

BSA Basics

A bird's eye view



Learning Objectives

- Standardized Emergency Management System (SEMS) and Incident Command System (ICS)
- Responsibilities of BSC's
- Responsibilities of BSA's
- Preparedness
 - Building Fire Alarm System
 - Radio Communication
 - BSA Bag
 - Resources
- Emergency Responses

What is SEMS?

- Definition: SEMS is a system for MANAGING emergencies
- California Office of Emergency Services is the responsible agency
- Top Down, Expandable, Flexible
Common Organization, Terminology, and Resource Management
- Mutual aid, Multi/Inter-Agency Coordination
- Efficiently supports tactical (field) operations at disaster scene
- State Agencies must use SEMs

Why SEMS?

- Facilitates flow of information and resources
- Establishes emergency communication system
- Facilitates coordination between all responding agencies
- Improves mobilization, use, and tracking of resources
- Manages priorities with limited resources

5 ELEMENTS OF SEMS

- Incident Command System (ICS)
 - (Cover in more detail)
- Master Mutual Aid System
 - “Neighbor helping neighbor” concept
 - Used by cities, counties, state to provide resources when needed
- Multi-agency Coordination System (MACS)
 - Coordinates decision making among and between agencies
- Operational Area Concept
 - Intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county

5 Levels of SEMS

- Field (scene)
 - uses the Incident Command System; emergency response personnel
- Local (jurisdiction)
 - local governments or special districts such as the municipal water district
- Operational (58 - county)
- Regional (6)
 - State is divided into six mutual aid regions
- State
 - Coordinates between the state and the federal level



SEMS Online Training

Do you want to learn more about NIMS/SEMS training?

1. Go to Blackboard and log-in
2. Click on Environmental Health & Safety > NIMS Study Material and take the course.
3. If you do not see Environmental Health & Safety then write a ITS Helpdesk Ticket requesting to take the course

welcome to Blackboard

Home Help Logout

Update BB Email Help

Modify Content

My Organizations

Organizations in which you are participating:

[Environmental Health and Safety](#)

My Announcements

No system announcements have been posted in the last 7 days.
No organization announcements have been posted in the last 7 days.

CSUEB University News & Events

CALIFORNIA STATE UNIVERSITY EAST BAY Online

My BE Faculty & Staff Courses My Online Storage My E-Portfolio Organ

Announcements
NIMS Study Materials

ENVIRONMENTAL HEALTH AND SAFETY (EHS_ORG) > ANNOUNCEMENTS

Announcements

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS

Tue, Sep 25, 2007 -- Welcome
State Law and Homeland Security Presidential Directive

