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