

RESPONSIBILITIES DESCRIPTION

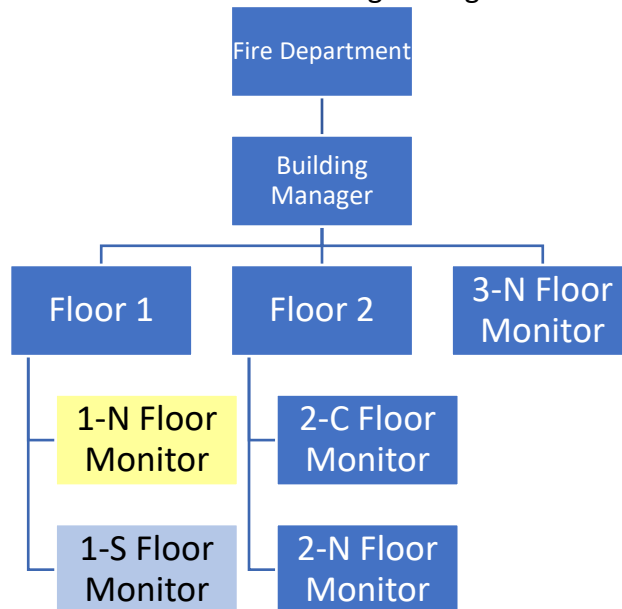
DUTIES

Building Manager/College point of contact

1. Take clipboard with check-sheet, building map and cell phone/radio and report to the Evacuation Area
2. Gather accountability status from Floor Monitors
3. Forward accountability information to the Fire Department Incident Commander. Include injuries, etc. Use radio, cell phone or dispatch runner
4. Maintain order at Evacuation Area – provide periodic event updates to personnel
5. When the IC have given the “All Clear,” ensure all personnel at the Evacuation Area are made aware of the message

Floor Monitor

1. Take clipboard with check-sheet, building map and cell phone/radio
2. Conduct “Accountability Check” (negative or positive (depending upon procedure)) within area of responsibility:
 - Sweep designated area (including bathrooms, closed doors, etc.)
 - Notify building occupants to evacuate building
 - Report accountability for area of responsibility to Building Manager
 - Identify if persons needing assistance are still inside building
 - Monitor building access points to prevent re-occupation
3. Report to Evacuation Area and assist Building Manager as necessary



MAPS

- Building
- Evacuation location
- Floor and area of responsibility

STATUS SHEET

(customized to role and/or building)

1st Floor North

1st Floor South

2nd Floor Central

2nd Floor North

3rd Floor North

CONTACT LIST

- All Floor monitor name and number
- Building managers
- Key people
- Other numbers

ROSTER

(if needed)

- Positive accountability – personnel are individually accounted for by name. If not present at evacuation area, they are contacted to confirm that they are not in the building
- Negative accountability – floor monitors confirm that spaces have been emptied and no one is left in their area of responsibility

Areas not confirmed or people not accounted for are escalated to the Building Manager, who consolidates the information and informs the Fire Department so Search and Rescue can be conducted.

LOG SHEETS