



MARIN CIVIC CENTER BUILDING EMERGENCY PLAN (BEP)



Marin County Sheriff, Office of Emergency Services
20 North San Pedro Road, #2004
San Rafael, CA 94903
415/499-6584
415/499-7450 (fax)
<http://www.co.marin.ca.us/disaster/>

TABLE OF CONTENTS

INTRODUCTION	1
A. Purpose/Scope	1
B. Objectives	1
C. Plan Format	1
D. Plan Review and Maintenance	1
 PART 1 – EMPLOYEE EMERGENCY RESPONSE	 2
Preparedness Measures	2
A. Group Alert System (GAS) and Fire Alarm	2
B. Assistance to Disabled	2
C. Backup Emergency Power	2
D. Building Evacuation Team	2
E. Employee Training	3
F. Evacuation Drills	3
G. Authority	3
 Evacuation Guidelines	 3
A. Evacuation Assembly Areas	3
B. Accounting For Personnel	3
C. Employee Release	4
 Emergency Procedures	 4
A. Medical Emergency	4
B. Fire	5
C. Bomb Threat	6
D. Violent Incident	7
E. Earthquake	8
F. Winter Storm or Flooding	9
G. Suspicious Mail	9
H. Hazardous Materials Incident	11
I. Evacuation	12
J. Assisting Disabled	13
K. Shelter in Place	15
 PART 1 – ATTACHMENTS	 16
Attachment 1-A County of Marin Emergency Policy	17
Attachment 1-B Building Evacuation Routes and Floor Plans [TBP]	18
Attachment 1-C Civic Center Exterior Showing Assembly Areas	19-20
Attachment 1-D Employee Evacuation Assistance	21
Attachment 1-E Alcohol, Tobacco, Firearms Bomb Threat Checklist	22
 PART 2 - BUILDING EVACUATION TEAM	 23
A. Team Organization	23
B. Team Roles and Responsibilities	24
C. Coordination with Incident Command Post	27
D. After-Event Debrief and Critique	27

E. Building Evacuation Team Training	27
PART 2 – ATTACHMENTS.....	28
Attachment 2-A BET Assignments	29
Attachment 2-B BET Checklists	30
Attachment 2-C BET Organization	36
Attachment 2-D BET Supplies and Equipment	37
Attachment 2-E Room Checked Sign.....	38
Attachment 2-F Status/Accounting for Personnel Form.....	39

INTRODUCTION

A. PURPOSE/SCOPE

The purpose of this plan is to help ensure the safety of Civic Center employees and visitors in the event of an emergency situation. The plan also provides guidance for the Building Evacuation Team (BET) whose members will assist employees and visitors in the event of an evacuation of the Civic Center.

This plan covers actions for all employees to follow for common emergency situations, such as medical emergencies, as well as potential natural, technological or human-induced disasters that may occur in Marin County. This plan includes, but is not limited to: bomb threats, earthquakes, fires, hazardous materials incidents, workplace violence, and winter storms or flooding.

B. OBJECTIVES

The objectives of this plan are to:

- Provide guidelines for a safe and effective response by employees to emergency situations.
- Define the roles and responsibilities of the Building Evacuation Team, in the event an evacuation of the building is ordered.

C. PLAN FORMAT

Each page of the plan has the most recent revision date in the footer.

The complete Building Emergency Plan is divided into two major parts:

- Part 1 - Employee Emergency Response – Information for use by all Civic Center employees
- Part 2 - Building Evacuation Team (BET) – information for use by employee BET members.

All employees are encouraged to review Part I of the plan in its entirety before an emergency occurs and to keep the Emergency Procedures readily available for quick reference in the event of an emergency.

Copies of the Emergency Procedures will also be posted in all offices, conference rooms, bulletin boards in public areas, and the cafeteria. A copy will also be stored with each department first aid kit.

D. PLAN REVIEW AND MAINTENANCE

The Sheriff's Office of Emergency Services is responsible for reviewing and updating this plan at least once each year. The Building Emergency Plan Advisory Group may assist.

PART 1 – EMPLOYEE EMERGENCY RESPONSE

PREPAREDNESS MEASURES

Employees of the Civic Center are ultimately responsible for their own safety. The ability of employees to act quickly and decisively at the time of an emergency is dependent, to a great degree, on the actions taken before an emergency occurs. It is the responsibility of each employee to familiarize him/herself with the procedures in this plan.

Employees should also become familiar with the primary and alternate evacuation routes, nearest fire alarm pull stations and emergency exits nearest the usual work location, and the location of the designated outdoor Evacuation Assembly Area for the assigned floor or department. All employees are required to participate in all evacuation drills.

A. GROUP ALERT SYSTEM (GAS) AND FIRE ALARM

When an evacuation is ordered, employees will be advised via announcements over the Group Alert System (GAS). GAS is a multi-tone alert with voice message activated by the Sheriff's Office Communication Center. The GAS messages are broadcast via speakers located throughout the building. The GAS also includes two large speakers located in the parking lots on the west and east sides of the Civic Center. The Sheriff's Office of Emergency Services (OES) maintains the GAS.

In addition to GAS, the fire alarm notification system in the Civic Center can be activated by pulling a manual alarm pull or by the Communications Center. The fire alarm is an audible bell signal without visual (e.g., strobe lights) alarm.

Employees and citizens in the cafeteria will be notified of the need to evacuate via the GAS in the cafeteria. Employees working with the public should ensure that all clients and visitors are notified of the need to evacuate and directed to the nearest emergency exit.

B. ASSISTANCE TO DISABLED

Employees with disabilities who may require special assistance at the time of an evacuation may self-identify any accommodations needed with the assigned supervisor.

Two co-workers will be assigned by the supervisor as "buddies" to assist each disabled employee if evacuation is ordered. The disabled employee should instruct the assigned "buddies" on the specific assistance required before the need to evacuate arises.

C. BACKUP EMERGENCY POWER

In the event of a power outage at the time of an evacuation, the Civic Center is equipped with a generator that will power emergency lighting.

D. BUILDING EVACUATION TEAM

The Building Evacuation Team (BET) will be activated to assist employees and visitors in evacuating the building when necessary. When evacuation is ordered, BET members will assume control of the assigned floor or area with authority to

direct all occupants. Employees are expected to follow all instructions given by BET members who are identified by brightly colored vests and hard hats.

E. EMPLOYEE TRAINING

During the probationary period all new employees will receive training on personal emergency preparedness, building safety and awareness of their potential roles as Disaster Service Workers, as defined in the California Code of Regulations, Title 19. Training, provided by the Sheriff's Office of Emergency Services, will also include an introduction to the Standardized Emergency Management System (SEMS).

F. EVACUATION DRILLS

Annual evacuation drills will be conducted upon a needs assessment to test alarm systems and to familiarize employees with emergency exits, evacuation plans, evacuation assembly areas, and the Building Evacuation Team. All employees and visitors will participate in the evacuation drills and the building will be completely evacuated.

G. AUTHORITY

When a threat exists to the Civic Center and if time allows, the Sheriff (or designee) will contact the County Administrator (or designee) to jointly evaluate the threat and make a decision to evacuate the building. The Sheriff (or designee) will then inform the Building Coordinator of an evacuation order. If time does not permit, the Sheriff (or designee) and the County Administrator (or designee) have independent authority to order the evacuation of the Civic Center.

EVACUATION GUIDELINES

Evacuation of the Civic Center may be partial (a specific part or parts of the building), or total. When directed, all employees and visitors in the affected portion(s) of the building will be required to evacuate immediately.

Employees working with the public will ensure that all clients and visitors are notified of the need to evacuate and are directed to the nearest emergency exit.

A. EVACUATION ASSEMBLY AREAS

Unless otherwise directed by public safety officials, all building occupants will proceed to the assigned outdoor Evacuation Assembly Area for the floor/area as outlined in Attachment 1-C.

Employees are required to remain in the Evacuation Assembly Area until specifically released by the assigned supervisor or until the Incident Commander approves the building for re-occupancy.

B. ACCOUNTING FOR PERSONNEL

Employees will gather in the designated Evacuation Assembly Area by work group. Each supervisor, or his/her designee, will account for all work group employees and visitors who were present when the building was evacuated.

