

# EMERGENCY PREPAREDNESS ROLES AND RESPONSIBILITIES

An explanation of roles and responsibilities as a building, floor, or area coordinator or designee.

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## EMERGENCY PREPAREDNESS ROLES AND RESPONSIBILITIES

### INTRODUCTION

The primary duties of the building, floor or area coordinator is to assist with the planning, preparation and execution of the Building Emergency Action Plan. This means that that during an emergency event, coordinators will assist with the communication of campus emergencies to building occupants, coordinate the proper response to an alert and/or initiate action (i.e., evacuation, relocation, lock down). The coordinator will also collect information during the event for effective reporting after the emergency event ends.

Emergency preparedness coordinators will be required to participate in training and regular meetings to review and actively participate in planning for our facilities. This booklet will further explain the roles and responsibilities of each coordinator position.

Thank you for serving in the assigned coordinator role. Your contribution to our emergency planning is appreciated.

*Director Nathan Antrican*

*Director of Campus Police and Emergency  
Preparedness*

*Michael Hansel*

*Interim Chief of Police*

*Adam Stanley*

*EPP Coordinator*

# **Emergency Building Coordinator Roles and Responsibilities**

## PRIMARY COORDINATOR



## BUILDING

### **Reports to**

College Emergency Response Management Team, Executive Policy Group,

### **Role purpose**

The Primary Building Coordinator supports the College Emergency Management program by assisting in the development, maintenance and execution of the Building Emergency Action Plan and serves as a liaison with campus police, local law enforcement and other emergency responders. The Primary Building Coordinator is appointed by the President of the College.

### **Role Functions**

1. Appoint Primary Building Coordinator Designee and Secondary Building Coordinator. Oversees the appointments of floor and area coordinators and their designees.
2. Develops and maintains the currency of the Building Emergency Action Plan (BEAP).
3. Ensures that the building College Emergency Response Team (CERT) is aware of their appointment on the team and has knowledge of their responsibilities during an actual emergency in the building.
4. Develops an emergency contact listing for CERT members as well as other employees in the building of responsibility.
5. Work with various department heads to develop a method of accounting for employees during an emergency and be able to provide this information to emergency responders upon request.
6. Work with the faculty and/or faculty Senate to develop a method of accounting for students who should have been in attendance during an emergency situation and be able to provide this information to emergency responders upon request.
7. Be well versed in Evacuation, Relocation, Lockdown, Shelter-In-Place and Active Threat response procedures. Be familiar with the location of the indoor relocation area and alternate areas that may be used should that location fill quickly. Be familiar with outdoor evacuation rally points for the building.
8. Ensure that CERT members attend various EPP training, CPR/AED, stop the bleed, and emergency equipment operation trainings as they are offered.

9. Ensure that the assigned emergency preparedness radio is properly maintained, is tested once per month, and is accessible to the Primary Building Coordinator Designee in your absence. The radio and issued keys should be carried at all times when you are on campus as it is your method of communication with emergency responders during an emergency situation occurring in the building of responsibility or across campus.
10. Ensure that the emergency “go” bag is properly maintained and is accessible to the primary designee and secondary coordinator and their designee.
11. Conduct periodic walk through of the building of responsibility to document and report any safety hazards that need to be addressed to facilities management by submitting a work order for needed repairs.
12. Be familiar with the location of building emergency exits, fire extinguisher locations, alarm pulls and the location of the nearest AED.
13. Must document decisions and assignments made as well as action taken during activation of the plan and complete emergency preparedness reports as needed.

## **SECONDARY BUILDING COORDINATOR**

### **Reports to**


Primary Building Coordinator, College Emergency Response Management Team, Executive Policy Group

### **Role purpose**

The Secondary Building Coordinator supports the College Emergency Management program by assisting the Primary Building Coordinator in the development, maintenance and execution of the Building Emergency Action Plan (BEAP) and serves as a liaison with campus police, local law enforcement and other emergency responders. The Secondary Building Coordinator is appointed by the Primary Building Coordinator.