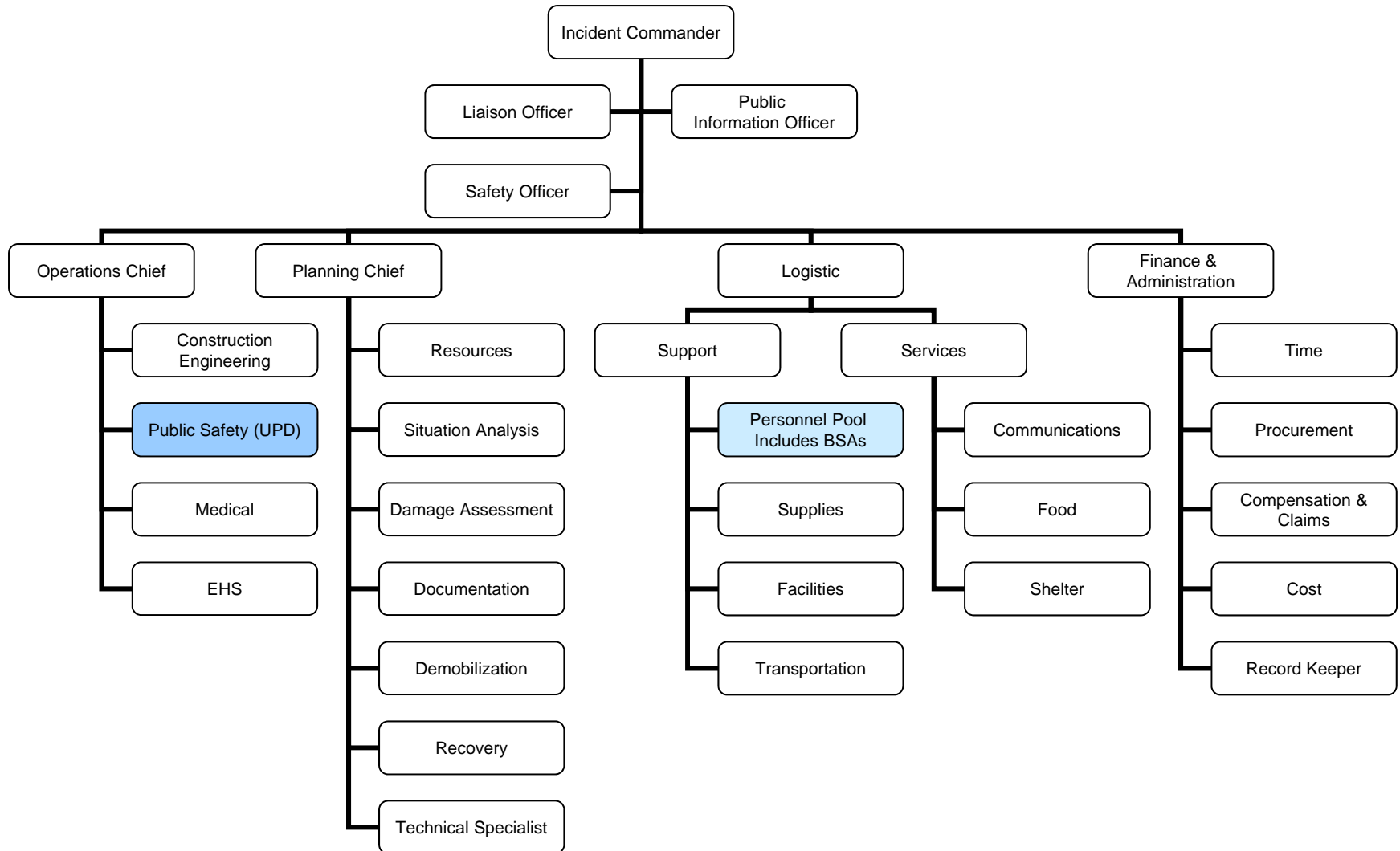
What is an Incident Command System (ICS)

The ICS is a standardized on-scene incident management system designed to allow first responders to adopt an integrated organizational structure . It is designed to be flexible enough to meet the demands of a simple (Building Evacuation) or a complex incident (e.g. a Katrina-like disaster).

BSCs and BSAs are part of the ICS during an emergency.

