TSC

TALLAHASSEE
STATE COLLEGE

Tallahassee State College
Building Captains Hand Book















TALLAHASSEE STATE COLLEGE BUILDING CAPTAINS

HAND BOOK

Purpose

Tallahassee State College (TSC) is committed to campus safety and promotes a positive, productive learning environment. This commitment alone will not ensure safety without the involvement and support of the campus community. To better serve the safety of the TSC community, a Building Captains program has been established. This program was developed with a primary goal of safety education, awareness, and training. It is focused on the safety of building occupants through timely dissemination of information and improved identification of safety hazards.

Scope

The Building Captain program is based on voluntary participation drawn from campus organizations. Volunteers will be trained to perform as Building Captains, representing their building. In order for an employee to be a Building Captain, employees will need approval from their supervision. Building Captains will be offered; on a voluntary basis, an opportunity to increase skills through progressively higher degrees of training in emergency management, safety and first-aid as outlined in the Comprehensive Emergency Management Plan (CEMP). Terms will be for two years at which time the term can be extended by one year or opened for new volunteers. Building Captains who wish to remain in place after three years may do so with supervisor approval. The Emergency Management and Safety Coordinator (EMSC) will be responsible for administration of the program with the TSC Safety Committee providing advisory oversight. The EMSC and Environmental Safety Technician (EST) will only provide education and disseminate information that is intended to increase safety awareness and facilitate response actions during training and actual emergencies. During actual emergencies (fire evacuations etc.), trained first responders such as the Tallahassee Fire Department, will assume on-scene incident command.

The Tallahassee State College CEMP is designed for use by the entire college community. The CEMP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the College. The CEMP describes the emergency management roles and responsibilities of the entire college community and provides a strategy to be prepared as possible for the most likely hazards. The CEMP is designed to protect lives and property through effective use of college, local, state and federal resources.

Organizational Roles and Responsibilities

The following roles are considered critical for emergency management response. Through their leadership positions on campus or a center, these organizational roles provide representation to virtually every area, department, building and location of the College.

Campus Leaders

- **Vice Presidents** are responsible for multiple departments and large areas within the College.

- **Deans** are responsible for Academic Departments sometimes multiple buildings and areas.

- **Directors** are responsible for College Programs, Departments, and sometime satellite centers or locations.

- **Supervisors** oversee smaller units within the College or specialized work groups and areas.

- **Building Captains** are employees who primarily work within a specified building and are identified through red “Building Captain” vests. The Building Captains have been trained in the emergency response plan (Classroom Emergency Procedures Guide) for their specific office, department or division, as well as the importance of providing leadership during emergency situations.

A primary and alternate Campus Leader along with the Building Captain(s) will be designated to specific areas, buildings, and locations.
A current listing of the designated building captains will be maintained on the Emergency Management website.

https://www.TSC.fl.edu/Current/PoliceDepartment/Pages/Building-Captains.aspx

The Roles and Responsibilities of Building Captains

The building captains will be the safety representative and point-of-contact within a building or designated area for safety matters.

What Building Captains are not…

Building Captains are not to put their own safety in jeopardy. They are not expected to perform any duties that require expertise and or extensive training, such as putting out large fires. Building Captains are not to carry out any task that they cannot perform safely or have not had proper training to perform. When conducting building evacuations they are not expected to argue with people who do not wish to cooperate, nor are they safety or emergency personnel experts.

As a Building Captain, your role will be to:

- Introduce and identify yourself as a Building Captain for your area.
- Report any suspected hazards or suspicious activities to the EST or TSC Police.
- Be familiar with the location of occupants in the building.
- Be familiar with the evacuation routes and shelter in place procedures.
- Direct occupants in your area during an emergency utilizing the: ***Classroom Emergency Procedures Guide***.

Safety and Health

Building Captains will:

Represent a building / designated area at Building Captain meetings. Maintain safety bulletin board(s) for that building or designated area. Conduct quarterly safety inspections within their designated area and report any identified hazards to the EST for corrective action. Orient all new employees assigned to their designated areas in fire evacuation procedures, exit locations, safety board information, Classroom Emergency Procedures Guide, the availability of first aid kits and Automated External Defibrillators (AEDs), and any other pertinent safety related information. Maintain logs of inspections and provide these to the EST. Building captains, as designated safety representatives, will be the first point of contact for safety information and incident reporting for all building occupants.