### **Role Functions**

1. Appoints Secondary Building Coordinator Designee and Floor Coordinators.
2. Oversee the appointments of floor and area coordinators and their designees.
3. Assist in the development and maintenance of the Building Emergency Action Plan (BEAP).

4. Assist in ensuring Emergency aware of their responsibilities and has knowledge of their responsibilities during an actual emergency in the building.  that the building College Response Team (CERT) is appointment on the team
5. Assist in the development of an emergency contact listing for CERT members as well as other employees in the building of responsibility.
6. Assist in working with various department heads to develop a method of accounting for employees during an emergency and be able to provide this information to emergency responders upon request.
7. Assist in working with the faculty and/or faculty Senate to develop a method of accounting for students who should have been in attendance during an emergency situation and be able to provide this information to emergency responders upon request.
8. Be well versed in Evacuation, Relocation, Lockdown, Shelter-In-Place and Active Threat response procedures. Be familiar with the location of the indoor relocation area and alternate areas that may be used should that location fill quickly. Be familiar with outdoor evacuation rally points for the building.
9. Assist in ensuring CERT members attend various EPP training, CPR/AED, stop the bleed, and emergency equipment operation trainings as available.
10. Ensure that the assigned emergency preparedness radio is properly maintained, is tested once per month, and is accessible to the Secondary Building Coordinator Designee in your absence. The radio and issued keys should be carried at all times when on campus as it is your method of communication with emergency responders during an emergency situation occurring in the building of responsibility or across campus. Keys give you needed access to locking your work area and/or classroom.
11. Assist in ensuring that the emergency go bag is properly maintained and is accessible to you and your designee.
12. Assist in conducting a periodic walk through of the building of responsibility to document and report any safety hazards that need to be addressed to facilities management by submitting a work order for needed repairs.

13. Be familiar with the location of building emergency exits, fire extinguisher locations, alarm pulls and the location of the nearest AED.
14. Must document decisions and assignments made as well as action taken during activation of the plan and complete emergency preparedness reports as needed.

### PRIMARY/SECONDARY BUILDING COORDINATOR CHECKLIST

**REMEMBER: RUN, HIDE, FIGHT!**

#### PRIOR TO AN EMERGENCY NOTIFICATION

- Assign both the primary building coordinator designee and the secondary building coordinator. (*The secondary coordinator will assign floor coordinators and floor coordinators will assign area coordinators*).
- Be familiar with and regularly review with your team the Building Emergency Action Plan (BEAP), your role, and the roles assigned to individuals within the plan.
- Review and update your BEAP twice each year (January and June).
- Be familiar with the areas of the building or assigned tasks your team members have responsibility for.
- Be familiar with evacuation routes out of the building and the location of the outside rally point.
- Be familiar with the indoor relocation protocol, and the location of the relocation area for the building.
- Be familiar with the lock down/shelter-in-place protocol.
- Ensure that your team members attend training as it is offered.
- Keep your emergency preparedness radio with you at all times when on campus. It is your communication link if something occurs while you are away from your desk.
- Ensure that your radio is tested each month and that your go bag is stocked and ready to grab and go.

Be prepared to lead/direct others to safe locations, and to assist law enforcement/emergency responders should you be requested to provide information or direction.



**UPON NOTIFICATION**

- Remain calm, follow the Building (BEAP) based on the for evacuation, relocation or lockdown/shelter-in-place. Follow instructions or take action that you deem necessary.
- Obtain the EPP radio and your go bag, if possible and safe to do so. Ensure the radio is on channel #2 for communication. **Do not communicate on the radio if there is an active threat situation, as doing so may disclose your location, and that of others, to an intruder.**
- If it is safe to do so, retrieve your EPP vest and put it on to identify you to responders as a member of the CERT team.
- If possible, begin to document or make note of times and events occurring at your location. Be prepared to submit a written statement and/or log sheet regarding the incident and actions taken.
- If your building/area is the location of the event:
- Contact 911 to relay as much information as possible. Remain on the line with 911 if instructed to do so. When it is safe to do so, relay as much information as possible to the floor coordinator. Provide updates as needed.
  - If the building occupied is NOT the location of the emergency event, monitor radio for information/instruction and/or await updates from the EMS system.