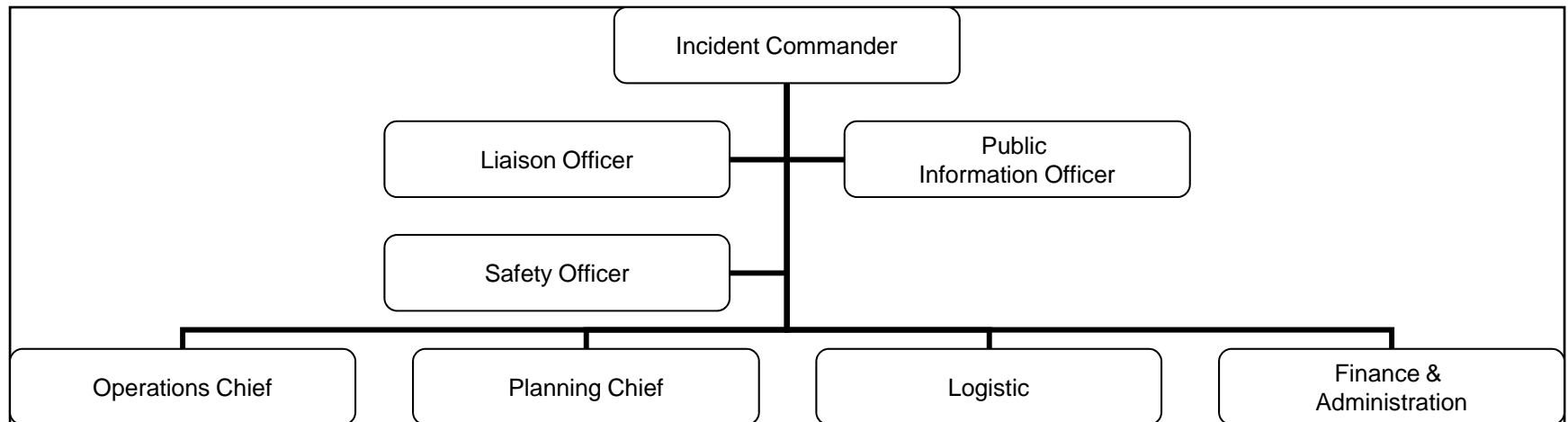
[OSHA Incident Command Information](#)

ICS - large scale disaster plan



ICS - large scale disaster plan

Emergency Operations Command (EOC)



- In a large disaster, the Incident Commander orders that an EOC be established.
- The EOC will consist of some or all of these command posts. **This may take some time.**
- In the meantime, BSCs and BSAs should assist and account for their co-workers, we'll discuss this in more detail later.

ICS - single building evacuation

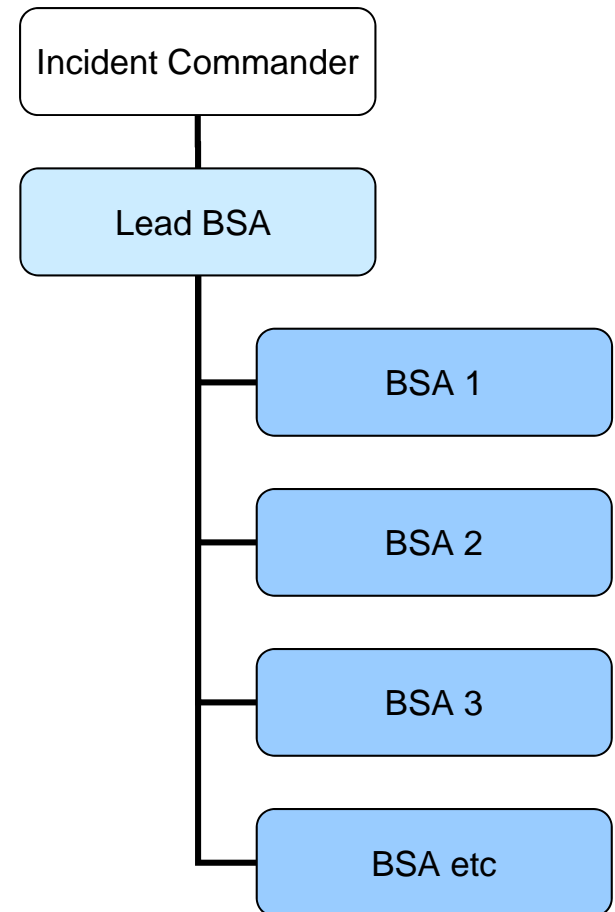
This would be the ICS for the most likely non-medical emergency on campus, a building evacuation triggered by a fire alarm. The IC is in charge.

During this emergency, the BSA's will receive directions from the IC.

Remember, only the IC can give the “all-clear” message to BSA's for reentry into the building(s).