Fire Protection

Building Captains will:

Be responsible for simple monthly inspections of fire extinguishers and AEDs within their area. Building Captains will be the point of contact for the EST and to any emergency response personnel, as circumstances dictate. They will be responsible to know who needs assistance (handicap or otherwise incapacitated) and will provide increased training and awareness to building occupants in order to better aid personnel and response efforts during an emergency.

General Procedures for persons with mobile disabilities

During an evacuation, personnel are directed to assist persons with mobile disabilities away from the hazard area and towards an "area of rescue assistance" – a staging area for people to wait until emergency personnel arrive. An "area of rescue assistance" is an area adequately separated from the rest of the building by fire resistive construction, such as an enclosed stairwell; this area will receive attention first. If it is safe to do so, a volunteer should remain with the person. Make sure access to the stairs is not blocked. If unable to go to the stairwell due to smoke, fire, or otherwise, occupants should stay in their current location and **notify a co-worker who can pass the location information to the Building Captain.**

General Procedures for the Hearing Impaired

Some buildings on campus are equipped with fire alarm flash strobe lights. The flashing strobe lights are intended to alert hearing impaired individuals. If the area does not have strobe lights, or the person with hearing disability does not see the lights, do the following:

- Get the attention of individuals by touching their shoulders, flashing room lights, or waving your arms.
- Write on a board or paper the nature of the emergency and evacuation route.
- Use visual cues and gestures to explain what is happening and what to do.

Things Building Captains should do:

ORIENT YOURSELF

- Know the entire layout of the building and the various evacuation routes. Have at least two escape routes out of the building.
- Be familiar with the location of occupants, including individuals with functional and access needs, in your building.
- Identify ideal locations for Shelter-In-Place events.
- Know the locations of, and how to operate fire extinguishers and EvacuTracs.
- Know all the other Building Captains in your building and in the adjacent buildings.
- Locate and know how to activate all fire alarms in your building.
- Know what hazards are in your building. Identify ways to avoid the hazards during evacuation or shelter-in-place events.
- Know where the college's (or site's) Incident Command Post will be established.
- Know where emergency equipment, supplies or kits are located in your building.

ORIENT OTHERS

- Introduce yourself to individuals in your area and identify yourself as the Building Captain. Briefly explain your duties.
- Orient new employees on the emergency procedures for the building.

TRAININGS, DRILLS & MEETINGS

- Attend training workshops and activities specifically designed for Building Captains.
- Participate in College wide Emergency Drills or Exercises and take them seriously
- Represent your building at Building Captain Meetings. If a Building Captain from your area is unable to attend the meeting, ensure they receive the pertinent information from the meeting.

Additional Training

- Training may include evacuation and shelter-in-place drills along with tabletop exercises to assist you in becoming familiar with emergency procedures and to test the effectiveness of the program. Training will be provided by the Emergency Management and Safety Coordinator (EMSC) in conjunction with the Environmental Safety Technician (EST). Additional safety or emergency management training opportunities you would like to pursue will be provided upon request.

SEE SOMETHING? SAY SOMETHING!

- Report any suspected hazards, suspicious activities or any injuries to the appropriate party: Maintenance & Operations, Campus Safety, College Administration, or TSC Police.

BE PREPARED

- Have a substitute identified to take your place if you are absent or indisposed during a drill, exercise or real event.
- Develop an emergency plan for your family. Know the plan for your children's school.
- Build an emergency kit for your home, your car and your office.
- Identify resources within your area of responsibility which can be useful in an emergency (such as food stores, first-aid supplies, bottled water, camping equipment, etc.)
- Visualize your response to those emergencies that are most likely to happen in your building. Ask yourself **"What If?"**

Changing Positions or Leaving Your Building

In the event that you relocate, change positions or no longer want to serve as a Building Captain, it is your responsibility to notify the Department Head, Dean or EMSC and return all equipment.