**OF EMERGENCY**

through with initiation of Emergency Action Plan circumstances at hand

**IF EVACUATION OR RELOCATION IS DETERMINED OR ORDERED:**

- If evacuating or relocating, your team should check and clear all assigned rooms in the areas they have been assigned. (Close doors and turn off lights to indicate the area has been cleared).

**NOTE: IF EVACUATING FOR FIRE, CLOSE, BUT DO NOT LOCK, DOORS.**

- Position yourself at a central location to direct occupants to exit AWAY from known threats and to communicate with floor and area coordinators.
- Once all areas are cleared, you may proceed, along with floor and area coordinators to the rally point or the relocation area.
- Along the way you may need to give direction to building occupants to achieve an orderly evacuation/relocation.
- BE VISIBLE and HEARD.

## **EMERGENCY PREPAREDNESS ROLES AND RESPONSIBILITIES**

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- Keep everyone as calm and orderly as possible and direct groups and individuals to the rally or relocation point.

- Once assembled, remind them that your actions are for their protection and safety.

Once at the rally/relocation point follow protocol and await further instructions.

**IF LOCKDOWN / SHELTER-IN-PLACE IS DETERMINED OR ORDERED:**

- Initiate Building Emergency Action Plan (BEAP) protocol for Lockdown/ Shelter-in Place.
- Close, lock and/or barricade the door to prevent intruder entry.
- Turn out the lights, silence phones and computers.
- If in a classroom have everyone gather in the corner, either to left or right, of the door. *(If intruder gains entry you are in position to overtake him and not be situated directly in front of them upon entry).* If in an office take cover/refuge under or behind heavy furniture.
- Attempt to keep everyone in the area contained until you are notified that all danger has passed. *(do not attempt to restrain or argue with any one intent on leaving. Do explain the danger to them and others).*
- If ALL CLEAR is given, attempt to verify before moving from your location.
- Be prepared, to accompany Law Enforcement/First Responders through the building if requested to do so. Be prepared to follow instructions.
- Report status to floor coordinator and provide them with your incident log information as soon as is practical.


**PRIMARY FLOOR COORDINATOR**

**Reports to**

Primary and Secondary Building Coordinator

**Role purpose**

The Floor Coordinator supports the College Emergency Management program by assisting the Primary and Secondary Building Coordinator and their designees in the execution of the Building Emergency Action Plan (BEAP). May participate in the development and maintenance of the Building Emergency Action Plan. The Primary Floor Coordinator is appointed by the Secondary Building Coordinator. **Role Functions**

1. Appoints Secondary Coordinators and execution of the Plan (BEAP) by areas of the building.  Floor Coordinators, Area Designees to assist in the Building Emergency Action clearing assigned floors and
2. Assigns specific areas of the floor to be cleared by assigned Secondary Floor and/or Area Coordinators.
3. Develop a plan of action to quickly respond in clearing the floor of responsibility during an evacuation or relocation.
4. Develops a method of communication for area coordinators to indicate assigned areas have been checked and cleared.
5. Develops a contact/accountability list for personnel assigned as Secondary Floor as well as Area Coordinators and Designees.
6. Ensure that assigned radio is properly maintained and tested once per month. Designate a team member to monitor the radio in your absence.
7. Keep the radio and your keys with you at all times during the day and while on campus. Ensure the radio is accessible to your designee in your absence. The radio is your method of communication with campus police, Primary and Secondary building coordinators. Keys will allow access or locking of work areas.
8. Be familiar with the location of designated indoor relocation area(s) and alternate areas that may be utilized. Be familiar with outdoor evacuation rally points.
9. Be well versed in response procedures for evacuation, relocation, lock down, shelter-in place and active threat.
10. Participate in available emergency response and emergency equipment operation training.
11. Assist in conducting a periodic walk through of the floor/building of responsibility to document and report any safety hazards that need to be addressed to facilities management by submitting a work order for needed repairs.

