

## Building Emergency Team Responsibilities

**Building Emergency Teams** are found in most buildings on campus. It is the function of the Building Emergency Team to be “Building Emergency Wardens” and/or “Door Monitors” to assist and coordinate all occupants of the building to ensure a prompt and organized evacuation of the building in the event of an emergency.

- If the fire alarm is not sounding, pull the nearest pull station and close any doors to the fire area.
- Put on your Building Emergency Warden vest.
- Take your keys, coat, and any important information with you.
- If you are a floor warden and can get to your designated area safely, begin a sweep of the area to ensure that everyone is out. Take note of the location where people refuse to leave. If you are not near your assigned area and cannot get there, do not go back to do a sweep. Be sure to report this information to an official outside, SS Runner, and/or the Building Emergency Coordinator.
- If you feel confident in the operation of a fire extinguisher, try to extinguish the fire. If you do not, evacuate the fire area. Close any doors and windows that is safe to do so to this area.
- As you are leaving, tell people that they should be evacuating.
- As a floor warden, you need to check in with the Building Emergency Coordinator (BEC) at the front of the building to let him/her know that you have swept your area and everyone is out. Or if you have come across people that were not evacuating, you need to report immediately to the BEC, SS Runner, or other emergency personnel where these individuals are located.
- If you see signs of smoke and/or fire, or any other emergency situation, react accordingly and report this information to the Building Emergency Coordinator and/or emergency personnel.
- Any floor wardens that are also door monitors should go to their assigned exit.
- Once outside, after an evacuation, door monitors are to help keep people back at least 15 feet from the entrances, and ensure people do not re-enter the building or area until authorized to do so by Incident Command. Once the all clear is

given or the fire alarm stops, assist people re-entering the building.

- If a door monitor is also a floor warden, someone (SS runner) will be around to get the all-clear from you or pass the information on to another warden going to report to the BEC.

Members may be required to help do head counts, spread the word that the all clear has been given, or inform people that they should head to the designated temporary shelter.