Incident Commander (IC) could be:

- Public Safety Responders (Fire Department, City Police), or
- University Emergency Personnel (UPD, EHS, Facilities)

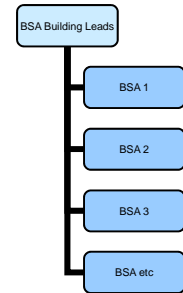


Who is the Incident Commander?

Incident Commander or IC is responsible for all aspects of the response, including developing incident objectives and managing all incident operations. The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC:

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determine incident objectives and strategy to achieve the objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral Incident Action Plan.
- Ensure adequate health and safety measures are in place.
- In a large incident the Incident Commander will most likely be the University Chief of Police

Who are the BSCs and BSAs



- Building Safety Assistants (BSA) are volunteers.
- BSAs maintain a level of emergency preparedness for their areas
- BSAs are trained to help bring order and calmness to emergency situations.
- BSAs notify building occupants of required evacuations, managing evacuations safely, accounting for building occupants at assembly points
- BSAs provide assistance in the event of a building or campus wide emergency, incident, or drill.

Who are the BSCs and BSAs

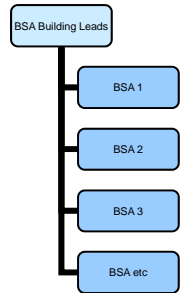
A BSA is recognized by their yellow helmet and/or orange vest.



BSA's are important emergency response team members!

Responsibilities of a BSC- Preparedness

- The Building Safety Coordinators (BSC) help address special building issues.
- Coordinate the BSAs during emergency preparedness and response
- Coordinate the safe evacuation of building occupants during an emergency
- Act as the liaison between Department Safety Coordinators, BSAs and the EOC during a large scale emergency
- Recruit new BSAs as needed and notify EHS so the BSA List can be updated on the campus website
- Contact EHS with great ideas on how to improve the system and the Program!



Responsibilities of a BSA - Preparedness

- Working closely with their BSCs to understand the procedures
- Learning to react without becoming a victim
- Knowing campus emergency response procedures
- Knowing your building emergency and evacuation procedures
- Maintaining a consistent level of preparedness
- Training co-workers about emergency response procedures
- Attending training whenever possible

How do I Plan & Prepare?

- Work with your fellow BSCs and BSAs to identify special requirements for emergencies in your building
- Attend the following training:
 - Meeting annually with EHS and UPD
 - CPR and First Aid
 - Evacuation Chairs
 - Fire Extinguishers
 - Radios Communications
- Seek out Resources
 - Your fellow Building BSCs and BSAs
 - Contact EHS x 5-4139 if you need additional information
 - Websites links :
 - [CSUEB Emergency Response Information](#)
 - [UPD](#)

CSUEB Emergency Response Information

Cal State East Bay - Environmental Health & Safety - Windows Internet Explorer

http://www.aba.csueastbay.edu/EHS/emergency_mgnt.htm

File Edit View Favorites Tools Help

Cal State East Bay - Environmental Health & Safety


CALIFORNIA STATE UNIVERSITY EAST BAY

Environmental Health & Safety

- Schedule & Catalog
- Library
- Campus Directories
- Colleges & Depts.

SEARCH

About CSUEB Prospective Students For Students ▾ For Alumni & Friends ▾ For Faculty ▾ For Staff ▾ Apply Online ▾



Environmental Health & Safety

CSUEB HOME

Emergency Management

- **Building Safety Assitants**
- Business Continuity Planning
- Disaster Recovery
- Emergency Response and Operations

Environmental Health & Safety

A & F Home

Emergency Management

CSU East Bay Emergency Management is a program within the Department of Environmental Health and Safety that is responsible for developing and implementing programs and projects in emergency planning, training, response, and recovery. Our mission is to promote campus disaster planning, mitigation, response and recovery. Included in this site are guidelines for what to do in case of various emergencies or disasters. The kinds of emergencies that can happen on our campus include:

