



**LOS MEDANOS  
COLLEGE**

## **SAFETY MONITOR EVACUATION CHECKLIST**

If an evacuation becomes necessary due to a fire, earthquake, or other emergency, Safety Monitors shall take the following actions as appropriate for the situation and their assignment:

### **SITE/SECTOR SAFETY MONITORS**

- ☐ Remain calm
- ☐ Ensure building fire alarm has been activated and that appropriate emergency services (fire, police, medical) have been requested
- ☐ Make immediate notifications per Alert List
- ☐ Put on helmet and ID vest
- ☐ Retrieve Safety Monitor Emergency Kit
- ☐ Turn on emergency radio
- ☐ Report directly to assigned Assembly Area(s) and evaluate for safety
- ☐ If any primary Assembly Area is unsafe, inform other Safety Monitors and redirect evacuees to a safe alternate Assembly Area.
- ☐ Determine cause for alarm and building status
- ☐ Provide situation status to first responders and other Safety Monitors
- ☐ Check with and receive attendance reports from Building/Floor Monitors
- ☐ Report missing/trapped persons to public safety personnel/Incident Commander
- ☐ Notify District Police of evacuation and situation status at (925) 473-7332(For Brentwood Center 925-473-6919).
- ☐ Upon determination that the building is "All Clear" and safe for reoccupation, coordinate re-entry
- ☐ Update District Police to building reoccupation and situation status at (925) 473-7332(For Brentwood Center 925-473-6919).

### **BUILDING/FLOOR SAFETY MONITORS**

- ☐ Remain calm
- ☐ Ensure that building fire alarm has been activated and appropriate emergency services (fire, police, medical) have been requested
- ☐ Make immediate notifications per Alert List
- ☐ Put on helmet and ID vest
- ☐ Retrieve Safety Monitor Emergency Kit
- ☐ Direct evacuees to stairwell/Assembly Area
- ☐ Assist evacuees as necessary (providing extra assistance to those with disabilities)

## **EVACUATION**



- ☐ When building has been evacuated, report to Assembly Area
- ☐ Check for injuries and provide first aid as necessary
- ☐ Take roll and report any missing/injured persons to the Site/Sector/Building Safety Monitor
- ☐ Upon receiving "All Clear" from a Site/Sector/Building Safety Monitor, assist all evacuees back into building (providing extra assistance to those with disabilities)

#### **POST-EVACUATION**

- ☐ Once the building has been fully reoccupied, all Safety Monitors shall check their assigned areas for hazards.
- ☐ Safety Monitors shall account for all persons in assigned areas and ensure that any injuries are properly cared for and reported.
- ☐ The Site Safety Monitor shall provide a copy of the Emergency Report to the College Administration within 24 hours of the incident.

## **EVACUATION**





# LOS MEDANOS COLLEGE

## EMERGENCY REPORT

- |                              |                              |
|------------------------------|------------------------------|
| <input type="checkbox"/> BC  | <input type="checkbox"/> DVC |
| <input type="checkbox"/> CCC | <input type="checkbox"/> LMC |
| <input type="checkbox"/> DO  | <input type="checkbox"/> SRC |

DATE/TIME OCCURRED	TYPE OF EMERGENCY
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### EMERGENCY ALERT NOTIFICATION METHODS USED

- ☐ Pull Station   ☐ Automatic Alarm   ☐ Telephone   ☐ PA System   ☐ Other (Specify)

AREAS AFFECTED	# OF PERSONS AFFECTED	# OF PERSONS INJURED
ASSEMBLY AREA(S) UTILIZED		DATE/TIME NORMAL OPS RESUMED

### NARRATIVE/COMMENTS:

PREPARED BY:	DATE/TIME PREPARED





☐ DVC  
☐ LMC  
☐ SRC

RADIO #

<input type="checkbox"/> Helmet <input type="checkbox"/> Safety Vest <input type="checkbox"/> Duffel Bag <input type="checkbox"/> N95 Mask <input type="checkbox"/> Nitrile Gloves <input type="checkbox"/> Leather Gloves <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Megaphone <input type="checkbox"/> 2 D Batteries <input type="checkbox"/> Flashlight	<input type="checkbox"/> Whistle <input type="checkbox"/> Clipboard <input type="checkbox"/> Pen	<table border="1"> <tr> <th>RETURNED TO</th> <th>DATE RETURNED</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	RETURNED TO	DATE RETURNED		
RETURNED TO	DATE RETURNED					

