

## START-UP CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Identify yourself as a Building Captain, check-in with your point of contact in Management Structure or the Emergency Operations Center (if activated)
- Obtain briefing from available sources (Law Enforcement, Fire/Rescue Incident Commander, key staff, etc); assess situation and formulate appropriate response objectives and priorities
- Keep informed on the situation and response objectives and priorities
- Respond aggressively to the emergency, but consider safety in all actions
- Anticipate potential situation changes; develop options for response

### GENERAL OPERATIONAL DUTIES

- "Sweep" every room in your area to make sure that everyone has evacuated.
- Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.
- Account for all staff and visitors at the Designated Meeting Site.
- Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.
- Be prepared to shut off piped gases and compressed gas cylinders at the valve, which may feed a fire. Only if trained to do so.
- Be aware of:
  - Disabled students, staff and visitors who may need to be alerted or assisted.
  - Laboratories & Maintenance Areas
  - Health Care Facilities
  - Location of emergency equipment

### POWER FAILURE PROCEDURES

In the event that the College loses power, follow these procedures:

1. Faculty members are responsible for their class in the event of a power failure. Staff members are responsible for all personnel or students in their area at the time of the power failure.
2. The President or the Administrator-in-Charge will provide information concerning dismissal of classes.
3. If the power failure occurs during the evening hours, normally power is restored within minutes. However, in the event 15 minutes has passed and power is not restored, the Building Captain will come through the building to escort faculty, students and staff out of the building safely. Faculty, students and staff are urged to remain in offices and classrooms for at least 10 minutes.
4. Power failures will automatically trigger battery operated emergency lights in most buildings. Battery operated lights will last up to 30 minutes.
5. Campus Security will be in contact by cellular phone or radio with the Sheriff's Department or to call for emergency assistance.
6. Once you are outside DO NOT re-enter the building until advised to do so by your administrator.
7. If you are using a computer, turn off the power to avoid damage to the equipment when the power comes back on.
8. In labs, instructors should turn off gas and electricity.
9. Where possible, check elevators, bathrooms, classrooms, and hallways to ensure that no disabled person is without assistance.

### BOMB THREAT PROCEDURES

1. Treat all bomb threats seriously. Any faculty, student or staff member may receive a bomb threat by telephone, mail or note.
2. Campus security, the College President, or Administrator in charge should be notified immediately.
3. There can be no standard solution for addressing a bomb threat. The prompt contact of campus security and Administration will be the safest action that the Building Captain can take. Repeated threats may fall into a pattern or have similar characteristics. The intent may or may not be to cause physical damage, but harassment of the institution is always a result. Each incident must be resolved based upon the available information.