12. Be familiar with the location of building emergency exits, fire extinguisher locations, alarm pulls and the location of the nearest AED.
13. Must document decisions and assignments made as well as action taken during activation of the plan and complete emergency preparedness reports as needed.



## SECONDARY FLOOR COORDINATOR

### Reports to

Primary Floor Coordinator

### Role purpose

The Secondary Floor Coordinator supports the College Emergency Management program by assisting the Primary Floor Coordinator and their designees in the execution of the Building Emergency Action Plan (BEAP). May participate in the development and maintenance of the Building Emergency Action Plan. The Secondary Floor Coordinator is appointed by the Primary Floor Coordinator. **Role Functions**

1. Assist in appointing Area Coordinators and Designees to assist in the execution of the Building Emergency Action Plan (BEAP) by clearing assigned floors and areas of the building.
2. Assist in developing a plan of action to quickly respond in clearing the floor of responsibility during an evacuation or relocation.
3. Assist in developing a method of communication for area coordinators to indicate assigned areas have been checked and cleared.
4. Assist in developing a contact/accountability list for personnel assigned as Area Coordinators and Designees.
5. Assist in ensuring assigned radio is properly maintained and tested once per month and is accessible in the absence of the secondary floor coordinator.
6. In the absence of the Primary Floor Coordinator keep the radio and your keys with you at all times during the day and while on campus. The radio is your method of communication with campus police, as well as Primary and Secondary building coordinators. Keys will allow access or locking of work areas.
7. Be familiar with the location of designated indoor relocation area(s) and alternate areas that may be utilized. Be familiar with outdoor evacuation rally points.

8. Be well versed in response procedures for evacuation, relocation, lockdown, shelter-in place and active threat.
9. Participate in available emergency response and emergency equipment operation training.
10. Assist in conducting a periodic walk through of the floor/building of responsibility to document and report any safety hazards that need to be addressed to facilities management by submitting a work order for needed repairs.
11. Be familiar with the location of building emergency exits, fire extinguisher locations, alarm pulls and the location of the nearest AED.
12. Must document decisions and assignments made as well as action taken during activation of the plan and complete emergency preparedness reports as needed.



## Community College FLOOR COORDINATOR

### CHECKLIST

**REMEMBER: RUN, HIDE, FIGHT!**

#### PRIOR TO AN EMERGENCY NOTIFICATION

- Assign both the primary floor coordinator designee and the secondary floor coordinator. (*The secondary floor coordinator will assign area coordinators*).
  - Be familiar with and regularly review the Building Emergency Action Plan (BEAP), your role, and the roles assigned to individuals within the plan.
  - Assist the Primary Building Coordinator by assisting with review and update of the BEAP at least twice each year (January and June) or as deemed necessary should assignments change.
  - Be familiar with the areas of the building or assigned tasks that area coordinators have responsibility for.
  - Be familiar with evacuation routes out of the building and the location of the outside rally point.
  - Be familiar with the indoor relocation protocol, and the location of the relocation area for the building.
  - Be familiar with the lock down/shelter-in-place protocol.
  - Ensure that your team members attend training as it is offered.
  - Keep your emergency preparedness radio with you at all times when on campus. It is your communication link if something occurs while you are away from your desk.
  - Ensure that your radio is tested each month and that your “go” bag is stocked and ready to grab and go.
- Be prepared to lead/direct others to safe locations, and to assist law enforcement/emergency responders should you be requested to provide information or direction.