Incident Command System (ICS) Training Requirements for TSC

1. **General Personnel:** Personnel with any role in college emergency preparedness, incident management, or response.

2. **Critical Personnel:** Personnel with a critical role in the response to a college emergency

3. **Leadership Personnel:** Personnel with a leadership role in the response to a college emergency

General Personnel	Critical Personnel	Leadership Personnel
○ All Essential Tallahassee State College Personnel	○ All Members incident Management Team ○ All Police Dept. Personnel ○ Supervisory Level Members ○ Building Captains	○ President ○ Vice Presidents ○ Provosts ○ Deans & Directors ○ Incident Management Team

Course	Course Title	General	Critical	Leadership
IS-100.HE	**An Introduction to ICS for Higher Education** (web based) https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.HE	**X**	**X**	**X**
IS-200.b	**ICS for Single Resources and Initial Action Incidents** (web based) https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b		**X**	**X**
IS-700.a	**An Introduction to NIMS** (web based) https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a	**X**	**X**	**X**
IS-800.b	**An Introduction to the National Response Framework (NRF)** (web based) https://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-800.b		**X**	**X**
G-300	**Intermediate ICS for Expanding Incidents** (3 Day in class training) http://trac.floridadisaster.org/trac/trainingcalendar.aspx			**X**
G-400	**Advanced Incident Command** (2 Day in class training) http://trac.floridadisaster.org/trac/trainingcalendar.aspx			**X**

Basic and Advanced

Training for Building Captains

Training	Basic	Advanced	Recurring
Cardio Pulmonary Resuscitation (CPR)	X	X	X
Automated External Defibrillators (AEDs)	X	X	X
First Aid	X		X
EvacuTrac	X	X	X
Fire Extinguisher	X	X	X
OSHA Chemical Awareness		X	
Terrorism		X	
Blood-borne Pathogens		X	
Self-aid and Buddy Care		X	X
Classroom Emergency Procedures Guide	X		X
Comprehensive Emergency Management Plan (CEMP)		X	
Continuity of Operations (COOP)		X	

Basic:

Initial training each Building Captain receives

Advanced:

For those who volunteer, additional training will be provided. Typically this training will consist of advanced life safety, in depth emergency management and train the trainer courses.

Recurring:

Training that will be completed annually

IMPORTANT TELEPHONE NUMBERS

		ALTERNATE NUMBER
TSC Police	201-6100	201-6200
		922-2033
TSC EOC Break-Out Room	201-8223	
TSC Maintenance	201-8480	
TSC President's Office	201-8660	
TSC Provost's Office	201-6062	
TSC Communications/PIO	201-6049	
TSC Campus/Civic Engmnt	201-8420	201-6140
TSC Capitol Center	201-7662	
TSC FPSI	201-7000	201-7001
TSC GCHE	558-4500 / 558-4507	558-4501 (Police Office)
TSC Wakulla Center	922-6290	
TSC Quincy House	558-3620	
TSC Information Hotline	201-8800 (public)	201-7971 (employees)

Code #	TSC Required Classes Emergency Management Independent Training	Date Completed	Supervisor PID
IS-001	Emergency Manager: An orientation to the position		
IS-100.a	Introduction to the Incident Command System		
IS-200.a	ICS for Single Resources and Initial Action Incidents		
IS-700.a	NIMS National Incident Management System an Introduction		
IS-800.a	NRP National Response Plan an Introduction		
G-300	Intermediate Incident Command System for Expanding Incidents		
G-400	Advanced Incident Command System Command & General Staff		
	Professional Development Series (Electives)		
IS-139	Exercise Design		
IS-230	Principles of Emergency Management		
IS-235	Emergency Planning		
IS-240	Leadership & Influence		
IS-241	Decision Making & Problem Solving		
IS-242	Effective Communication		
IS-244	Developing and Managing Volunteers		
	Suggested Courses and Other Completed Courses		
IS-907	Active Shooter		
IS-454	Fundamentals of Risk Management		
IS-324	Community Hurricane Preparedness		

Name: _____ **PID**_____