Each work group supervisor will provide the Assembly Area Coordinator with a status report, including the name and last known location for any missing person(s). The Assembly Area Coordinator will advise the Building Coordinator that all occupants are accounted for, or will report the name and last known location for any person(s) reported as missing or unaccounted for. **Only public safety officials will reenter the building to search for missing persons.**

C. EMPLOYEE RELEASE

Based on a number of factors, including the scope of the emergency, time of day, and weather conditions, and upon conferring with the Building Coordinator and Incident Commander, the County Administrative Officer (CAO) may determine that the best course of action is to release employees. The CAO or his/her designee will notify the Building Coordinator of the decision to release employees and Assembly Area Coordinators will notify supervisors.

EMERGENCY PROCEDURES

A. MEDICAL EMERGENCY

Medical emergencies and accidents can occur at any time and could involve an employee, client or visitor. (Some emergencies only require first aid care, while others call for immediate medical attention.) **When in doubt, it is better to err on the side of caution and dial 9-1-1** for response by emergency medical personnel.

Remain with the ill or injured person; reassure them and keep them warm with a coat or blanket. Provide care consistent with your level of training and comfort, or ask a co-worker to request assistance from a first aid/CPR-trained individual. Send a co-worker to the office entrance or elevator to meet emergency responders and direct them to the location.

If the ill/injured person is transported to the hospital, obtain their name, phone number and intended destination.

For any injury involving bodily fluid, notify a custodial staff supervisor to arrange for cleanup and disposal of contaminated items.

At the conclusion of the incident, complete an Incident Report. Advise your supervisor of the outcome of the emergency, including the ill/injured person's final disposition (e.g., went home, transported to the hospital by paramedics).

Person Discovering a Medical Emergency:

1. **Dial 9-1-1** or direct someone to do so.
Provide the following information:
 - exact location within the building (floor and room number)
 - your name and phone number
 - nature of the emergency
2. Provide care consistent with your level of training and comfort, or direct a co-worker to request a first aid/CPR trained individual to respond.
3. Ask someone to meet the responding fire/emergency medical personnel and direct them to emergency location.

4. Stay calm. Keep victim warm with a coat or blanket.
5. Do not move the victim unless there is danger of further injury.
6. Do not give the victim anything to eat or drink.
7. Advise your supervisor at the conclusion of the incident and, with assistance from the Sheriff's Office, complete an Accident/Incident Investigation Report.

B. FIRE

If the fire is small and not electrical or chemical in nature, trained employees may attempt to control the fire with fire extinguishers and fire hoses.

Do not risk your safety attempting to extinguish a fire. Do not attempt to salvage any items.

If the area is full of smoke, crawl along the floor, close to walls, which will make breathing easier and will provide direction to the exit. Place a cloth (damp if possible) over nose and mouth.

Before opening any door, place a hand one inch from the door near the top to see if it is hot. If it is, fire or smoke is on the other side and the door should not be opened. **When opening closed doors,** be prepared to close them quickly at the first sign of fire.

Stay well clear of the fire area to avoid hampering efforts of fire personnel.

In The Event of Fire:

1. **Alert others in the area.**
2. **Dial 9-1-1** and provide the following information:
 - exact location within the building (floor and room number)
 - nature of fire, if known (electrical, wiring, paper, furnishings, etc.)
 - your name and phone number
3. **Activate fire alarm** or direct someone to do so.
4. **Evacuate** to designated Evacuation Assembly Area. (See Evacuation Procedure.)
5. **Do not use elevators.**
6. **Close all doors** as you exit.
7. Follow instructions of fire department officials and Building Evacuation Team members.
8. Remain at a safe distance from the fire and away from fire fighting equipment.
9. Do not re-enter the building for any reason until fire department officials advise that it is safe to do so.

C. BOMB THREAT

Bomb threats are usually made because the caller wants to create an atmosphere of anxiety or panic that will result in a disruption of normal activities. Although most bomb threats are hoaxes, in some cases, the threat is real and the caller wants to minimize personal injury and/or property damage by providing advanced warning that an explosive device has been placed.

Threats are most frequently received by telephone, but may also be delivered through the mail. No single course of action will always be suitable in a bomb threat situation. The Sheriff's Office must evaluate each situation and the validity of each threat, in order to determine what actions should be taken.

If a bomb threat is received by phone, it is important for the person receiving the call to attempt to **keep the caller on the telephone as long as possible**. It is helpful if more than one person listens to the call while in progress. It is also important to listen carefully to all information provided by the caller and to **make a note of any voice characteristics, accents or background noises**.

If a written threat is received, contact the Sheriff's Office immediately at **9-1-1** and **save all materials, including any envelope or container**. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper and postal marks. These items will be essential evidence in tracking the threat and identifying the writer.

The Sheriff's Office will evaluate the validity of the threat and determine whether or not evacuation should be implemented prior to conducting a sweep of the building for a suspicious object.

Employees will be notified of the bomb threat over the Group Alert System and should check their immediate work area for suspicious items. If a suspicious item is observed, call the Sheriff's Office immediately at **9-1-1**.

Under no circumstances should anyone MOVE, JAR OR TOUCH a suspicious object or anything attached to it.

Person Receiving Bomb Threat Call:

1. **Listen - Do not interrupt caller.** Keep caller on the line as long as possible and pay attention to caller's voice characteristics, speech patterns, language proficiency, manner of speech, and background noises.
2. Read and document information appearing on the LCD display on your phone.
3. If possible, alert a co-worker to listen in while the call is in progress.
4. **Attempt to ask the following questions:**
 - **When** is the bomb going to explode?
 - **Where** is the bomb?
 - **What** does it look like?
 - **What** kind of bomb is it?
 - **What** will cause it to explode?
 - **Did** you place the bomb?
 - **Why?**

- **Where** are you calling from?
 - **What** is your address?
 - **What** is your name?
5. **Call 9-1-1** immediately after the caller hangs up and report the threat.
 6. Notify your supervisor of the call. **Do not discuss** the call with other persons. Write down as much information as possible on the ATF Bomb Threat Checklist (Attachment 1-E).
 7. Follow instructions of the Sheriff's Office.
 8. **DO NOT TOUCH OR HANDLE** any suspicious device or package.

D. VIOLENT INCIDENT

The County makes every reasonable effort to provide a secure work environment for all employees. Administrative Regulation No. 19 establishes policy and procedure for workplace security and violence in the workplace. Any employee who believes that he or she may be harassed or threatened at the workplace is responsible for advising the work supervisor or Human Resources of this potential. The employee should also develop a nonverbal signal with co-workers that law enforcement assistance is needed. (Administrative Regulation No. 19 can be found at <http://co.marin.ca.us/depts/ad/main/rules/adreg19.cfm>.)

During a violent or threatening incident, protect yourself and others and **dial 911** at the earliest opportunity. Remain calm and non-threatening. Listen to what the threatening person says and be supportive and empathetic. Use the person's name, if you know it, and maintain eye contact. Get the person to sit down, if you can; remain standing if the person refuses.

Keep a chair, counter, desk, etc., between yourself and the other person.

Always try to provide yourself with at least one clear means of exit. Note the physical description of the person (sex, age, height, weight, clothing), including any distinguishing scars or marks.

If a weapon is involved, cooperate fully with all demands. Do not try to grab the weapon or overpower the person. Do not make any quick moves. Explain your movements at all times.

If Threatened by an Individual or Witness To a Threat:

1. **Protect safety of self and others** (withdraw if able; get under desk or table; lock door to office; exit building, if able to do so).
2. Attempt to notify others in the area of the threat and increase distance between yourself and the person.
3. **Dial 9-1-1** or give co-worker a nonverbal signal to do so.
Provide the following information:
 - exact location within the building (floor and room number)
 - nature of the threat or incident
 - description of person if known
 - your name and phone number

4. Remain calm and non-threatening.
5. Keep a chair, counter, desk, etc. between yourself and the other person(s).
6. **If a weapon is involved:**
 - Cooperate fully with all demands.
 - Do not try to grab the weapon or overpower the person.
 - Do not make any quick moves. Explain your movements at all times.
7. **Listen** to what threatening person says and be supportive and empathetic.
8. Note physical description of person (sex, age, height, weight, clothing, distinguishing scars or marks).

