For More Information Visit Our Website

http://www.utsa.edu/oep/

- Floor Captain Safety Liaison list by building
- Emergency Preparedness action items
- Weather, and local road condition updates
- Contact information for The UTSA Crime Prevention office and Police Department
- Current Department of Homeland Security Advisory Threat Level
- UTSA Comprehensive Emergency Management Plan
- Quick Links to UTSA Police Department, FEMA, DHS and City/State Emergency Management Agencies websites

“Protecting Your Future… Today.”

The University of Texas at San Antonio
Police Department
Office of Business Continuity & Emergency Management
Phone: 210-458-6851
Fax: 210-458-7602
www.utsa.edu/utsapd

“Empowering Community Volunteers in Emergency Response.”
The University of Texas at San Antonio Floor Captain Safety Liaison Program

Training Requirements
Floor Captains must attend Safety Liaison Training given by the Office of Business Continuity & Emergency Management and Environmental Health, Safety and Risk Management yearly to ensure confidence in performing duties. The training involves hands on training with the evacuation chair, as well as fire extinguisher training administered by the Office of Environmental Health, Safety and Risk Management.

Program Details
The Floor Captain Safety Liaison Program was initiated to provide training to building occupants assisting fellow occupants in seeking shelter or evacuation in the event of an emergency. The goal of the program is to assist all occupants to react as quickly and safely as possible when a building is involved in an emergency. The volunteers are trained to assist building occupants in evacuating the building. Once out of the building floor captains may assist responders by offering specific building information, and keeping occupants calm and informed.

Before an Emergency
- Perform during random drills to build confidence in safety liaison responsibilities.
- Developing building occupant contacts
- Training, Coordination and Development with responders.

During an Emergency
- Assist Building Occupants
- Aid Emergency Responders
- Help Individuals Who Require Special Needs

Emergency Chair Training

What a Floor Captain is Not
Floor Captains are not under any circumstances required to put themselves or the safety of others at risk. They are not expected to perform duties that require expertise or extensive training, such as putting out large fires. Floor Captains are not to carry out any tasks they cannot or do not feel comfortable performing safely. Floor Captains are not required or expected to be safety or emergency management experts.

Knowledge of Area of Responsibility
Upon completion of training floor captains should advise floor occupants that they are a floor captain, and request that any special needs personnel be identified to ensure assistance is offered in the event of an emergency. Floor Captains should meet with floor occupants and have them complete an occupancy form and also review the Comprehensive Emergency Management Plan for UTSA after identifying emergency equipment, and familiarizing themselves with the building.

Emergencies
Floor Captains assist emergency response personnel in evacuating building occupants. Often in the event of an emergency there are not enough emergency responders to evacuate every building. Floor Captains help ease panic, stress, and help in an effort to restore order and return UTSA to regular functioning activities.