

BUILDING CAPTAIN

EVACUATION + RADIO CHEAT SHEET

YOUR ROLE

Lead a calm evacuation, move occupants to the assembly area, account for people, and give DPS a concise C.A.N. report.



DURING SHAKING: DROP, COVER, AND HOLD ON.

Do not begin the evacuation until the shaking stops.

EVACUATION ACTION FLOW

1

GEAR UP

Grab your go-bag and radio.
Don your Building Captain
helmet and reflective vest.



GO-BAG



RADIO



HELMET



REFLECTIVE VEST

2

DIRECT EVACUATION

Use the nearest safe exit and
posted evacuation route.
Do not use elevators.

3

LEAD CALMLY

Use a calm presence, clear
communication, and coordination.
Move people away from the
building; do not re-enter.

4

ASSEMBLY AREA

Bring occupants to the designated
Evacuation Assembly Area. If conditions
allow, stay at least 1.5x the building
height away from the structure.

5

ACCOUNT

Keep your group together. Conduct a
headcount / best available accountability
and identify missing persons, injuries,
or hazards.

6

REPORT

Set the radio correctly, contact DPS,
and give a C.A.N. report. Remain at the
assembly area for instructions.

RADIO SETUP - BEFORE YOU TALK

1

SET CHANNEL



TURN SELECTOR
to **CHANNEL 2**

2

SELECT CAMPUS BAND



USE UP / DOWN
to change campus band



CSM



CAN



SKY

READY CHECK

Campus band correct | Channel 2 | "Safety" on display

RADIO BASICS

- Listen first; wait for the channel to clear.
- Press and hold the PTT button, pause one beat, then speak clearly.
- Release PTT to listen.
- Keep transmissions short and use plain language.
- Priority life-safety traffic: "Mayday, Mayday, Mayday"
+ exact location + problem.

ACCESS / MOBILITY ASSISTANCE

Evacuation chair: trained staff only; confirm chair type;
use 2+ operators; secure passenger; maintain communication.

C.A.N. RADIO REPORT

CONDITIONS | ACTIONS | NEEDS

C CONDITIONS

WHAT IS HAPPENING?

Building [#] fully
evacuated.
No visible hazards.



A ACTIONS

WHAT ARE YOU DOING?

Occupants at assembly
area.
Headcount completed.



N NEEDS

WHAT DO YOU NEED?

No injuries or
assistance required –
or state exact need.



CALL SEQUENCE

“Public Safety, this is [Name],
Building [#] Building Captain.”

RELEASE PTT + WAIT



GIVE C.A.N. REPORT



RELEASE PTT + LISTEN



IMPORTANT

Report evacuation status.
DPS coordinates /
confirms the all-clear.



**QUICK CHECK: HELMET | VEST | GO-BAG | RADIO |
CAMPUS BAND | CHANNEL 2 | SAFETY DISPLAY**