Building Coordinator Responsibilities

General Duties and Responsibilities

- Disseminates information on emergency response procedures for your building or area.
- Acts as coordinator for occupants in implementing a building emergency response plan.
- Coordinates with university police or other emergency staff for building evacuation or shelter-in-place.
- Works as building liaison to other campus departments (campus police, facilities and human resources) that provide support, assistance and input to emergency preparedness planning.
- Trains an alternate to assume duties when the BC is on vacation, absent or not available.

Duties During an Emergency

- Be a building contact between occupants, essential service providers (i.e., campus police or fire department).
- Coordinate use of any building emergency equipment or supplies (i.e., first aid kit, flashlights, megaphone, etc.).
- During any emergency, please have your cell phone readily available. Also tune to WMWM 91.7 FM for up-to-date information.
- Keep streets and access ways clear for emergency vehicles.
- Inform campus departments and emergency staff on the condition of your building status (i.e., power, telephones, elevators, etc.) and inform university police of any issues.
- The BC’s major role is one of communication and coordination.

Ongoing Duties

- Attends all training workshops/activities specifically organized for BCs.
- Become familiar with your building “Be safe” plans and use them to facilitate an exercise or emergency situation.
- Become familiar with the Emergency Assembly Area (EAA) for your building. Ensure coverage for all EAAs for your building.
- Notify occupants of your building of impending access intervention to public areas/utilities in the building.
- Posts notices of construction work in the building that could affect occupants in other department space.
- Coordinates occupants’ response and serves as building interface regarding the appropriate use and maintenance of public areas within buildings, i.e., security safety modifications to public areas, signage/posting of notices and procedures for facility use and operation.

Roles for Building Coordinators

Emergency Contact Information

- **Campus Police**
  978.542.6111 (emergency)
  978.542.6511 (non-emergency)

- **ITS Help Desk**
  978.542.2036
  Email: it-help-desk@salemstate.edu

- **Facilities Help Desk**
  978.542.4357

- **University Switchboard**
  978.542.6000
Be the “eyes-and-ears” for emergency team or responders with respect to your building
- If during your regular staff duties you notice a potential concern related to emergency response, please contact campus police, facilities or executive vice president Stan Cahill.
- During power outages or other events, please be prepared to advise the emergency team on the status of your building during such events.
- During power outages, please walk your building and ascertain if anyone is stuck in an elevator. Report immediately to campus police.
- Familiarize yourself on all aspects of emergency response by reviewing the material located on Navigator.

Become familiar with all aspects of your building configuration
- Know how to access and download “be safe” plans and become adept at reading them.
- Familiarize yourself with locations of all emergency exits, campus or emergency phones and other resources in and around your building.
- Know location of all stairways, elevators and other egresses in building.
- Be aware of construction or other work within your building that needs to be known and communicated to others.

Familiarize yourself on all aspects of emergency plans as developed by the Emergency Management Operations Center (EMOC)
- Familiarize yourself on all aspects of emergency response by reviewing the material located on Navigator.
- If not done already, please register your emergency contact information (including cell phone) on the Connect Ed system.
- Keep current on updates as issued by EMOC.
- Attend training sessions as scheduled by EMOC.

Be a resource to facilitate evacuation or other emergency actions for campus-wide events (i.e., commencement, speaker series, etc.) as needed.
- If assigned as part of regular staff duties, you may be called upon with specific assignments to facilitate an evacuation from special events.
- Depending upon staffing levels or specific events, you may be called upon specifically to assist in evacuation procedures prior to and day of the event.

Attend regular and special training sessions or exercises as instructed.
- There will be mandatory orientation briefings at the beginning of each semester (fall, spring and summer sessions).
- There will also be optional training classes at ITS to review EMOC website, be safe plans and other logistical material developed by EMOC.
- There will also be ad hoc requests for building coordinators to perform routine tasks and stay current on their specific building knowledge and emergency procedures.
- During the year, surveys may be distributed to ascertain specific or general issues that should be considered or requested by the EMOC.

Your Role
As a building coordinator (BC), you will serve as the day-to-day communication liaison between campus departments and building occupants for your specific building A building coordinator:
- Creates a sense of ownership
- Acts as the eyes, ears and mouth for the institution
- Interacts with facilities, campus police and other departments on matters of concern
- Acts as the team leader for your building

Roles for Building Coordinators (BCs)

Facilitate building and campus-wide emergency exercises or situations

Building evacuation drills or events
- Upon hearing alarm, put on orange vest or arm band
- If assigned, bring bull horn (or flashlights) to direct personnel as needed
- Remind all to evacuate building immediately and in orderly manner
- Inform responders of any person requiring assistance
- Inform responders of any other unusual observations or circumstances
- Note any malfunctions involving alarms and/or warning lights. Report to facilities.
- Proceed to Emergency Assembly Area (EAA) and direct personnel as needed
- If building has multiple EAA, please coordinate coverage for each
- Relay “all clear” upon notification from responders

Shelter-in-place drills or events
- Upon hearing alarm, put on orange vest or arm band
- If assigned, bring bull horn (or flashlights) to direct personnel as needed
- Download and have available, building plans from “be safe” website
- Meet fellow building coordinators at pre-designated site in building
- Coordinate coverage to ensure personnel are “in-place”
- Advise anyone in hallways or other common areas to seek nearest room as shelter
- Seek shelter yourself
- Upon “all clear” signal go back over assigned area and inform others