QUICK LINKS

- **A & F Forms Page**
- **University Policies and Procedures**
- **This Week on Campus**
- **Employment Opportunities**
- **Visitor Information**

UPD Website

Crime Prevention Tips - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www20.csueastbay.edu/sa/upd/crime-prevention-tips.html

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

About CSUEB Academic Programs Library Athletics News Calendar + People Finder + A-Z Directory Search Our Site Go

 CALIFORNIA STATE UNIVERSITY EAST BAY

Apply Online Giving to CSUEB Quicklinks

Student Affairs + Prospective Students Current Students Faculty Staff Alumni & Friends

Departments Resources for Students Information for Families About Student Affairs

University Police Department

- Crime Prevention Tips
- Mission Statement
- Emergency Guidelines for the Campus Community
- Requesting Services
- Campus Security Report
- Emergency Preparedness
- Law Enforcement Links
- Commendations and Complaints
- Police Services
- Police Staff
- Crime Alerts

CSUEB Home > Student Affairs > University Police Department > Crime Prevention Tips

Crime Prevention Tips

The University Police Department (UPD) is a Community Oriented Policing and Problem Solving (C.O.P.P.S) agency.

We believe in fostering partnerships with members of the University community to identify, prioritize and respond to issues that impact our campus, both negatively and positively. We know that with the support of the community, we are a much more effective law enforcement agency. Therefore, we encourage the community's increased support and collaboration in keeping our campus safe! Each member of our community can further assist UPD by recognizing and practicing the following crime prevention tips:

Offices/Work Space

- Always lock your office door when you leave--even for a restroom break.
- Take your valuables with you. Do not leave them in your office or at your work space (For example, while doing research in the Library)
- Reduce the amount of cash and credit cards you carry with you.

Key Control

- Do not leave you keys lying about.
- Keep a record of all keys issued. Master keys and extra duplicates should be locked away for safekeeping. When a particular key is needed, everyone must sign for its use.
- Have all keys stamped with the words "Do Not Duplicate."
- If you've been burglarized, do not walk into or disturb the crime scene area. Call UPD immediately. The chances of apprehending the burglar are greatly increased if the scene is left completely intact. Assist responding officers by providing information regarding all missing items, including a prerecorded list of serial numbers.

http://www20.csueastbay.edu/sa/upd/emergency-guidelines.html

start | Microsoft Outlook | Microsoft PowerPoint | Crime Prevention Tips... | 1:17 PM

How do I Plan & Prepare?

- Train co-workers about your building's emergency response procedures
- Train co-workers in your area to assist during an emergency
- Have emergency response supplies in your car and train your co-workers about what they should maintain in their cars
- Have everyone program the UPD phone numbers in your cell phone for speed dialing
 - [Reporting an emergency: 510-885-3333](#)
 - [Non-emergency: 510-885-3791](#)
- Have everyone sign up for “Alert Me”
 - [Alert Me Sign-in](#)

Alert Me Sign-in

Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://webapps.csueastbay.edu/secure/websvcs/alertme/

Most Visited Getting Started Latest Headlines Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Additional plugins are required to display all the media on this page. Install Missing Plugins...

About CSUEB Academic Programs Library Athletics News Calendar People Finder A-Z Directory Search Our Site

CALIFORNIA STATE UNIVERSITY EAST BAY

Apply Online Giving to CSUEB Quicklinks

Prospective Students | Current Students | Faculty | Staff | Alumni & Friends

AlertMe

Cal State East Bay's Alerting and Warning Service

AlertMe is Cal State East Bay's alerting and warning service for students, faculty and staff. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. AlertMe can alert you by phone, text message, or email — you choose the best ways to reach you.

To receive AlertMe emergency warnings, you must sign up (below) and tell us how to contact you.

