

Building Monitor Responsibilities

Building Monitors are responsible for:

1. Evacuating assigned building/s
2. Coordinating assistance for the disabled/injured
3. Reporting the status of their building/s and its occupants to the De Anza Emergency Staff via phone or runner.

Things to Know in Preparation for an Emergency

Know the rooms or buildings you are responsible for:

- Know location of emergency bag
- Identify people to assist you with the evacuation/disabled/injured people
- Know locations of fire alarms
- Complete the *list of spaces you are responsible for*
- Know how many rooms /offices/bathrooms are in the building(s)
- Know location of major exits
- Know where students, faculty and staff congregate
- Know location of emergency chair-lift for disabled persons and how it operates
- Identify names of runner and alternate runner to coordinate with the De Anza Emergency Staff in the Administration Building if someone in your area has a life-threatening injury /there is imminent danger/ phones are down/you can get thru on phone)
- Know how to mark doors