**UPON NOTIFICATION OF EMERGENCY**

- Remain calm, follow through with initiation of the Building Emergency Action Plan (BEAP) based on the circumstances at hand for evacuation, relocation or lockdown/shelter-in-place. Follow instructions or take action that you deem necessary.
- Obtain the EPP radio and your go bag, if possible and safe to do so. Ensure the radio is on channel #2 for communication. **Do not communicate on the radio if there is an active threat situation, as doing so may disclose your location, and that of others, to an intruder.**
- If it is safe to do so, retrieve your EPP vest and put it on to identify you to responders as a member of the CERT team.
- If possible, begin to document or make note of times and events occurring at your location. Be prepared to submit a written statement and/or log sheet regarding the incident and actions taken.
- If your building/area is the location of the event:
  - Contact 911 to relay as much information as possible. Remain on the line with 911 if instructed to do so. When it is safe to do so, relay as much information as possible to the floor coordinator. Provide updates as needed.
  - If the building occupied is NOT the location of the emergency event, monitor radio for information/instruction and/or await updates from the EMS system.

**IF EVACUATION OR RELOCATION IS DETERMINED OR ORDERED:**

- If evacuating or relocating, area coordinators should check and clear all assigned rooms in the areas they have been assigned. (Close doors and turn off lights to indicate the area has been cleared).

**NOTE: IF EVACUATING FOR FIRE, CLOSE, BUT DO NOT LOCK, DOORS.**

- Lead or direct building occupants to exit AWAY from known threats to the appropriate outside rally or indoor relocation point.
- Once all areas are cleared, you may proceed, along with floor and building coordinators to the rally point or the relocation area.
- Along the way you may need to give direction to building occupants to achieve an orderly evacuation/relocation.
  - BE VISIBLE and HEARD.
  - Keep everyone as calm and orderly as possible and direct groups and individuals to the rally or relocation point.

- Once assembled, remind them that your actions are for their protection and safety.

Once at the rally/relocation point, follow protocol and await further instructions.

**IF LOCKDOWN / SHELTER-IN-PLACE IS DETERMINED OR ORDERED:**

Initiate Building Emergency Action Plan (BEAP) protocol for Lockdown/ Shelter-inPlace.

Close, lock and/or barricade the door to prevent intruder entry.

Turn out the lights, silence phones and computers.

If in a classroom have everyone gather in the corner, either to left or right, of the door. *(If intruder gains entry you are in position to overtake him and not be situated directly in front of them upon entry).* If in an office take cover/refuge under or behind heavy furniture or a predetermined area that can provide cover and concealment.

Attempt to keep everyone in the area quiet and contained until you are notified that all danger has passed. *(do not attempt to restrain or argue with any one intent on leaving. **Do explain** the danger to them and others).*

If ALL CLEAR is given, attempt to verify before moving from your location.

Be prepared, to accompany, direct or assist Law Enforcement/First Responders through the building if requested to do so. Be prepared to follow specific instructions of law enforcement and responders.

Report status to building coordinator and provide them with your incident log information as soon as is practical.

<b>AREA</b>	 <b>WALTERS STATE COMMUNITY COLLEGE</b>	<b>COORDINATOR</b>
<b>Reports to:</b> Primary and Coordinator		Secondary Floor

**Role purpose**

The Area Coordinator supports the College Emergency Management program by assisting the Primary and Secondary Floor Coordinator and their designees in the execution of the Building Emergency Action Plan (BEAP) by checking and clearing assigned areas of the floor. The Area Coordinator is appointed by the Primary Floor Coordinator. **Role Functions**