AlertMe is part of the campus's emergency communications system. In all emergencies, natural disasters and other crises, information will be posted on the [Cal State East Bay home page](#). In addition, important information and instructions will be recorded on the Cal State East Bay Emergency Information line at (510) 885-2000.

[Frequently Asked Questions](#)

NetID:
Password:

PRINT THIS PAGE SHARE

Maps & Directions | Contact Us | Career Opportunities

Copyright 2008 California State University, East Bay. All Rights Reserved. • 25800 Carlos Bee Boulevard, Hayward, CA 94542 • phone 510-885-3000

Done webapps.csueastbay.edu

start Document2 - Micros... MSN.com - Windows... Inbox - Microsoft O... Microsoft Excel - BS... Microsoft PowerPoin... Login - Mozilla Firefox 6:18 PM

What's in the Bag?

Preparedness

- Building Safety Assistants are provided a BSA Bag (or Go-Pack) with supplies that could be helpful in the event of an emergency or incident on campus.
- The BSA should review the contents of their bag at least twice a year and contact EHS for replenishment of expired supplies and add their own personal items as appropriate.
- **Note:** Batteries should be stored separate from the flashlight to prevent corrosion. Check your radio periodically.
- Here is the link for standard bag contents: [BSA Supplies List](#)
- Contact Ayesha Moss for additional supplies 5-4024.



Providing Assistance – Preparedness

- Offer assistance to individuals who may have difficulties evacuating an office or other area.
- Develop a plan to assist individual(s) during an evacuation. This may include:
 - Training other co-workers willing to help by being a “buddy”, or
 - Knowing the locations of the evacuation chairs and wheelchairs in your building, or
 - Having co-workers learn how to use the evacuation chairs, the megaphone, etc.



Radio Communication- Preparedness

- 3 Models of Motorola
 - TalkAbout 200
 - TalkAbout 250
 - TalkAbout T6220
- Interchangeable
- Same functionality



Radio Communication- Preparedness



Radio Facts

- BSCs and Lead BSAs are provided with handheld FRS / radios
- The BSAs use the radios to communicate with one another in the same building or to talk to BSAs in another building if the need arises
- These radios have different channels for each building on campus
- These devices work best when operators are in the line of site and know how to use them
- Learn to use the radios from a fellow BSA or contact EHS

[BSA Web Page](#)

250 TalkAbout Owner's Manual

T6220 TalkAbout Owner's Manual

Radio Communication- Preparedness



Radio etiquette:

- Use plain, simple language
- Use your functional title - BSA or BSC then your name
- Press the talk key, wait for 2-3 seconds, then begin to talk
- Avoid stepping on other active transmissions
- Avoid “keying” your microphone (PTT held down) when you have nothing to say [PTT = Push to Talk]
- Pause your transmission periodically to ensure that the person on the other end is copying your transmission. This also allows others to break in with more important information without talking over your transmission

<u>Expression</u>	<u>Meaning</u>
Go ahead	Pass your message
Copy	Message received and understood
Say again	Retransmit message please
Standby	Message acknowledged ,but I am unable to reply or deal with it at this time
Affirmative	Yes
Negative	No
Over	Information passed waiting for reply
Out	Transmission finished
Do You Copy	Do you understand, please acknowledge
En Route	Resources heading to incident
Unreadable	Used when signal received is unclear or not understood
Disregard	Do not pay attention to the last radio traffic

Radio Communication- Preparedness



Operation

- The BSC or Lead BSA will establish a building BSA Net Control, and usually act as the net operator during the duration of the event or incident on the radio. This could also be set up for multiple buildings.
- The BSC / Lead BSA will do this by broadcasting a message similar to the following:

Hello, this is WA Hall, Welcome Center BSA Net Control, BSA (your name) speaking – over. I would like to begin with a BSA ‘call in’ to assess our current status – please respond with your name and location – over. (Response) Do we have any priority or emergency traffic – over? (Response) ...

