

Building Emergency Team (BET) Evacuation Duty Guidelines

A SUCCESSFUL EVACUATION IS MEASURED BY THE NUMBER OF PEOPLE WHO ARRIVE SAFELY AT THE ASSEMBLY AREA

NOTE: This information is intended to enhance the BET's ability to conduct a safe evacuation. Every person is solely responsible for their own safety and conduct during an actual emergency or emergency drill. These are guidelines to allow a uniform approach to building evacuations at LBNL. Some of the position descriptions below may not apply to every building.

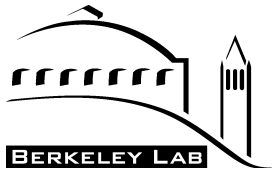
1. BET Members are Not First Responders
2. Move to an Exit Quickly.
3. Do NOT Put Yourself at Risk.
4. Sweep as You Go.
5. Do NOT Stop.
6. If a Person is Trapped or Refuses to Evacuate, Inform the First Responders of the Situation.
7. Do NOT attempt a Solo Rescue.
8. When it is safe to do so, assist the First Responders upon their request.

Building Emergency Team Leaders

The BET Leader organizes and directs the area Building Emergency Team and should be informed of all emergency incidents that occur within their area. BET Leaders work to enhance safety before and during an evacuation. Multiple BET Leaders may be useful in larger buildings or building complexes, where they will act as Floor or Area Wardens.

BEFORE AN EVACUATION

- Assign Building Emergency Team Members for their area.
- In coordination with the LBNL Emergency Services staff and Safety Coordinators, ensure team members receive appropriate training to complete their functions safely and efficiently.
- Maintain current rosters of emergency team members.
- Post emergency personnel rosters at strategic locations.



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DURING AN EVACUATION

- Alert the Building Emergency Team as practical.
- Communicate emergency guidance.
- Assist monitors in their assigned responsibilities and assign alternates if practical.
- Designate a floor command post and an alternate post for meeting and communicating with Building Emergency Team.
- Assign Emergency Aides as practical to those who may need assistance.
- When outside the building, observe the evacuation process and report important information to the first responders as practical (e.g. fire or damage location, location of occupants still in the building).
- When outside the building, go to the assembly area, if safe to do so.
- Communicate with the Building Manager and other BET Leaders.
- Assist in occupant searches, if requested by the Incident Commander and if it is safe to do so.

BUILDING EMERGENCY TEAM MEMBERS

BET Members may be asked to perform the following functions, as needed:

STAIRWELL / DOOR / EXIT MONITOR

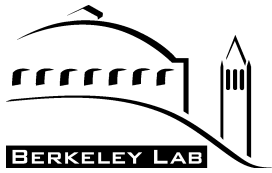
- Assess if stairs or exits are a safe means of egress.
- Assist in an orderly evacuation of employees in a calm manner.
- Assist in the safe flow of personnel in stairways

*(NOTE: If while walking downstairs you meet firefighters coming up, stay next to the **outside wall** of the stairs in single file; the firefighters will be going up along the center rail of the stairwell.)*

- Communicate with the BET Leader and/or Building Manager.
- Once outside the building, instruct others **NOT** to reenter to the building until the Incident Commander communicates that it is safe to do so.

ELEVATOR MONITOR (If Applicable)

- Instruct employees not to use the elevators during an evacuation.
- Direct employees to the stairs or alternate evacuation routes.
- Communicate with the BET Leader and/or Building Manager.



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RESTROOM MONITOR

- Knock quickly on the restroom door and announce the evacuation.
- Instruct employees not to use the restroom during an evacuation.

ASSEMBLY POINT MONITOR

- Go directly to the designated Assembly Point and provide crowd control as needed.
- Instruct all personnel to remain at the Assembly Point as long as it is safe to do so.
- Communicate with the employees and note personnel who may be missing.
- Communication with the BET Leader and/or Building Manager.

RUNNER

- Go directly to the Assembly Area and report to the BET Leader.
- Once outside the building, the BET Leader may direct the runner to:
 - Contact the Building Manager and/or Building Emergency Team Leaders in other areas and provide them with updated situation reports.
 - Exchange messages with the Emergency Operations Center and report back to the BET Leader.
 - Obtain needed emergency supplies.