

FACULTY GUIDE TO BUILDING & FLOOR CAPTAINS

Building & Floor Captains along with faculty and other staff are responsible for the safety of individuals and property in their assigned areas. As safety representatives, Building and Floor Captain will be the first point of contact for safety information and incident reporting for all building occupants. Each Building & Floor Captain will manage evacuations, check assigned areas, and coordinate emergency operations as necessary.

The following outlines your processes as a **faculty member** in an emergency situation:

Know Your Building & Floor Captains

For each class you teach, identify the Building & Floor Captains. Captains are listed on the RCCD Emergency Preparedness INTRANET Site (Under Business & Financial Services, Risk & Legal Department). Print out the list, and keep it with your Class Attendance Rosters, so you have it in case of emergencies.

Before Your Class Starts

- Take time to identify the evacuation plan for your classroom and the location of your Building and Floor Captains.
- Select a method for taking roll every class (buddy system, sign-in sheet, verbal roll call, etc.). This is crucial for an emergency situation.
- Visualize what you will do with your class during a fire, earthquake, active shooter event, etc. Please remember that there might be emergencies where your Building and Floor Captains may be unable to get to you (Lock-Down situations, etc.) so it is up to you to have a plan for your class.
- Print out "First Class Meeting Emergency Announcements" located on the RCCD Emergency Preparedness Internet Site (www.rccd.edu/EmergencyPrep) to cover in class on the first day.

During an Emergency

Notifications of an emergency might be made in several different ways. No matter how you receive the information, always take it seriously and respond according to emergency procedures.

Follow the directions of any Building or Floor Captain. They are instructed to document any members of the faculty or staff who refuse to follow their directions to evacuate, shelter-in-place or lockdown. This is to protect their position as Building or Floor Captain and also the interest of the College and District

Evacuate the Building

If you are asked to evacuate the building, you should:

Proceed to the nearest emergency exit in an orderly manner. Do **NOT** use the elevators.

Assist anyone who is having difficulty evacuating the premises.

Listen for any additional instructions from your Building or Floor Captain or communication system.

Assemble in your designated safety area.

Take Roll and account for your students

Check-in with your Floor Captain

Notify your Floor Captain of anyone who is still unaccounted for.

Await instructions on when it is safe to return to your floor.

Understand that the process of relaying information may take a while.

Take directions ONLY from your Floor Captain or Building Captain.

Report Emergencies

If you need to report an emergency, such as medical or an act of violence, call (951) 222-8171 from your cell phone or 911 from any campus phone. If possible notify your Building or Floor Captain so they can immediately start emergency procedures with the building.

***Remember, during an emergency safety depends on you!
RCCD is only as prepared as YOU are!***