

## Building Monitor Responsibilities for Evacuation Emergencies

1. Become familiar with your building, its evacuation routes and surrounding area.
2. During an emergency, please try to remain calm and clearly issue instructions to all individuals in your area.
3. Do not attempt to gather personal belongings as this may impede a safe exit.
4. No one will be allowed to enter the building until a thorough inspection is completed and it is determined safe by law enforcement or rescue personnel.
5. Instruct all persons to remain calm and exit the building in an orderly manner using stairways only.
6. Direct all persons to report as a group to the location specified for your area in the Emergency Evacuation Plan, Designated Evacuation Reporting Areas.
7. State that no one is to go to another building, to their vehicle, or leave the campus until a complete head count is made of all affected buildings and further instructions have been issued.
8. If possible, escort handicapped individuals to exits. Alert law enforcement or rescue personnel if there is a person in need of special evacuation assistance.
9. Try to determine that all individuals have exited from your area. Again, alert law enforcement or rescue personnel if there is a person in need of special evacuation assistance.
10. Upon arriving at the specified location, ask faculty and staff from your area for an account of all persons under their responsibility.
11. Immediately report any suspicious objects or persons not accounted for to law enforcement or rescue personnel.