



Building Emergency Coordinator Evacuation Checklist

In the event of an emergency affecting SDSU facilities, the Building Emergency Coordinator is the lead person on the evacuation of the building and for communicating building status to the campus Emergency Operations Center. These checklists are provided as tools to assist the Building Emergency Coordinator with evacuation procedures.

Building evacuations are divided into three types:

Fire alarm evacuations: Evacuations initiated by the sound of the fire alarm in response to a fire or possible smoke in the building.

Controlled evacuations: Evacuations initiated by a phone call/message from the University Police/emergency management office in response to a non-fire, non-fire alarm report of a potential hazard in or around the building. People are usually able to collect personal belongings and leave the building in a slow, deliberate manner.

Active shooter: Evacuations initiated in response to a shooter actively menacing campus facilities and occupants.

These checklists provide general information applicable to the majority of anticipated emergency situations. They do not address every contingency. Every situation is different and you may have to think “outside the box” from what is provided here and in your Building Emergency Coordinator training. Sometimes you may have to decide if it is safe to move to the rally point or if an alternate location is necessary. Depending on the situation you may decide to shelter-in-place until it is safe to leave. **In all cases, your first concern is your safety and the safety of others.**

Fire Alarm Evacuations

1.	Grab and don personal protective equipment.
2.	Take your cell phone (if you have one) to allow communication with the EOC.
3.	Assign a "Runner" in the event that cell phone service is interrupted.
4.	On your way out of the building – shout, blow a whistle and knock on doors to alert other building occupants. If people refuse to leave, move on and document their location to report to first responders and the EOC.
5.	Feel door knobs for heat with the back of the hand prior to grasping. Do not open hot doors if at all possible – use an alternate exit route. Do not use elevators.
6.	Close doors behind you. This helps control the passage of smoke and flames.
7.	On your way out, instruct others to go to the assigned rally point at the exterior of the building.
8.	Make note of the location of the fire if known and report it to the first responders and EOC.
9.	Use fire extinguishers to extinguish small fires only if safe to do so and you have a safe exit path.
10.	Assign someone to help evacuate those who need assistance. If unable to evacuate someone, try to get them to a safe location like a stairwell to await rescue and report their location to the incident command post. See Evacuation of disabled & special populations checklist for information
11.	Respond to the exterior rally point and attempt to identify any missing or trapped occupants.
12.	Report to the incident command post; identify yourself; and report building status and any known trapped or missing occupants.
13.	Remain at the incident command post to assist unless directed otherwise by incident command personnel. Utilize runners to communicate incident status with building occupants at the rally point.
14.	Do not attempt to or allow others to re-enter building until authorized by the incident command post. Follow instructions of the incident command staff / EOC with regards to further actions and release from the rally point.
15.	Turn in all documents, check-in lists, notes and status reports to the Emergency Manager as soon as possible upon conclusion of the incident.

Controlled Evacuations

1.	Grab and don personal protective equipment.
2.	Take your cell phone (if you have one) to allow communication with the EOC.
3.	Assign a "Runner" in the event that cell phone service is interrupted.
4.	Notify building occupants that a controlled evacuation has been requested by university public safety officials. Notification may have been provided through campus emergency notification systems however Building Emergency Coordinators should assure that all occupants are notified.
5.	Unless told otherwise by university public safety officials, direct building occupants to evacuate to building rally points.
6.	Assign someone to help evacuate those who need assistance. If unable to evacuate someone, try to get them to a safe location like a stairwell to await rescue and report their location to the incident command post. See Evacuation of disabled & special populations checklist for information
7.	Respond to the exterior rally point and attempt to identify any missing occupants.
8.	Report to the incident command post; identify yourself; and report building status and any known trapped or missing occupants.
9.	Remain at the incident command post to assist unless directed otherwise by incident command personnel. Utilize runners to communicate incident status with building occupants at the rally point.
10.	Do not attempt to or allow others to re-enter building until authorized by the incident command post. Follow instructions of the incident command staff / EOC with regards to further actions and release from the rally point.
11.	Turn in all documents, check-in lists, notes and status reports to the Emergency Manager as soon as possible upon conclusion of the incident.

Active Shooter

1.	Grab and don personal protective equipment.	
2.	Take your cell phone (if you have one) to allow communication with the EOC.	
3.	If possible, evacuate the building.	
4.	Leave belongings behind.	
5.	Help others escape if possible.	
6.	Do not attempt to move wounded people.	
7.	Get to a safe location and call 9-1-1.	
8.	If evacuation is not possible shelter-in-place.	
9.	Move to a room with a locking door and lock it.	
10.	Block the door with heavy furniture.	
11.	Keep quiet and turn cell phones on silent.	
12.	Stay clear of windows that can be accessed by the shooter.	
13.	Remain calm	
14.	Take Action Against Shooter as a Last Resort – Life in Imminent Danger	
15.	Act as aggressively as possible against him/her.	
16.	Throw items and improvise weapons.	
17.	Yell loudly	
18.	Commit to your actions	