E. EARTHQUAKE

Earthquakes strike without warning and the major shock is usually followed by numerous, smaller shocks that may last for weeks or months. Although the Civic Center has been seismically retrofitted, danger exists from falling objects, including glass and furniture.

For some, an initial but dangerous instinct is to get out of the building. However since many injuries are caused by falling building facades and other debris, it is usually safer to remain inside the building and to take cover under a sturdy desk or table or against an inside wall.

Duck, Cover and Hold Procedure:

1. Move under desk or table with back to windows.
2. Drop to knees, clasp one hand behind neck, bury face in arms, make body as small as possible, close eyes and hold on to the desk or table.
3. Maintain position until shaking stops.

If You Are In Elevator:

1. Elevator will automatically stop at the next floor and doors will open.
2. **Duck, cover and hold** until shaking stops.
3. If elevator doors do not open, press the "Push To Talk" button located on the side panel and advise the Alarm Company of the location and the number of people in the elevator. Follow instructions.
4. **Do not** try to pry open the elevator door or exit the elevator through its roof.

If You Are In a Wheelchair:

1. **Stay in wheelchair.**
2. Move under a doorway or to an inside wall.
3. Lock wheels and **cover face and head** with arms.
4. Maintain position until shaking stops.

In the Event of Earthquake:

1. **Duck, cover and hold** until shaking stops.
2. Check for injuries, and render first aid, as necessary.
3. **Do not use elevators or stairway** unless instructed to do so.
4. **Do not strike matches or use lighters.**
5. **Stay alert for aftershocks.**
6. **Do not use phones** except to report emergency conditions.
7. **Do not leave** the building or floor until authorized to do so by supervisor or Building Evacuation Team member.
8. If the building is evacuated, listen for instructions from Building Evacuation Team members.
9. Stay calm and reassure others.

F. WINTER STORMS OR FLOODING

Winter storms with heavy rainfall and wind may result in local flooding, particularly at high tides. Listen to local radio stations, e.g., KCBS (740 AM) or KNBR (680 AM) for weather and travel advisories.

If possible, public transportation should be used. Be aware of creeks, streams, channels and areas known to flood. **Do not attempt to drive through standing water.**

In the Event of a Winter Storm or Flooding:

1. **Stay away from windows and doors.** Draw window coverings, if available.
2. Before proceeding home, listen to local radio station, e.g., KCBS (740 AM) or KNBR (680 AM) for weather and travel advisories.
3. Use public transportation if possible.
4. **Do not attempt to drive through standing water.**
5. **Be aware of flash floods,** streams, drainage channels and areas known to flood. If there is **any** possibility of a flash flood occurring, move immediately to higher ground.

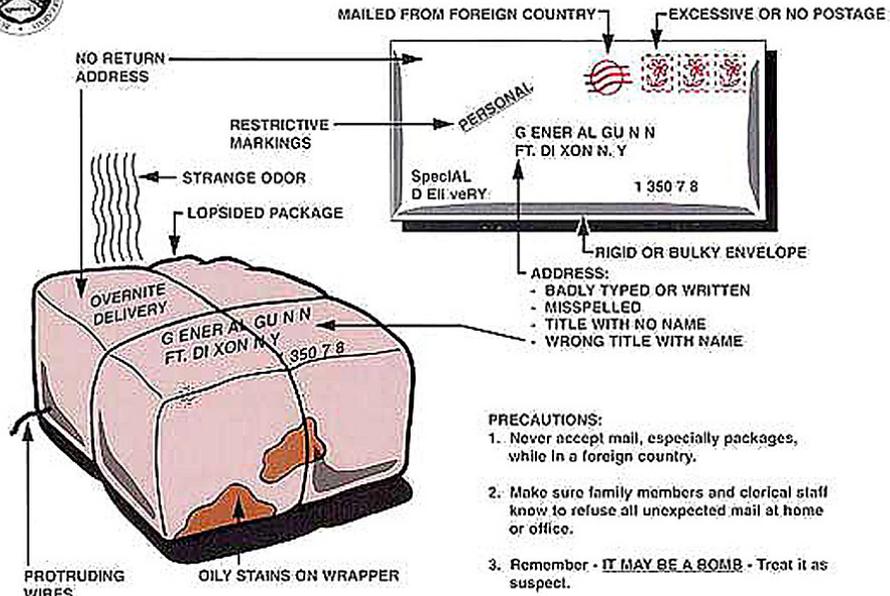
G. SUSPICIOUS MAIL

In the past, bomb threats and bombings have been used in terrorist incidents in the United States. More recently, tactics include sending explosives, and biological agents, via the U. S. Mail.

County employees should be aware of the signs of a suspicious letter or parcel and should be prepared to take appropriate actions immediately if such an item is identified.



WARNING! Suspect Letter and Package Indicators



FOR MORE INFORMATION ON BOMB SECURITY OR BOMB THREATS, CONTACT YOUR LOCAL ATF OFFICE.
ATF 1 3329.1 (6/95)

If exposed to a substance that leaks or is released from suspicious mail, **move to a pre-designated safe area and restrict contact with other persons.** The Sheriff's Office will advise of further actions to be taken. As soon as practical, remove all contaminated clothing and place in a plastic bag, and shower with soap and water. Do not use bleach or other disinfectant.

If You Receive a Suspicious Letter or Parcel:

1. **Do not open or handle excessively.**
2. Direct all personnel in immediate area to **move to a pre-designated safe area.**
3. **Dial 9-1-1** or direct someone to do so. Provide the following information:
 - exact location within the building (floor and room number)
 - description of the letter or parcel
 - your name and phone number**Do not hang up until told to do so by dispatcher.**
4. **Wash your hands** with soap and water.
5. **Notify** your work supervisor.
6. List all people who were in the room or area when the suspicious mail was recognized.

If a Suspicious Substance is Released:

1. **Leave the area immediately** and advise others nearby to do so. **Restrict access to the area.**
2. Direct exposed personnel to **proceed to a pre-designated safe area.**
3. **Confine all exposed personnel** in the safe area and restrict contact with other persons.
4. **Dial 9-1-1** and describe the situation and the type of substance (powder, gas, liquid, etc.).

H. HAZARDOUS MATERIALS INCIDENT / BIOLOGICAL OR CHEMICAL ATTACK

A hazardous material is a substance or combination of substances that because of quantity, concentration, physical or chemical characteristics, may pose a potential hazard to humans or the environment. The Civic Center does not routinely utilize or store such materials, however, if any liquids or other products appear questionable, notify your supervisor immediately.

If a noxious odor is present, or there is any suspected danger, evacuate all persons from the immediate area. **Dial 9-1-1** and provide the dispatcher with the location of the suspicious product and information on its appearance (e.g., solid, liquid, color, odor, etc.).

A hazardous material spill may occur outside the Civic Center. In such cases, fire department personnel may advise occupants of nearby buildings to shelter in place. Employees should close all windows and doors to the outside and the building engineer may be directed to shut down the building's ventilation system. The Sheriff's Office or fire department officials will advise when the incident has been resolved.

Chemical agents used in terrorist biological or chemical attacks are generally liquids, often aerosolized, and many have immediate effects; in other cases, effects are delayed for a few hours. Many chemical agents have a unique odor and color. Biological agents differ in that the effects are delayed, often for days. Biological agents have no odor or color and can be in either liquid or powder form.

Person Discovering Hazardous Incident Inside the Building:

1. **Alert others** in immediate area **and restrict access** to affected area.
2. **Dial 9-1-1** or direct someone else to do so.
Provide the following information:
 - exact location within the building (floor and room number)
 - appearance of the substance (solid, liquid, color, odor)
 - your name and phone number
3. Notify your supervisor.

Person Observing Hazardous Incident Outside the Building:

1. **Close all windows and doors.**

2. **Dial 9-1-1** or direct someone else to do so.
Provide the following information:
 - exact location within the building (floor and room number)
 - appearance of the substance (solid, liquid, color, odor)
 - your name and phone number
3. Fire Department may advise of further actions to be taken.
4. **Remain inside the building** until advised that it is safe to leave.