Radio Communication- Preparedness



BSA Radio Zone	Buildings
1	Field House, Student Health, Library, KPE
2	University Club, Warren Hall
3	Art & Education, Music, Robinson Hall, Theater , VBT
4	American Language Program, Early Childhood Education, Science, Telemarketing, VBT
5	Boiler Plant, Corp Yard, Facility Management, International House, Pioneer Heights
6	Bookstore, Meiklejohn Hall, University Unions 1 & 2, Trailers
9*, 10 Code 1	Emergency Response Center (EOC)

*Primary Channel

Radio Communication- Preparedness

When the channel is set to the
EOC Zone 9 Code 1 this is
what you will see.



Emergency Response

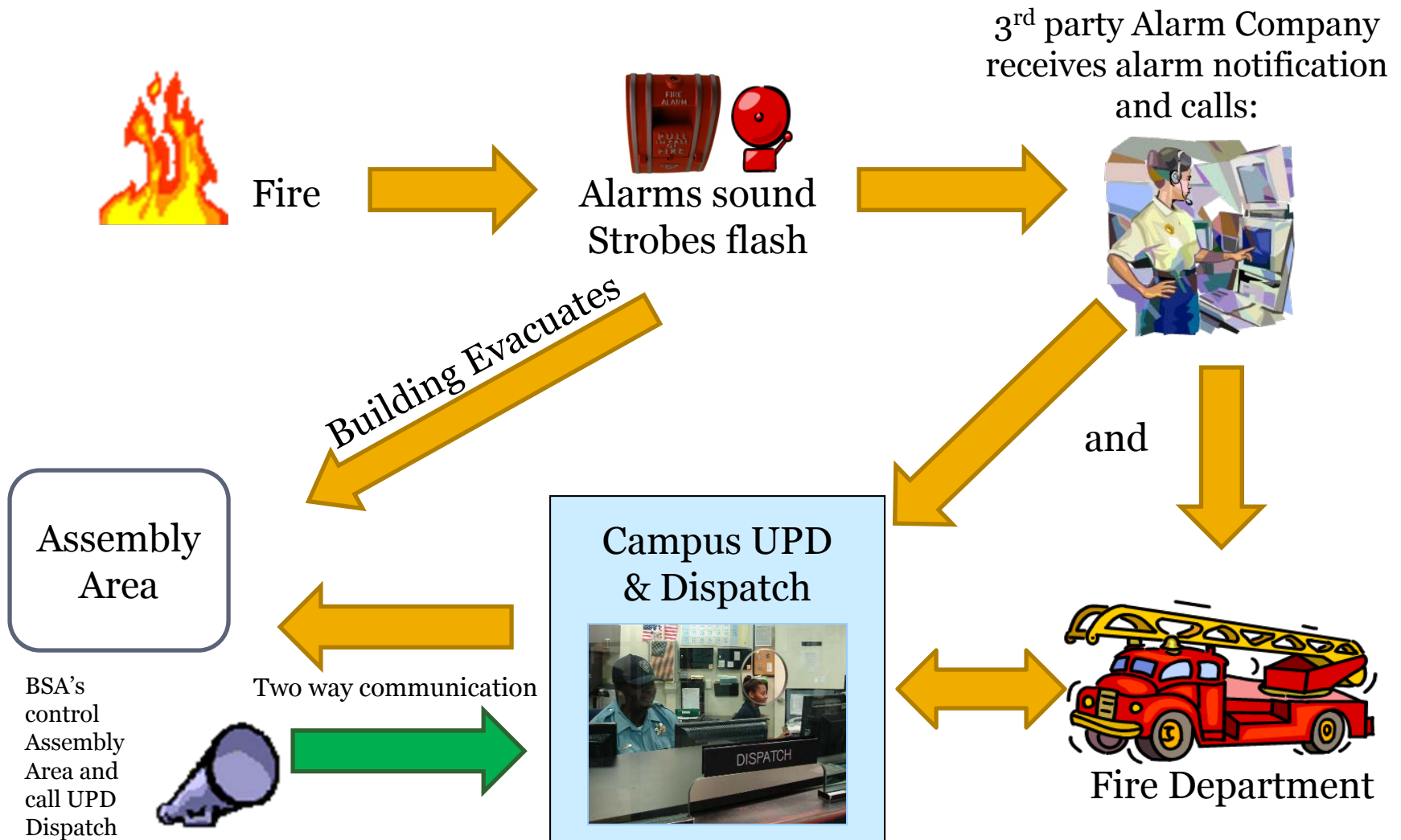
Emergency Response

- Every emergency will be different.
- Stay calm and remain flexible.
- Your safety is always number one! Never put yourself in a situation where you too could become a victim.
- Your primary focus is to avoid becoming a victim and helping keep others from becoming a victim.

Emergency Response - Building Evacuation

- Remain calm – gathering your thoughts
- Take your BSA bag and personal belongings
- Put on your vest and hat
- Turn on your radio
- Sweep the area as you leave, looking in bathrooms, conference rooms, etc.
- Shut doors as you leave – fire doors help prevent migration of smoke
- Evacuate the building via the stairs, do not use elevators.

What should happen when the building fire alarm sounds.....



Emergency Response - Building Evacuation

Continued.....

- Identify anyone needing assistance evacuating; assist the person, assign a buddy, or use the evacuation chair. Do not use elevators.
- If the person can not evacuate and if it is safe to do so, stay with the person. If you stay with the person, let the BSC know by radio or by having others report to the BSC your location and situation.
- If you need to leave the person, tell emergency personnel as soon as possible the location of the individual and the situation.

Emergency Response - Building Evacuation

Continued

- The first BSA at the Assembly Area is the Lead BSA



