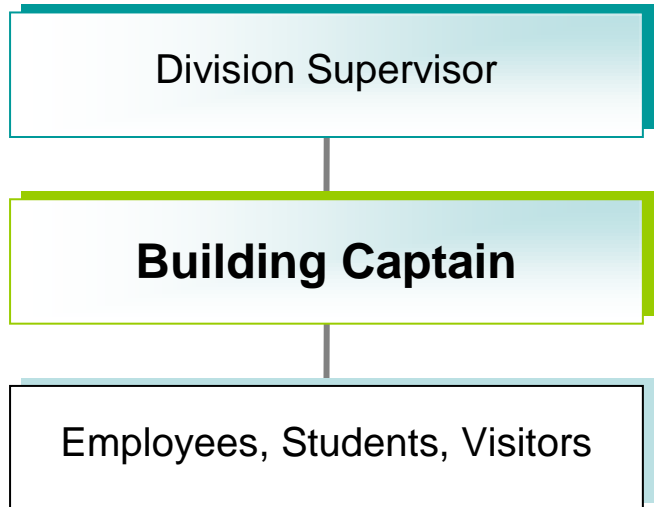


# BUILDING CAPTAIN RESPONSIBILITIES

**BUILDING CAPTAIN** – Building Captains report to a Division Supervisor and are responsible for performing tactical assignments for their building. The Building Captain reports work progress, resource status, and other important information, and maintains a written record.



Complete	Building Captain Major Responsibilities
	Upon notification of Emergency Response implementation, report to assigned building.
	Pick up cache of supplies and building checklist
	Check in with Supervisor and obtain briefing and tactical plan
	Introduce self as Building Captain and implement tactics for assigned building
	<b>Building Evacuation:</b> Introduce self as Building Captain and inform occupants of each room about the emergency need to evacuate. Assure that occupants take their belongings and know the evacuation route. Reinforce need for calm but prompt compliance.
	<b>Campus Evacuation:</b> Introduce self as Building Captain and inform occupants of each room about the emergency need to evacuate all buildings on campus. Assure that occupants take their belongings and know the evacuation route and the Assembly Area.
	<b>Shelter in Place:</b> Introduce self as Building Captain and inform occupants of each room about the emergency and the need to shelter in place. Identify the faculty or other person of authority and advise them to close doors and windows but continue normal activities until further notice. Reinforce message that no one is to leave the building.
	<b>Lockdown:</b> Introduce self as Building Captain and inform occupants of each room about the emergency and the need to lockdown the room they are in. Identify the faculty or other person of authority and advise them to lock doors, turn off lights and close windows and blinds until further notice. Remind them of the need to move to solid walls and not to allow anyone to enter or leave the room. Reinforce need for calm but prompt compliance.
	<b>Other:</b> At each room, introduce self as Building Captain and briefly note the nature of the emergency and the need to follow the instructions you give.
	Complete the building checklist as tactics are implemented.
	Monitor progress and make changes when necessary
	Keep Division Supervisor informed of progress and any changes
	Report suspected hazards, suspicious activities or any injuries to Division Supervisor
	Assure that "All Clear", when announced, is received by all.
	Debrief as directed
	Submit completed checklist to Division Supervisor at the end of the incident