In the Event of a Biological or Chemical Attack:

1. Stay alert for attack warning signs. Early detection enhances survival.
2. In any case of suspected exposure to chemical or biological agents, no matter what the origin, **seek medical assistance as soon as possible, even if no symptoms are immediately evident.**
3. Move upwind from the source of the attack.
4. If evacuation from the immediate area is impossible, move indoors and upward to an interior room on a higher floor.
5. Close all windows and exterior doors and shut down air conditioning or heating systems.
6. Cover your mouth and nose. If gas masks are not available, use a surgical mask or a handkerchief, coat sleeve, or any piece of cloth.
7. Cover bare arms and legs; bandage cuts or abrasions.
8. If splashed with an agent, immediately wash it off using copious amounts of warm soapy water or a diluted 10:1 bleach solution.
9. If opened, letters allegedly containing anthrax or another toxin should not be handled further. If there was a puff of dust or particles from the envelope when it was opened, be sure to report that when assistance arrives.
10. If in a car, shut off outside air intake vents and roll up windows if no gas has entered the vehicle.

I. EVACUATION

Evacuation shall **always be implemented upon activation of the fire alarm** and may also be appropriate under a number of emergency situations. Under certain circumstances, Sheriff's Officers or Building Evacuation Team members may verbally notify employees of the need to evacuate.

All employees will evacuate the building when the fire alarm sounds, when notified by the Group Alert System, or when told to do so by a member of the Building Evacuation Team.

If an evacuation is ordered for a bomb threat, carefully check your work area before leaving and report any unusual package or other material to County Communications by dialing **9-1-1**. **Do not touch any suspicious packages.**

When evacuation is ordered, secure any sensitive documents or valuables, take personal belongings, and follow instructions of the Building Evacuation Team. Direct clients and visitors to the nearest emergency exit. **Do not use elevators**; stay to the right in hallways and stairways; and move quickly and quietly so emergency instructions may be heard.

Proceed to your department's designated Evacuation Assembly Area and check in with your supervisor. **Do not leave the Assembly Area** until released by your supervisor.

Supervisors will account for all personnel present at the time of evacuation. Any missing person, including their last known location, should be reported immediately to the Assembly Area Coordinator.

If Evacuation is Required or Ordered:

1. Secure any sensitive documents or valuables, take all personal belongings and proceed to the nearest exit. (You may not be allowed to re-enter the building.)
2. **Do not use elevators.**
3. Direct clients and visitors to the nearest exit.
4. **Keep to the right** in hallways and stairways.
5. **Move quickly and quietly** in order to hear emergency instructions.
6. Proceed to your department's designated Evacuation Assembly Area and check-in with the supervisor.
7. **Do not leave** the Evacuation Assembly Area until released by your work supervisor.

J. ASSISTING DISABLED

People with disabilities can best determine what form of evacuation assistance may be needed. Consequently, pre-assigned co-worker "buddies" should confer with the employee with disability before an emergency occurs to determine the type of assistance required. Since co-worker "buddies" may be the eyes and ears of sight and hearing impaired employees, it is important to keep them informed of what is happening during an emergency.

Mobility Impaired

Many persons with mobility impairments can walk with assistance, even under emergency conditions. Others may need to be carried to a safe location. The individual should be consulted regarding the best method for moving him/her, particularly those who are wheelchair dependent. This should be done before an emergency occurs.

Wheelchairs should not be carried into the stairwell. If the situation warrants immediate evacuation of a wheelchair dependent person, an evacuation device (located on each floor) or a two-person carry should be employed.

Guidelines for assisting the mobility impaired include:

1. Talk with the person at eye level.
2. Explain what you are going to do before you do it.
3. Ask the person what particular assistance would be most helpful.
4. If it is necessary to move a wheelchair dependent person to an evacuation device, ask how best to lift and move them and if they can raise themselves.
5. Always set the brakes on the wheelchair before attempting to move the person.

Visually Impaired

Visually impaired persons are usually very familiar with and comfortable in their usual surroundings. In some cases, they may actually be able to assist sighted people in situations where there is little or no light. If they normally use a white cane, they should be encouraged to keep an extra cane available at the workplace.

Guidelines for assisting the visually impaired include:

1. Read and describe any written or visual preparedness materials.
2. Verbally identify yourself when giving instructions and maintain physical contact.
3. Provide verbal instructions and physical guidance, but let person choose what help is needed.
4. Use "clock face" (e.g., 3 o'clock for to the right) descriptions when giving directions.
5. Let person take your arm when walking.
6. Inform person of any obstacles that may be in the way and advise them of approaching narrow passageways, doorways, stairs, etc.
7. Use a normal voice volume when speaking.

Hearing Impaired

Many hearing impaired persons are able to read lips very well and are adept at understanding sign language and even "lay pantomime". Those who use a hearing aid should be encouraged to keep extra batteries at the workplace. Co-workers assisting the hearing impaired should work out a system of sign language or "lay pantomime" with them before an emergency occurs.

Guidelines for assisting the hearing impaired include:

1. Provide written or visual presentation of any verbal preparedness materials or presentations.
2. Keep a pencil or pen and paper readily available for written communications.

3. Wave or tap the person gently on the shoulder to attract his/her attention.
4. When speaking or providing directions, use face-to-face contact and speak slowly and distinctly.
5. Do not allow others to interrupt you or the hearing impaired person when you are speaking to them.

K. SHELTER IN PLACE

Sheltering in place is a course of action taken when the risks associated with evacuation are outweighed by the benefits of staying inside. This action is usually taken in the event of an external hazardous materials release. Shelter in place may also be used for other dangerous situations outside the building (e.g., threats of violence, civil disturbance).

When Shelter-In-Place Order Is Given:

1. Remain calm.
2. **Close all doors and windows;** close all window coverings and keep clear of windows.
3. **Do not use elevators.**
4. **Do not leave the building or floor** until authorized to do so by supervisor.
5. Follow instructions of fire department and other public safety officials.
6. If shelter-in-place order is the result of hazardous materials release, the Incident Commander (IC) or fire department personnel may advise building engineer to:
 - Set ventilation systems to 100 percent recirculation or shut down.
 - Shut down all heating and air conditioning.
 - Seal exhaust fan drills, exhaust fan, and range vents.

BUILDING EMERGENCY PLAN Part 1 Attachments

- 1-A County of Marin Emergency Policy
- 1-B Building Evacuation Routes and Floor Plans
- 1-C Civic Center Exterior Showing Assembly Areas
- 1-D Employee Evacuation Assistance
- 1-E Alcohol, Tobacco, Firearms Bomb Threat Checklist

EMERGENCY POLICY STATEMENT – COUNTY OF MARIN, CALIFORNIA

Create and maintain an active **Building Emergency Plan** that minimizes potential risks, promotes the safety and welfare of employees, clients/public, vendors and Civic Center visitors, and guides our collective response to an emergency situation.

Organization-Wide Application	To ensure compliance with this policy, all new employees are oriented to the Building Emergency Plan by the County's Human Resources Staff during New Employee Orientation Training. Refresher training is provided during annual fire and evacuation drills.
Safety Coordinator	The Department Manager or Supervisor serves as the Safety Coordinator in each County Office. This individual is responsible for implementing and monitoring compliance with this policy, and maintaining the life safety and emergency preparedness program at the assigned site.
Office Security	Security Procedures have been implemented at each County office location. The Safety Coordinator is responsible for maintaining site-specific security procedures and promoting security awareness among all employees.
Building Evacuation Team	Building Evacuation Team (BET) , comprised of functions appropriate for each Civic Center office and trained to evacuate employees and visitors for various emergency situations, are designated. The BET is responsible for being familiar with evacuation procedures, routes, and the special needs of any identified people with disabilities on the assigned floor/area, then ensuring that two co-workers are assigned to assist the people with disabilities during emergencies. The BET is also responsible for communicating emergency instructions to building occupants should power systems fail.
Emergency Procedures	Site-specific Emergency Procedures are distributed to all employees for posting at the workstation. The Sheriff's Office of Emergency Services is responsible for reviewing these procedures annually and making any necessary revisions.
Emergency Supplies	Each employee is encouraged to have a personal Emergency Supply Kit containing sufficient supplies to sustain one person for a minimum of three days. The Safety Coordinator at each County department site maintains standard emergency supplies and site-specific equipment.
Training & Drills	Semi-annual Training is provided for the BET in each office. A minimum of one fire and evacuation Drill is conducted in each County office site on an annual basis.

