• To empower employee volunteers with the knowledge required to assist building occupants evacuate as quickly and safely as possible in an emergency.

• To aid UC Merced and local emergency responders in efficient evacuation and sheltering efforts, including helping those who need assistance leaving a building.
Training Session Outline

- Defining the purpose of a Building Safety Coordinator.
- Planning in advance- evacuation routes, alarms and other information to building occupants in preparation for an emergency.
- Volunteer packet information
A Building Safety Coordinator is a volunteer

Roles/Responsibilities:

• Aid other building occupants in the event of an emergency or an exercise.
• Provide assistance in prompt evacuation and sheltering.
• Encourage people to leave the immediate area and move to their pre-designated Evacuation Assembly Area (EAA).
• Create awareness before an emergency arises.
• Caution people about elevator use prior to and during an emergency or an exercise.
Building Safety Coordinators are NOT expected to:

- Jeopardize their own safety.
- Work above their training level.
- Risk safety to perform any task.
- Argue with people who do not wish to cooperate.
- Be emergency responders or medical personnel.
Evacuation Assembly Areas

• Evacuation Assembly Areas (EAAs)
• Pre-designate location of two EAAs near your building.
• This is a zone and it is not meant to crowd around the sign.
**Alarms**

- Pull Alarms are audible immediately.
- If an alarm sounds, treat it as a real emergency.
- External/Internal public announcement system alarms or advisories may sound—please respond to the instructions.
Pre-Emergency Coordination...

- During Building Safety Coordinator Training assist in the development of Building Emergency Action Plans.
- Inform occupants of evacuation routes, plans, and Evacuation Assembly Areas.
- Be a source of knowledge to answer questions about an evacuation.
Pre-Emergency Coordination...

• Alternate(s)
• Contact Dept of Public Safety with your alternates.
• Rule of Two
  – Know the location of two alarm stations.
  – Know the location of two fire extinguishers.
  – Know two exit routes.
When the alarm sounds...

• Stay calm.

• **IF IT IS SAFE TO DO SO**, quickly put away any/all documents containing confidential information, take your keys and purse; you may not be able to return.

• Close door behind .

• Use your whistle if necessary.

• Direct occupants to the safest exit and pre-designated EAA on your way out.
When the alarm sounds...

- Monitor evacuation and situation.
- Transition (share information) evacuation to police/fire personnel.
- Move to the Evacuation Assembly Area and account for personnel.
- Debrief with other Building Safety Coordinators.
Ongoing Duties

• Meet and inform new employees/students of your role and provide preparedness/safety information.

• Update Building Safety Coordinator participants records (names/position) on file at Dept of Public Safety and ensure proper training is given.
Status Change

If you move, change telephone numbers, leave the university or can no longer participate in the Building Safety Coordinator program, please call:

209-228-4216 or email tadkins@ucmerced.edu
Effects of fire

- Intense Heat
- Smoke
- Carbon monoxide
- Toxic gases/fumes
- Panic
- Confusion
- Impaired judgment
What do I need to know?

- Be prepared by being aware!!
- You should know your rule of two’s. Always know the locations of:
  - 2-Fire alarm pull stations
  - 2-Exit routes
  - 2-Fire extinguishers
Fire Extinguishers

- Building Safety Coordinators are not expected to be fire fighters. The use of a fire extinguisher is only to put out a small contained fire or hot spot.
- Training will include instruction on the proper use of a fire extinguisher.
Helpful Numbers

• UCM Police  228-2677 (CAT-COPS)
• Dept of Public Safety 228-8273
• Environmental Health and Safety 209-228-7864
• Fire/Medical emergency 911 from a cell phone or 9-911 from a campus phone
Any Questions?

Chou Her
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