SCL Floor Coordinator Teams Responsibilities:

Upon notification of an emergency requiring building evacuation, Floor Coordinator Teams (FCT) are responsible for insuring that all students, faculty and staff members on their assigned floors evacuate to the ECS Evacuation Assembly Area (EAA) in an expedient manner.

FCT’s will begin their search in each wing of Santa Clara Hall by checking each room from one end of the wing to the other. FCTs will physically inspect each laboratory space to make sure all personnel have safely evacuated the premises and directed to the EAA. The EAA is located on the edge of parking lot 4, specifically in the grassy area between the bicycle lockers just east of the Santa Clara Hall 1300 wing and the UEI Building. If that area is unsafe or not accessible, the alternate EAA location is the Library Quad, located to the SW of Santa Clara Hall. All evacuees should be directed to assemble in the EAA in order to verify their safe evacuation. As soon as they're done evacuating their floor, the FCT should immediately join the rest of their colleagues at the EAA.

If during the course of their search an FCT finds a disabled student in need of evacuation assistance, the FCTs will assist that person as necessary. Once an FCT discovers a disabled person in need of assistance, one of the FCT’s (or their designee) should remain with that person until they have been safely evacuated to the EAA.

The following is a list of locations which need to be physically checked by the FCTs:

SCL 1100 wing
SCL 1200 wing
SCL 1300 wing