BUILDING EVACUATION ROUTES & FLOOR PLANS

The following pages contain floor plans for each floor of the Civic Center indicating evacuation routes and the location of BET emergency supplies.

<u>FLOOR</u>	<u>VIEWS</u>	<u>FLOOR AREAS</u>
Directory	1 page	All
1 st Floor	4 pages	Lobby 1 to Sheriff Office
2 nd Floor	5 pages	Treasurer to Health & Human Services
3 rd Floor	2 pages	DPW to Board of Supervisors
4 th Floor	2 pages	Printing Services to Library

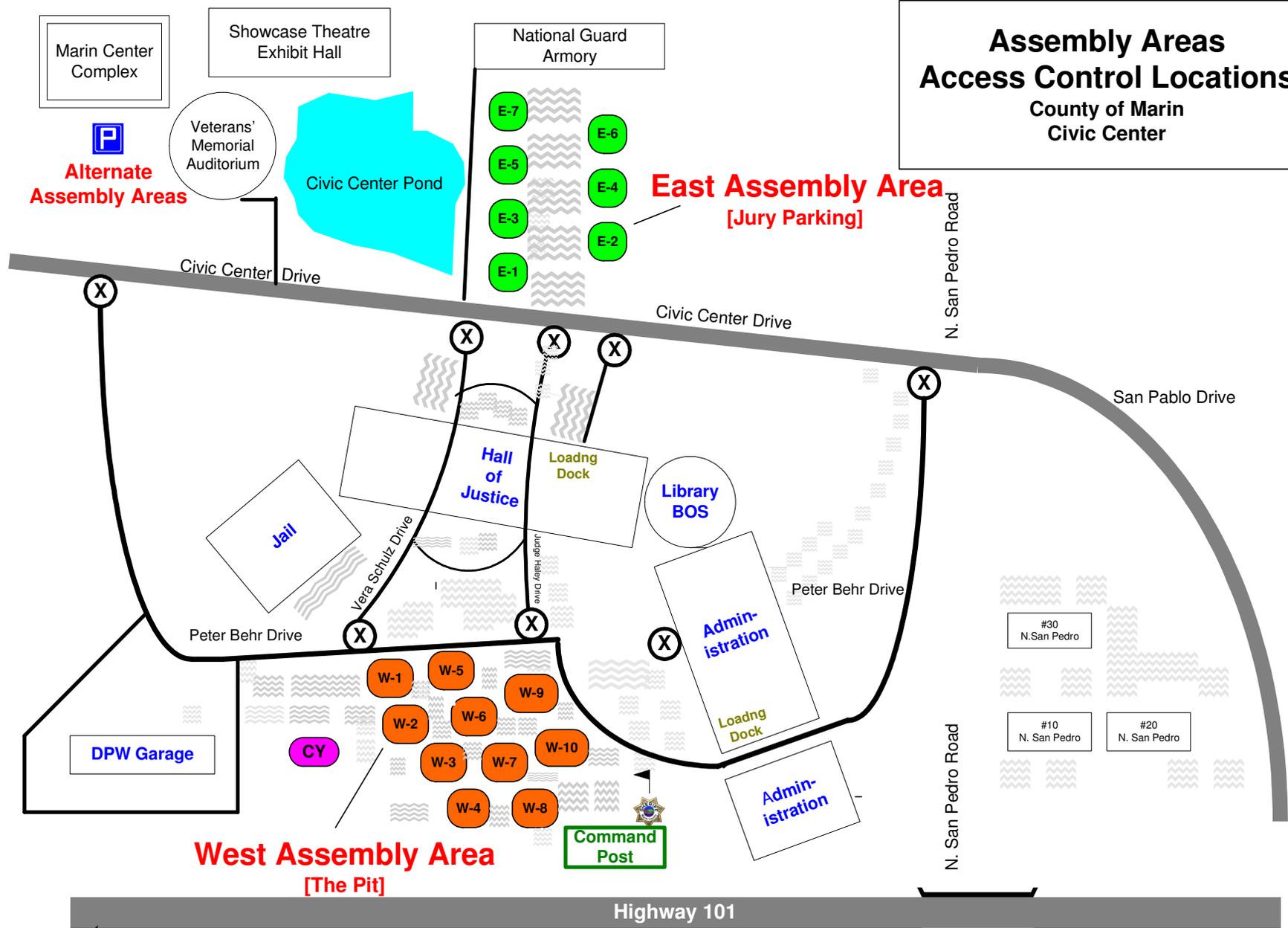
BUILDING EVACUATION ASSEMBLY AREAS AND ASSIGNMENTS

ASSEMBLY AREA	EMPLOYEE ASSIGNMENT
E-1	Sheriff
E-2	Public Defender
E-3	District Attorney
E-4	Health & Human Services
E-5	DPW-Shipping & Receiving Dock IST / Help Desk / Telephone Services
E-6	Probation / Parole
E-7	Parks and Open Space Cafeteria / Gift Shop Staff
W-1	Board of Supervisors, Staff & Aides County Administrator County Counsel State Assembly / Senator
W-2	Assessor-Recorder
W-3	Human Resources
W-4	Auditor-Controller
W-5	Treasurer / Tax Collector Central Collections Public Administrator County Clerk Registrar of Voters
W-6	Community Development / Environmental Health
W-7	DPW-Transit Retirement Coroner
W-8	DPW & Maintenance
W-9	Superior Court Jury Grand Jury
W-10	Library <i>Other areas not otherwise identified</i>
CY	Corporate Yard (Vehicle, Radio, Road)

If these areas are unavailable for assembly, alternate Evacuation Assembly Areas will be set up in the Marin Center Complex parking areas.

Assembly Areas Access Control Locations

County of Marin
Civic Center



Parking Areas Evacuation Areas (16) Access Control Point (X)

BEP
June, 2002

EMPLOYEE EVACUATION ASSISTANCE¹

The County of Marin is committed to providing for the safety of all employees. Any employee who may need assistance to quickly and safely evacuate the building in an emergency may identify to his/her supervisor the type of assistance required. The supervisor will recruit at least two co-workers as "buddies" to assist as necessary. The employee who requires assistance should instruct his/her co-workers on how best to provide that assistance before an emergency occurs.

Employee Name _____

Building/Floor _____

Room #/Department _____

Phone _____

Assistance Needed _____

Date _____

Name _____
(Person Completing Form)

¹ Access to the information provided will be restricted to the supervisors, co-worker buddies, Building Evacuation Team members and emergency response personnel.

ATF BOMB THREAT CHECKLIST

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Slow	Crying	Slurred
Stutter	Deep	Loud	Broken
Giggling	Accent	Angry	Rapid
Stressed	Nasal	Lisp	Excited
Disguised	Sincere	Squeaky	Normal

If voice if familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to Sheriff's Office at **9-1-1**

PART 2 – BUILDING EVACUATION TEAM (BET)

A Building Evacuation Team (BET), comprised of a Building Coordinator, Floor/Area Leaders, Exit Monitors, Area Monitors and Assembly Area Coordinators, has been established to assist employees and visitors in conducting a coordinated, safe, and efficient evacuation of the Civic Center when warranted.

The County Safety Analyst, will work with the Sheriff's Office of Emergency Services (OES) to select BET members. Should the number of volunteers be insufficient to provide adequate staffing, the County Administrator, upon recommendation of the Sheriff's OES, will work with Department Managers to recruit additional BET members.

To ensure full BET staffing at the time of an evacuation, three, but not less than two, individuals will be assigned and trained for each BET position.

