

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 people is building safety representatives, alternate building safety representatives, and floor representatives. This is a voluntary role and their responsibilities are as follows:

Building Safety Representative Roles:

1. Safety Liaison

- a. Corresponds with campus Safety and Fire Prevention Technician to communicate about possible safety issues.
- b. Receives and disseminates safety information from Safety and Fire Prevention Technician and notifies building occupants of upcoming fire protection equipment servicing or testing.
- c. Update Safety and Fire Prevention Technician if there are any changes to building safety representative staff.

2. Safety Hazard Recognition

- a. Building Safety Representatives (BSRs) are not expected to perform life safety inspections of their building. However, if an obvious or potential hazard is identified, report it to Environmental Health and Safety.
- b. Most common hazards to look out for include:
 - i. Exit pathways and doors are blocked.
 - ii. Extension cords being used as permanent wiring.
 - iii. Fire extinguishers are not accessible or blocked.
 - iv. Stairwell doors are being propped open.
- c. If you are unsure if you see a safety hazard, please call the Safety and Fire Prevention Technician at ext. 2504 or the Department of Environmental Health & Safety at ext.2226

3. Assists with evacuation of building

- a. Wears orange vest, helmet, and red backpack containing first aid kit and megaphone. Knows location of evacuation assembly area, conducts sweep of floor to ensure occupants are evacuating.
- b. When evacuated, the Safety Representative takes account of faculty and staff. The Building Safety Representative will inform the Public Safety Officer if there is anyone is missing or still inside building.

- c. After the Public Safety Officer has checked the building, he or she will announce “All Clear” to allow occupants to re-enter building.

Alternate Building Safety Representative Role:

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

Floor Representative Role:

- a. Conducts a quick sweep of the floor they are assigned to ensure safe and expedient evacuation of the occupants.
- b. Accounts for occupants from their floor at the evacuation assembly area.
- c. Reporting missing persons to the Building Safety Representative.
- d. May provide assistance to people with disabilities.