

BUILDING SAFETY REPRESENTATIVE EMERGENCY EVACUATION RESPONSIBILITIES

The evacuation of buildings at the University of San Diego is everyone's responsibility. However, some people have assumed responsibilities to help make an emergency evacuation and their building safer. The title given to these persons is Building Safety Representatives, Alternate Building Safety Representatives, and Floor Representatives. Their responsibilities are as follows:

Building Safety Representative responsibilities are:

- Insuring the safe and expedient evacuation of their building.
- Know the location of the designated **assembly area**, and emergency exits for their building.
- Distribute information concerning evacuation plans, and evacuation drills to all building departments.
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- Insure clear access to exits and fire safety equipment in their building.
- Accounting of building occupants at the assembly area.
- Reporting missing or injured persons to Public Safety or other emergency personnel.
- Insure assistance is provided to those with disabilities that may impede their safe evacuation.
- Meet with Environmental Health and Safety to critique evacuations.

Alternate Building Safety Representatives shall be responsible for:

- Assume responsibilities of the Building Safety Representative in their absence.

Floor Representatives shall be responsible for:

- The safe and expedient evacuation of the floor in the building to which they are assigned.
- Accounting of occupants on their floor, at the assembly area.
- Reporting missing persons to the Building Safety Representative or Alternate B. S. R.
- Insuring assistance is provided to those with disabilities that may impede their safe egress.

For more information refer to the **USD EMERGENCY PROCEDURES GUIDE** or contact the Office of Environmental Health and Safety at extension 2595.