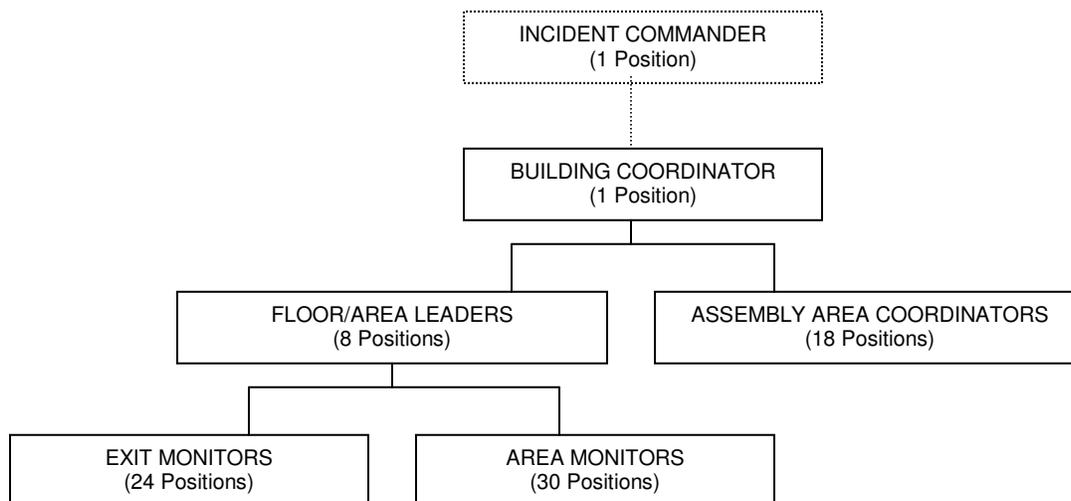
Supplies and equipment to support the BET are maintained by Sheriff's OES (see Attachment 2-D for inventory). Sheriff's OES is responsible for checking all emergency supplies and equipment each month and replacing outdated supplies and equipment as necessary.

A. BUILDING EVACUATION TEAM ORGANIZATION

A Building Coordinator will oversee and coordinate response activities of all BET members and will serve as a liaison to the designated public safety Incident Commander (IC) during an emergency. In addition to the Building Coordinator, the BET includes:

- Floor/Area Leaders*
- Area Monitors
- Exit Monitors
- Assembly Area Coordinators

*Due to the unique layout of the Civic Center, Floor/Area Leaders are assigned to best facilitate evacuating employees and visitors on an entire floor or part of a floor (area). Floors 1 & 2 are subdivided as 1N (north), 1S (south), 2N and 2S. B-1/SR/BM are the areas inhabited by IS, Shipping-Receiving, Building Maintenance and Voter Registration. Corporate Yard (CY) includes motor, radio and road maintenance functions.



B. BUILDING EVACUATION TEAM ROLES AND RESPONSIBILITIES

All Building Evacuation Team Members

All BET members have some responsibilities in common. These are:

Pre-Emergency

- Attend BET training.
- Be familiar with the Civic Center's physical layout, Building Evacuation Plan, emergency procedures, and all positions assigned to the BET.
- Know the primary and alternate evacuation routes and emergency exits nearest to the normal work location, and the location of the designated outdoor Assembly Area for the assigned floor.
- Know the locations of BET supplies and equipment on the assigned floor/area.
- Know where to take non-ambulatory persons to await assistance by responding public safety officials.
- Participate in semi-annual training and in all drills.

Emergency Response

- Direct and coordinate emergency evacuation for employees and visitors to the Civic Center.
- Perform the specific BET role assigned at the time of the event.
- Recruit first available able employee to assist your duty performance.
- Remind occupants to move quickly and quietly, not to use elevators, and to stay to the right on stairways and in corridors during evacuation.
- Ensure that employees with disabilities are receiving any necessary assistance.
- Perform other tasks as assigned by the Building Coordinator.
- Provide status report to the Building Coordinator.
- Proceed to the designated Evacuation Assembly Area and check in with supervisor or designee.

Post-Emergency

Participate in the debriefing.

Building Coordinator

At the time of an evacuation, the Building Coordinator communicates instructions to the BET and building occupants and serves as the BET liaison to the Incident Commander (IC). The Sheriff (or senior Sheriff's representative on duty) is the designated Building Coordinator.

Emergency Response

- Implement the Building Evacuation Plan when directed by the Sheriff (or designee), the County Administrator (or designee), or a public safety official responding to an emergency.
- Serve as the focal point for communications and status reporting for the building. Summon Building Maintenance management for counsel.
- Direct and coordinate the activities of Floor/Area Leaders.

- ❑ Go to the designated Incident Command Post. If necessary, place an assistant(s) in the Communications Center to monitor Sheriff's communications.
- ❑ Perform liaison role with the IC of responding public safety agencies.
- ❑ Ensure that any hazardous conditions are reported to the IC or on-scene public safety officials.
- ❑ Compile status reports from Floor/Area Leaders.
- ❑ Advise responding public safety officials of the locations of any non-ambulatory persons needing assistance and/or the name and last known location of any missing person(s).
- ❑ Confer with the Incident Commander to determine when the building can be reoccupied.
- ❑ Provide Assembly Area Coordinators and Floor/Area Leaders with any pertinent emergency instructions or information for dissemination to employees.
- ❑ Advise Assembly Area Coordinators and Floor/Area Leaders when the building can be reoccupied. Use A/A speakers to communicate a return.

Post-Emergency

- ❑ Conduct a debriefing for all BET members.
- ❑ Prepare summary critique with comments and any recommendations for new or revised emergency policies and procedures and submit to the Sheriff's Office of Emergency Services.

Floor/Area Leaders

The Floor/Area Leader's role is to direct evacuation from his/her assigned floor or area. When the BET is activated, the Floor/Area Leader will ensure that all BET positions for the floor/area are filled, and may call upon alternates as necessary. The Floor/Area Leader is the last person to vacate the assigned floor/area.

At the time the BET is activated, the Floor/Area Leader will retrieve the BET supplies and direct available BET members to fulfill specific roles. Should the Floor/Area Leader not be present, the first arriving BET member will assume Floor/Area Leader's responsibilities.

Equipment and supplies for the Floor/Area Leader, Area Monitors, and Exit Monitors are stored together.

Pre-Emergency

- ❑ Establish a BET meeting area for the assigned floor/area and ensure that all team members are aware of its location.

Emergency Response

- ❑ Ensure that all BET positions are staffed for the assigned floor/area and that all necessary functions are being performed.
- ❑ Direct response by occupants on assigned floor/area.
- ❑ Provide emergency instructions to floor occupants as directed by the Building Coordinator.
- ❑ Ensure that pre-assigned co-worker "buddies" are assisting employees with disabilities.
- ❑ Check with Area Monitors and Exit Monitors to ensure that entire floor/area has been vacated.

- ❑ Advise Building Coordinator when entire floor/area is vacated.
- ❑ Coordinate with the Building Coordinator on all matters pertaining to facility re-entry.

Area Monitors

At the time of an evacuation, Area Monitors are assigned by the Floor/Area Leader and help ensure that the assigned area has been evacuated.

Emergency Response

- ❑ Report to the Floor/Area Leader at the BET meeting area to retrieve supplies and equipment including "Room Checked" signs.
- ❑ Direct occupants to the nearest emergency exit.
- ❑ Check all offices, conference rooms, restrooms, and other rooms/areas where alarm or emergency announcements cannot be heard to ensure that occupants are aware of the evacuation order and that the area has been completely vacated.
- ❑ Close all doors, after ensuring that all occupants have vacated the area and place a "Room Checked" sign on the door, either green, CLEAR or red, NOT CLEAR.

Exit Monitors

Exit Monitors are assigned at the time of the evacuation by the Floor/Area Leader and are responsible for directing employees and visitors to the designated emergency exit. In the case of non-ground level floors, the Exit Monitor should go to the elevator area and direct employees and visitors away from elevators and to the designated emergency stairway exit.

Emergency Response

- ❑ Report to the Floor/Area Leader at the BET meeting area to retrieve supplies and equipment.
- ❑ Direct employees and visitors away from elevators to the designated emergency exit.
- ❑ Perform other tasks as assigned by the Floor/Area Leader.

Assembly Area Coordinators

Assembly Area Coordinators proceed directly to the pre-assigned Evacuation Assembly Area and help direct employees to the correct assembly area. The Assembly Area Coordinator gathers status reports and information on any missing persons and relays that information to the Building Coordinator.

Road crossing guard duty for the Civic Center Drive crosswalk between the Civic Center and the East Assembly Area (Jury Parking) is assigned to the E-1 (Sheriff) Assembly Area Coordinator. Road guards will be posted to assist evacuees and insure their safety. In addition, an entrance guard will be assigned to the shipping/receiving dock on Civic Center Drive to halt vehicle entry.

Pre-Emergency

- ❑ Be familiar with the Evacuation Assembly Area locations for all floors/areas/departments.
- ❑ Maintain a current list or map of Evacuation Assembly Areas readily available.

- ❑ Maintain a list of the assigned assembly area for each floor/area/department.

