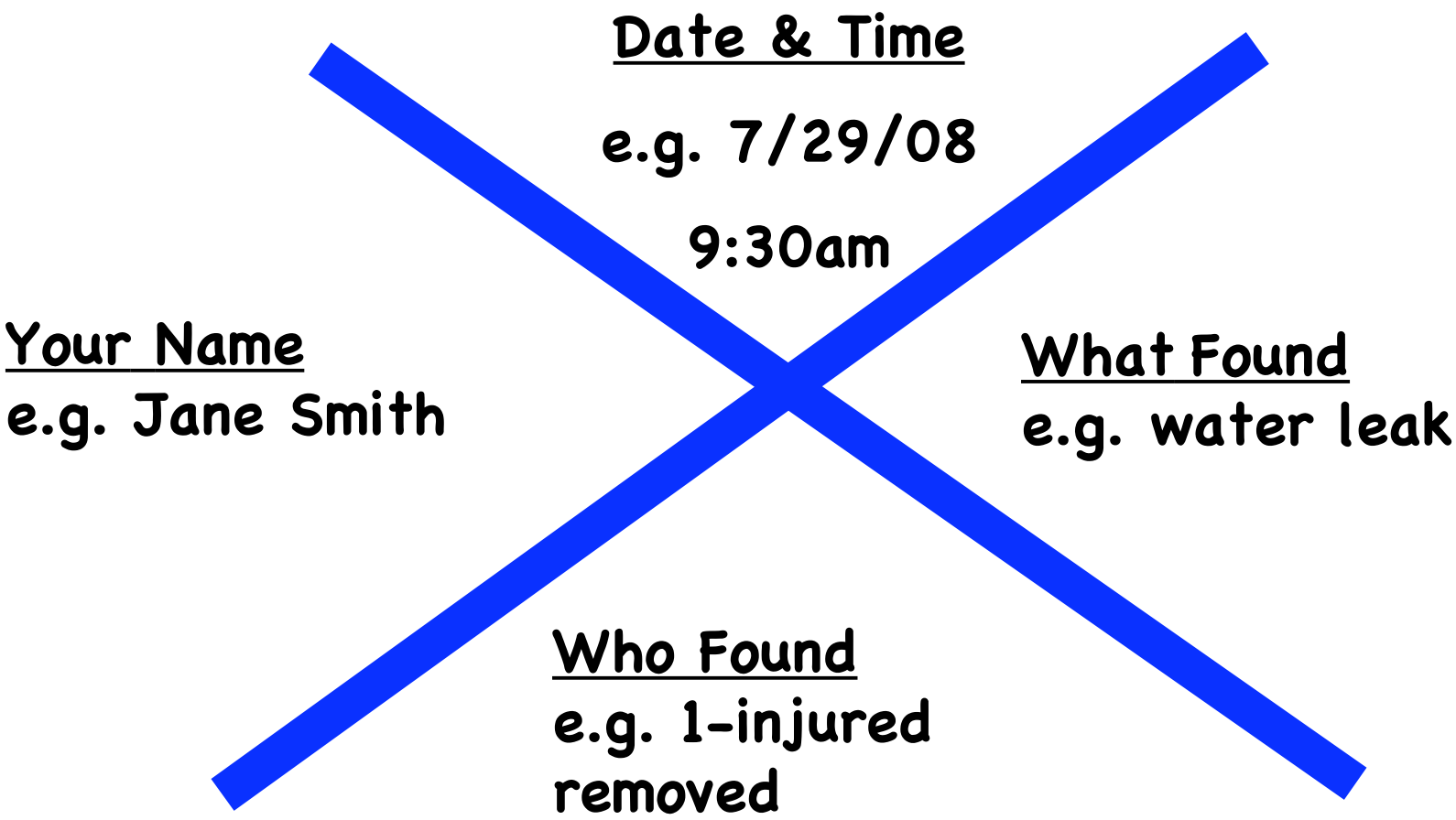
Building Monitor Check List

Building/s _____

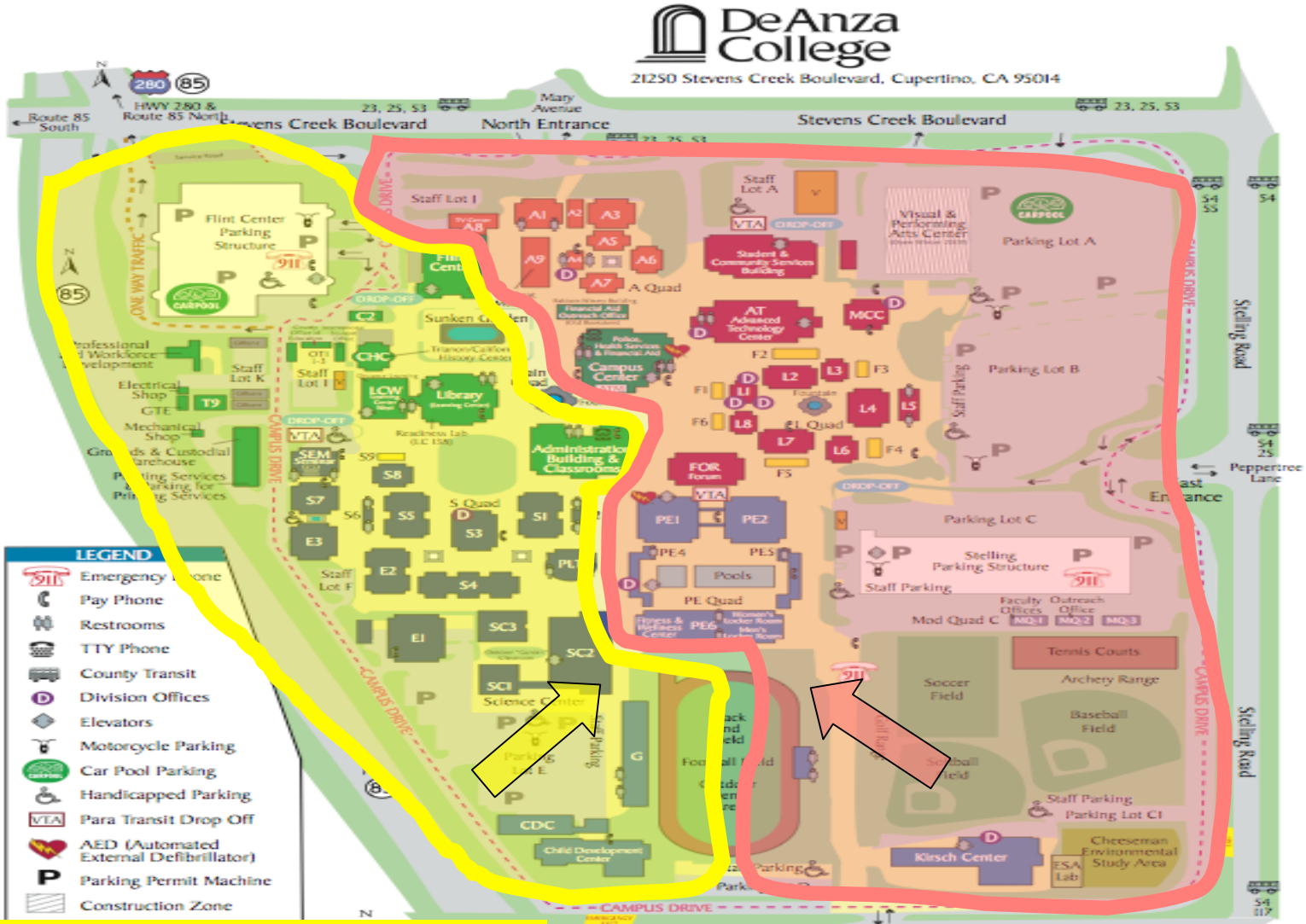
		Check Box
4	Put on hard hat, vest & whistle. Bring emergency bag.	
5	Contact your alternate building monitors to assist with the evacuation/disabled/injured people	
6	Check exits for safety. If primary exit is unsafe use alternate exit	
7	Evacuate building/s in an orderly manner. Check evevators/bathrooms/classrooms/officies etc	
8	Evacuate to the football field unless unsafe/told otherwise	
9	If people have life threatening injuries/cannot be evacuated or there is imminent danger (fire/explosion) send a runner to the Emergency Center (in Administration Building unless told otherwise)	
10	Ensure you designate people to assist disabled/injured persons to the football field	
11	Once evacuation is complete, close doors (do not lock) and mark "X" with blue tape in bag (see over for details)	
12	At the football field check your list of usual building occupants to identify missing people	
13	Report to Emergency Center at 408-590-9448 / 408-590-5601 or after 5:00 pm to 408-590-4387 / 408-210-4536. If life threatening injuries/imminent danger send a runner to the Emergency Center (in Administration Building unless told otherwise)	
14	Report Back. Be concise. Building Monitor reporting in for (say your building/s quads) <u>Report Injuries</u> (e.g.) • All building/s evacuated • No injuries • One injured person (say name) with minor cuts to leg evacuated to field. • One injured person (say name) trapped in room (say location) unable to evacuate <u>Report On People</u> (e.g.) • Everyone accounted for • Three people (list names) unaccounted for <u>Report Damage</u> (e.g.) • (Say building) minor water leak/major flooding • No damage	
