The role of the Building Captain is crucial to Clover Park Technical College’s overall safety and emergency response protocol. By agreeing to take on this role you have effectively placed yourselves on the front lines of protecting the campus and your students and co-workers from harm. I hope that you will feel a sense of accomplishment from your success. THANK YOU!

- Attend All Hazards Committee meetings to take part in developing emergency plans, procedures, and policies regarding campus safety and emergency response.
- Lead personnel to established gathering points in an evacuation.
- Account for building personnel during evacuations and emergencies.
- Participate in/lead the execution of drills in your assigned building.
- Assist with assessments of drills in other buildings.
- Make suggestions to improve safety and security in your assigned building and the full campus.
- Be thoroughly familiar with the evacuation plan and safe room(s) for your assigned building.
- Be thoroughly familiar with the locations of fire extinguishers and first aid kits in your assigned building.
- Attend training when available.
- Assist with orienting new employees to the safety procedures in your assigned building and the locations of safety items like fire extinguishers, safe rooms, first aid kits, AEDs (if any), and safety bulletin boards.
- Be the point of contact for safety information and incident reporting for all building occupants.
- Check bull horn batteries at least once per month.
- Help to ensure that your back-up captains are as prepared as you are for emergencies.
- Properly display safety bulletins and posters as well as evacuation routes and gathering point diagrams provided by CPTC.
- Be familiar with students and staff members in your assigned building who have disabilities and may need assistance in an evacuation.
- **Think of others before yourself in an emergency by remaining calm and assuring that safety procedures are followed.**