Emergency Response

- ❑ Report to assigned Evacuation Assembly Area and retrieve supplies and equipment, including hardhat, vest and list of Evacuation Assembly Areas.
- ❑ Compile status reports from supervisors or their designees, including the name and last-known location of any missing or unaccounted for employees or visitors (see Status/Accounting for Personnel Form Attachment 2-F).
- ❑ Report status to the Building Coordinator.
- ❑ Periodically obtain updated information from Building Coordinator and relay to Floor/Area Leaders and supervisors or designees.
- ❑ When directed by the Building Coordinator, advise employees in Evacuation Assembly Area when the building can be reoccupied or if employees are released to leave.

C. COORDINATION WITH INCIDENT COMMAND POST

Depending on the nature and scope of the incident, the San Rafael Fire Department or the Marin County Sheriff's Office will serve as field Incident Commander (IC). When an evacuation occurs, the Building Coordinator reports to the Incident Commander (IC) and is stationed at the Command Post (CP). The CP location will be dependent upon the event. The IC will select and designate its location to the Building Coordinator.

The Building Coordinator provides the IC with status reports on the evacuation effort and information on the status of any missing person(s).

Depending on the nature, scope, and duration of the emergency, the IC keeps the Building Coordinator apprised of the status of the emergency and advises him/her when the building can be re-occupied. If indicated, the IC may provide the Building Coordinator with instructions to release employees.

D. AFTER-EVENT DEBRIEF AND CRITIQUE

As soon as practical following each evacuation drill and actual evacuation, the Building Coordinator will conduct an after-event debrief and critique with all BET members. During the debrief, BET members will identify what worked well during the evacuation process, what needs to be improved, additional equipment needed, and/or additional training required.

The Building Coordinator provides the Sheriff's Office of Emergency Services with a report outlining the results of the debrief.

E. BUILDING EVACUATION TEAM TRAINING

BET training is conducted by the Sheriff's Office of Emergency Services twice annually and includes an overview of the Building Emergency Plan and individual BET member roles and responsibilities. In conjunction with one of the two annual training sessions, a full evacuation drill of the Civic Center will be conducted. Additionally, the County's Safety Analyst will train BET members in the safe and proper use of the evacuation chairs located on each floor of the Civic Center, how to carry injured or non-ambulatory persons, and how to protect themselves from bodily fluids risks.

BUILDING EMERGENCY PLAN Part 2 Attachments

- 2-A BET Assignments
- 2-B BET Checklists
- 2-C BET Organization
- 2-D BET Supplies and Equipment
- 2-E Room Checked Signs- CLEAR / NOT CLEAR
- 2-F Status/Accounting For Personnel Form

BUILDING EVACUATION TEAM ASSIGNMENTS
(QUARTERLY REVIEW AND UPDATE REQUIRED)

BUILDING COORDINATOR	Employee	Extension Number
1. MCSO Captain [Primary]	Timothy Little	499.7252
2. MCSO Captain	Dennis McQueeny	499.7233
3. MCSO Captain	Daniel Payne	499.7316

MARIN CIVIC CENTER BET ROSTER

FOR A CURRENT COPY

SEE – [HTTP://MINE](http://MINE)

OR

CALL- 499.6584

OR

BASTAHLEY@CO.MARIN.CA.US

BET CHECKLISTS

Building Coordinator	31
Floor/Area Leader.....	32
Area Monitor	33
Exit Monitor.....	34
Assembly Area Coordinator	35

BUILDING COORDINATOR

The Sheriff (or senior Sheriff's representative on duty) is the designated Building Coordinator.

Pre-Emergency

- Attend BET training.
- Be familiar with the Civic Center's physical layout, Building Evacuation Plan, emergency procedures, and all positions assigned to the BET.
- Know the primary and alternate evacuation routes and emergency exits nearest to the normal work location.
- Know the locations of BET supplies and equipment on the assigned floor/area.
- Know where to take non-ambulatory persons to await assistance by responding public safety officials.
- Participate in semi-annual training and in all drills.

Emergency Response

- Implement the Building Evacuation Plan when indicated or as directed by public safety officials.
- Recruit first available able employee to assist your duty performance. Contact building maintenance management to report to ICP for facility counsel.
- Serve as the focal point for communications and status reporting for the building.
- Direct and coordinate the activities of Floor/Area Leaders.
- Remind occupants to move quickly and quietly, not to use elevators, and to stay to the right on stairways and in corridors during evacuation.
- Ensure that employees with disabilities are receiving any necessary assistance.
- Go to the designated Incident Command Post. If necessary, place an assistant(s) in the Communications Center to monitor Sheriff's communications.
- Perform liaison role with the IC of responding public safety agencies.
- Ensure that any hazardous conditions are reported to the IC or on-scene public safety officials.
- Compile status reports from Floor/Area Leaders.
- Advise responding public safety officials of the locations of any non-ambulatory persons needing assistance and/or the name and last known location of any missing person(s). Provide "Special Group" guidance on its assigned W-3 A/A.
- Confer with the Incident Commander to determine when the building can be reoccupied.
- Provide Assembly Area Coordinators and Floor/Area Leaders with any pertinent emergency instructions or information for dissemination to employees.
- Advise Assembly Area Coordinators and Floor/Area Leaders when the building can be reoccupied.
- Announce approval to return to building over the A/A GAS speaker systems.

Post-Emergency

- Conduct a debriefing for all BET members.
- Prepare summary critique with comments and any recommendations for new or revised emergency policies and procedures and submit to the Sheriff's Office of Emergency Services.

FLOOR/AREA LEADER

Pre-Emergency

- Attend BET training.
- Be familiar with the Civic Center's physical layout, Building Emergency Plan, emergency procedures, and all positions assigned to the BET.
- Establish a BET meeting area for the assigned floor/area and ensure that all team members are aware of its location.
- Know the primary and alternate evacuation routes and emergency exits nearest to the normal work location, and the location of the designated outdoor Assembly Area for the assigned floor.
- Know the locations of BET supplies and equipment on the assigned floor/area.
- Know where to take non-ambulatory persons to await assistance by responding public safety officials.
- Participate in semi-annual training and in all drills.

Emergency Response

- Ensure that all BET positions are staffed for the assigned floor/area and that all necessary functions are being performed.
- Recruit first available able employee to assist your duty performance.
- Direct response by occupants on assigned floor/area.
- Provide emergency instructions to floor occupants as directed by the Building Coordinator.
- Remind occupants to move quickly and quietly, not to use elevators, and to stay to the right on stairways and in corridors during evacuation.
- Ensure that pre-assigned co-worker "buddies" are assisting employees with disabilities.
- Check with Area Monitors and Exit Monitors to ensure that entire floor/area has been vacated.
- Advise Building Coordinator when entire floor/area is vacated.
- Perform other tasks as assigned by Building Coordinator.
- Provide status report to Building Coordinator.
- Proceed to designated Evacuation Assembly Area when entire floor/area is vacated and check in with Assembly Area Coordinator.
- Coordinate with the Building Coordinator on all matters pertaining to facility re-entry.

Post-Emergency

- Participate in debriefing for all BET members.

AREA MONITOR

Pre-Emergency

- Attend BET training.
- Be familiar with the Civic Center's physical layout, Building Emergency Plan, emergency procedures, and all positions assigned to the BET.
- Know the primary and alternate evacuation routes and emergency exits nearest to the normal work location, and the location of the designated outdoor Assembly Area for the assigned floor.
- Know the locations of BET supplies and equipment on the assigned floor/area.
- Know where to take non-ambulatory persons to await assistance by responding public safety officials.
- Participate in semi-annual training and in all drills.

Emergency Response

- Report to the Floor/Area Leader at the BET meeting area to retrieve supplies and equipment including "Room Checked" signs.
- Recruit first available able employee to assist your duty performance.
- Direct occupants to the nearest emergency exit.
- Remind occupants to move quickly and quietly, not to use elevators, and to stay to the right on stairways and in corridors during evacuation.
- Check all offices, conference rooms, restrooms, and other rooms/areas where alarm or emergency announcements cannot be heard to ensure that occupants are aware of the evacuation order and that the area has been completely vacated.
- Close all doors, after ensuring that all occupants have vacated the area and place a "Room Checked" sign on the door.
- Provide status report to Floor/Area Leader.
- Proceed to designated Evacuation Assembly Area when entire floor/area is vacated and check in with Assembly Area Coordinator.

