

SMCCCD

Building Captains

2024 - 2025

The Building Captain program was established to facilitate enhanced emergency preparedness and coordinate initial emergency procedures in every regularly occupied SMCCCD campus building. The program is a critical component of the District's Emergency Preparedness, Operations, and Recovery Plan. Building Captains are campus employees who work in regularly occupied campus buildings and perform essential activities for the purpose of minimizing injury to campus faculty, staff and students in the event of an emergency. The immediate actions of Building Captains can reduce the number and severity of injuries, instill calm and order in the midst of a crisis, and lessen the burden on first responders.

The Building Captain Program/Plan satisfies requirements set forth by Title 8, §3220 Emergency Action Plan (Inclusive), and CCR 3100, Ch. 8, Oath or Affirmation of Allegiance for Disaster Service Workers and Public Employees. These regulations cover those designated actions employers and employees must take to ensure safety from fire and other emergencies.



DAY ONE

Lecture

- ICS 100
- Radio Communications
- Fire Extinguisher (lecture)
- Go-Bags
- Drill Procedures
- Emergency Procedures
- Building Safety
- Evacuation Chairs
- Hazardous Materials
- People With Disabilities
- Active Shooter



DAY TWO

CPR Certification

- CPR | FIRST - AID | AED CERTIFICATION
- Primary Assessments



DAY THREE

Putting it all Together

- Live Fire Training
- Lifting and Moving
- Radio Communications

Building Captains RESPONSIBILITIES

- Fire Prevention
- Building Evacuation & Accountability
- Early Emergency Notification
- Building Surveys
- Emergency Medical Events
- Shelter in Place
- Active Assailants
- Drop, Cover, and Hold-On
- Hazardous Materials