15	Sign building monitor check list	
16	If safe, ensure disabled persons are given assistance in getting to PE13 once their ride has arrived	
17	If safe, all other students go to Lot D for pick-up	
18	If safe, allow people with own transportation (car/motorcycle/bike/bus etc.) to leave campus	
19	Sign Here:	

Search Markings

- When checked
- Who checked
- What found



Evacuation Routes



West Campus enter West side of Football field

East Campus enter East side of Football field

Practice an Evacuation!

Aug 19th Drill

1) 9 am = earthquake
2) 9 am = trigger to commence building evacuations (we will not phone you)
3) Triage area with Medical Staff & CERT volunteers will be setting up on the Soccer Field.
4) Simulated injured people in various (not all) buildings. "Injured" will have a note with their injuries taped to them. For the purposes of this exercise, they will walk out to the field with you. Strictly no lifting/carrying please! Don't forget to take injured to triage site on *SOCCER* field (not Football field)
5) Simulated damage in various (not all) buildings. The damage will be listed on colored paper and taped somewhere in buildings. If you find a list, bring it with you so you can use it to report back.
6) Remove the blue search markings tape from the doors on return to building/s
7) Come back to ADM 119 for a debrief at 11:30.

Thanks for your help with this emergency preparedness training - we couldn't do it without you!