Post-Emergency

- Participate in debriefing for all BET members.

EXIT MONITOR

Pre-Emergency

- Attend BET training.
- Be familiar with the Civic Center's physical layout, Building Emergency Plan, emergency procedures, and all positions assigned to the BET.
- Know the primary and alternate evacuation routes and emergency exits nearest to the normal work location, and the location of the designated outdoor Assembly Area for the assigned floor.
- Know the locations of BET supplies and equipment on the assigned floor/area.
- Know where to take non-ambulatory persons to await assistance by responding public safety officials.
- Participate in semi-annual training and in all drills.

Emergency Response

- Report to the Floor/Area Leader at the BET meeting area to retrieve supplies and equipment.
- Recruit first available able employee to assist your duty performance.
- Direct employees and visitors away from elevators to the designated emergency exit.
- Remind occupants to move quickly and quietly, not to use elevators, and to stay to the right on stairways and in corridors during evacuation.
- Perform other tasks as assigned by the Floor/Area Leader.
- Provide status report to Floor/Area Leader.
- Proceed to designated Evacuation Assembly Area when entire floor/area is vacated and check in with Assembly Area Coordinator.

Post-Emergency

- Participate in debriefing for all BET members.

ASSEMBLY AREA COORDINATOR

Pre-Emergency

- Attend BET training.
- Be familiar with the Civic Center's physical layout, Building Emergency Plan, emergency procedures, and all positions assigned to the BET.
- Know the primary and alternate evacuation routes and emergency exits nearest to the normal work location, and the location of the designated outdoor Assembly Area for the assigned floor.
- Know the locations of BET supplies and equipment in the assigned assembly area.
- Be familiar with the Evacuation Assembly Area locations for all floors/areas/departments.
- Maintain a current list or map of Evacuation Assembly Areas readily available.
- Maintain a list of the assigned Assembly Area for each floor/area/department.
- Participate in semi-annual training and in all drills.

Emergency Response

- Go directly to assigned Assembly Area and retrieve supplies and equipment, including hardhat, vest and list of Evacuation Assembly Areas.
- Recruit first available able employee to assist your duty performance.
- Compile status reports from supervisors or their designees, including the name and last known location of any missing or unaccounted for employees or visitors.
- Report status to Building Coordinator.
- Periodically obtain updated information from Building Coordinator and relay to Floor/Area Leaders and supervisors or designees.
- When directed by Building Coordinator, advise employees in Evacuation Assembly Area when the building can be reoccupied or if employees are released to leave.

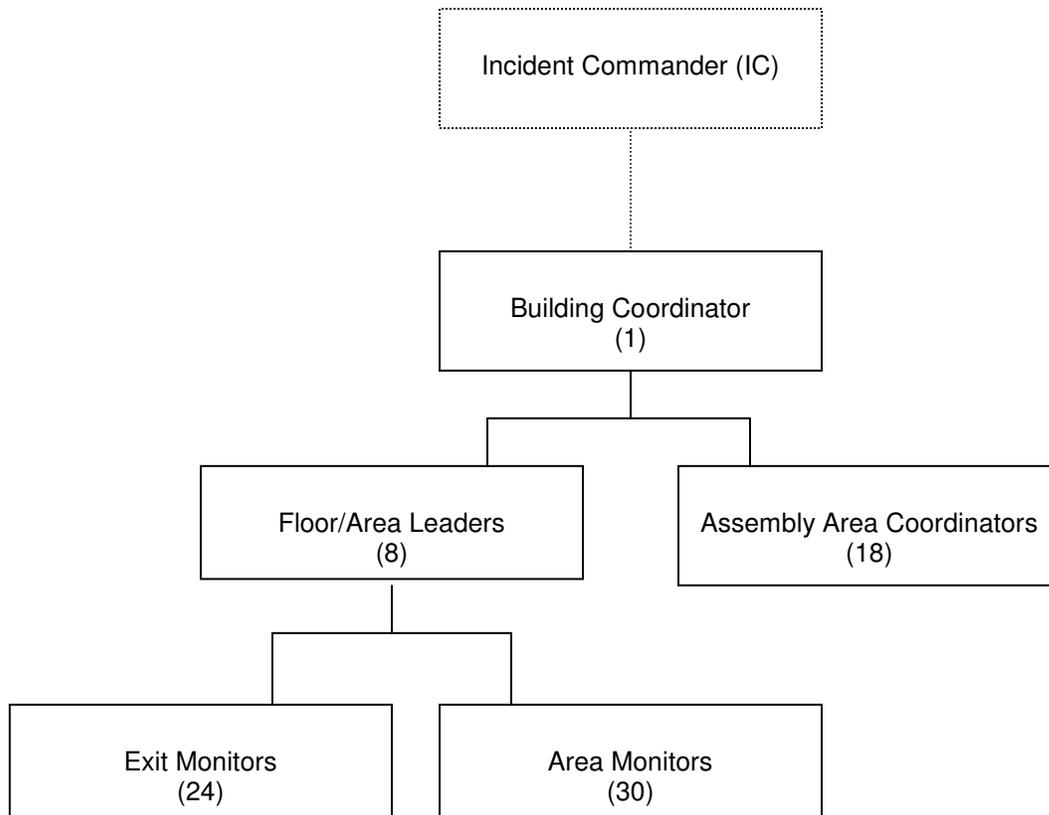
E-1 Assembly Area Coordinator

- Assign road-crossing guards to the Civic Center Drive crosswalk between the Civic Center and East Assembly Area (Jury Lot) to insure safe passage.
- Assign entrance guard to shipping/receiving driveway on Civic Center Drive to restrict entry.

Post-Emergency

- Participate in debriefing for all BET members.

BUILDING EVACUATION TEAM ORGANIZATION



Total Marin Civic Center BET - 81 Positions

BET SUPPLIES AND EQUIPMENT

Building Coordinator Kit

Quantity Per Kit	Item
2	Safety Vests (orange)
2	Hard Hats with BET imprint (orange, black imprint on two sides)
2	Two-Way FRS Portable Radios with extra "AA" batteries
2	Flashlights with extra "D" batteries
10	Light Sticks (12 hour, orange)
1	AM/FM transistor radio (hand crank) with extra "AA" batteries
1	Bullhorn with extra "C" batteries
1	Priority Action Checklist on clipboard
1	Building Evacuation Plan
2 Pr	Latex/Vinyl Gloves & Safety Goggles

Floor/Area Leader Kits

Quantity Per Kit	Item
68	Safety Vests (orange)
68	Hard Hats with BET imprint (orange, black imprint on two sides)
310	"Room Checked" self-adhesive signs for use by Area Monitors
10	Two-Way FRS Portable Radios with extra "AA" batteries
68	Flashlights with extra "D" batteries
10	AM/FM transistor radio (hand crank) with extra "AA" batteries
68	Whistles
68	Priority Action Checklists on clipboards
60 Pr	Latex/Vinyl Gloves & Safety Goggles

- **F/AL Kits contain supplies for him/herself, Exit Monitors and Area Monitors.**

Assembly Area Coordinator Kits

Quantity Per Kit	Item
20	Safety Vests (orange)
20	Hard Hats with BET imprint (orange, black imprint on two sides)
20	Two-Way FRS Portable Radios with extra "AA" batteries
20	Flashlights with extra "D" batteries
20	AM/FM transistor radio (hand crank) with extra "AA" batteries
20	Whistles, metal
20	Bullhorns with extra "C" batteries
20	Priority Action Checklist on clipboard
40	Blank Status/Accounting for Personnel Forms
20 Pr	Latex/Vinyl Gloves & Safety Goggles

ROOM CHECKED SIGN

Signage to be placed on the closed door of each room by the Area Monitor after the room has been checked to be certain that all occupants heard the alarm or verbal order and have evacuated the building.

Room Checked

CLEAR!

Area Monitor _____ (Initial)

Room Checked

**NOT
CLEARED!**

- People Remain**
 - Injured
 - Reluctant to Leave
 - Obviously Deceased
- Some Areas Not Accessible**
- Public Safety Response Required**
- Other** _____

Area Monitor _____ (Initial)