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**LOS MEDANOS  
COLLEGE**

## **SAFETY MONITOR CHECKLIST SHELTER IN PLACE**

If it becomes necessary due to a hazardous materials incident, crime in progress, or other emergency, Safety Monitors shall take the following actions as appropriate for the situation and their assignment:

### **SITE/SECTOR SAFETY LEADERS**

- ☐ Remain calm
- ☐ Ensure that appropriate emergency services (fire, police, medical) have been requested
- ☐ Alert others in assigned area
- ☐ Put on helmet and ID vest
- ☐ Retrieve Safety Monitor Emergency Kit
- ☐ Turn on emergency radio
- ☐ Assist others in identifying optimal shelter-in-place/lockdown locations and assist them with the sheltering/lockdown process
- ☐ Determine cause for alarm and building status
- ☐ Provide situation status to first responders and other Safety Monitors
- ☐ Check with and receive status reports from Building/Floor Monitors
- ☐ Report missing/trapped persons to public safety personnel
- ☐ Notify District Police of emergency and situation status at (925) 473-7332(For Brentwood Center 925-473-6919)
- ☐ Upon determination that the building is "All Clear" and safe for reoccupation, coordinate re-entry
- ☐ Update District Police to building reoccupation and situation status at (925) 473-7332(For Brentwood Center 925-473-6919)

### **SAFETY MONITORS**

- ☐ Remain calm
- ☐ Ensure that appropriate emergency services (fire, police, medical) have been requested
- ☐ Alert others in assigned area
- ☐ Put on helmet and ID vest
- ☐ Retrieve Safety Monitor Emergency Kit
- ☐ Lock down any general area doors, if safe to do so
- ☐ Check for injuries and provide first aid as necessary

## **SAFETY MONITOR CHECKLIST**



- ☐ Assist others in identifying optimal shelter-in-place/lockdown locations and assist them with the sheltering/lockdown process
- ☐ Take roll and report any missing/injured persons to the Site/Sector/Building Safety Monitor
- ☐ Follow any additional instructions from Site/Sector/Building Safety Monitor
- ☐ Upon receiving "All Clear" from a Site/Sector/Building Safety Monitor, inform everyone in assigned areas that all is clear.

### **POST-SHELTER/LOCKDOWN**

- ☐ Conduct a thorough sweep of all assigned areas to ensure that everyone is aware that the "All Clear" has been issued.
- ☐ Once the building has been fully checked and operations have returned to normal, all Safety Monitors shall check their assigned areas for hazards and replace any emergency supplies or equipment utilized.
- ☐ All Safety Monitors shall report to any area designated by the Site Safety Monitor to participate in an incident debriefing to identify any issues requiring further attention. The Site Safety Monitor shall facilitate the briefing and prepare an Evacuation Report to minimally include:
  - Date/time of emergency
  - Reason for shelter-in-place/lockdown
  - Emergency notification methods utilized
  - Areas affected
  - Approximate number of persons sheltered
  - Number of persons injured (if any)
  - Assembly Areas utilized (if any)
  - Hazards identified during situation
  - Problems identified during situation
  - Corrective actions taken during situation
  - Needs for improvement
  - Date/time building determined "safe" for reentry and by whom
  - Date/time normal operations were resumed
- ☐ The Site Safety Leaders shall provide a copy of the Emergency Report within 24 hours of the incident to College Administration.

## **SAFETY MONITOR CHECKLIST**