Emergency Response - Building Evacuation

Continued

- Establish a command with the BSAs from your building – Lead BSA, Net Radio Command
- If safe to do so, station BSAs at building entrances to prevent anyone from re-entering the building before the “all-clear” is announced.



Emergency Response - Building Evacuation

Continued.....

- The Lead BSA should make contact with Emergency Personnel at the Assembly Area
- Emergency Personnel are:
 - University Emergency Personnel (UPD, EHS, Facilities) or
 - Public Safety Responders (Fire Department, City Police)

Emergency Response - Building Evacuation

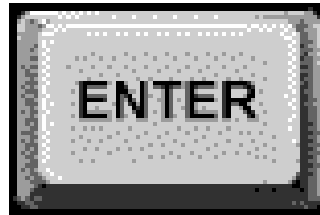
- If no emergency personnel have responded, call the University Police:
 - Cell phone 510-885-3333 (speed dial)
 - White courtesy phone or campus phone - 911
 - Call Box (Blue sign / yellow box)



Emergency Response - Building Evacuation

Continued.....

- Only these Emergency Personnel can give the “all clear” to re-enter the building
 - University Emergency Personnel (UPD, EHS, Facilities) or
 - Public Safety Responders (Fire Department, City Police)



Emergency Response - Large Disaster

- Stay calm, be patient, and flexible!
- If appropriate, evacuate buildings, providing assistance as per the need and your training
- Assemble and account for everyone in your area
- Contact UPD Dispatcher or EOC with report and further instructions
- Contact other BSAs requesting or offering assistance
- If UPD or EOC is not available, go to the Amphitheater and await further instruction. Stadium is the back-up location.

- If it is a large disaster, emergency personnel may not respond immediately, be patient
- The EOC will be activated, but this may take some time

Are you prepared for other emergencies?

- Earthquakes
- Electrical Outages
- Extreme Heat
- Fires
- Live shooter
- Hazardous Materials Releases
- Severe Storms
- Terrorism

More information, click on these links:

[CSUEB Emergency Response Information](#)
[UPD](#)

Thank you and

And keep up the good work!