1. Assist in execution of the Building Emergency Action Plan by quickly responding to emergency notification clear the floor and direct occupants to either the outdoor evacuation rally points or the indoor relocation point.
2. Be familiar with the location of designated indoor relocation area(s) and alternate areas that may be utilized. Be familiar with outdoor evacuation rally points.
3. Lead, guide and direct students, staff and visitors to the appropriate location via the nearest emergency exit not affected by the event.
4. Assist in developing a method of communication for area coordinators to indicate to the Primary or Secondary Floor Coordinator that assigned areas have been checked and cleared.
5. The Primary Area Coordinator should assign a Primary Area Coordinator Designee as well as a Secondary area Coordinator if staffing will allow to provide extra layers of assistance.
6. Be well versed in response procedures for evacuation, relocation, lockdown, shelter-in place and active threat.
7. Participate in available emergency response and emergency equipment operation training.
8. Assist in conducting a periodic walk through of the floor/building of responsibility to document and report any safety hazards that need to be addressed to facilities management by submitting a work order for needed repairs.
9. Be familiar with the location of building emergency exits, fire extinguisher locations, alarm pulls and the location of the nearest AED.

10. Must document decisions and assignments made as well as action taken during activation of the plan and complete emergency preparedness reports as needed.
11. Perform other emergency response tasks as assigned by the Primary Building and Floor Coordinator, and College Emergency Management.

Walters State



Community College

**AREA COORDINATOR****CHECKLIST****PRIOR TO AN EMERGENCY NOTIFICATION**

- Regularly review and be familiar with the Building Emergency Action Plan (BEAP) and your role within the plan.
- Be familiar with who your fellow area, building and floor coordinators are.
- Be familiar with evacuation routes out of the building and the location of the outside rally point.
- Be familiar with the indoor relocation protocol, and the location of the relocation area for the building.
- Be familiar with the lock down/shelter-in-place protocol.
- Be familiar with the areas that you have been assigned to clear.
- Be prepared to lead/direct others to safe locations, and to assist law enforcement/emergency responders should you be requested to provide information or direction.

**UPON NOTIFICATION OF AN EMERGENCY**

- Remain calm, and initiate the Building Emergency Action Plan (BEAP) based on the circumstances at hand for evacuation, relocation or lockdown/shelter-in-place.
- Obtain the EPP radio, if possible and safe to do so. Ensure the radio is on channel #2 for communication. **Do not communicate on the radio if there is an active threat situation, as doing so may disclose your location, and that of others, to an intruder.**
- If possible, begin to document times and events occurring at your location.
- If your building/area is the location of the event:
  - Contact 911 to relay as much information as possible. Remain on the line with them if instructed to do so. Relay as much information as possible to the floor coordinator, when it is safe to do so. Provide updates as needed.
  - If the building occupied is NOT the location of the emergency event, monitor radio for information/instruction and/or await updates from the EMS system.

**IF EVACUATION OR RELOCATION IS DETERMINED OR ORDERED:**

- If evacuating or relocating, clear all assigned rooms in your area. (Close doors and turn off lights to indicate the area has been cleared).

**NOTE: IF EVACUATING FOR FIRE, CLOSE, BUT DO NOT LOCK, DOORS.**

- Position yourself to direct occupants to exit AWAY from known threats.
- Give direction to achieve an orderly evacuation/relocation.
  - BE VISIBLE and HEARD.
  - Advise occupants to keep calm and orderly.
  - Direct individuals and groups to the rally or relocation point.
- Advise the floor coordinator when your area is cleared.
- Proceed, along with floor coordinator, to the building coordinator location.
- Assist building coordinator, as needed or requested.
- Proceed to rally/relocation point to await further instructions.

**IF LOCKDOWN / SHELTER-IN-PLACE IS DETERMINED OR ORDERED:**

- Initiate Building Emergency Action Plan (BEAP) protocol for Lockdown/ Shelter-in Place.
- Close, lock and/or barricade your door to prevent intruder entry.
- Attempt to keep everyone in the area contained until you are notified that all danger has passed.
- If ALL CLEAR is given, attempt to verify before moving from your location.
- Be prepared, to accompany Law Enforcement/First Responders through the building if requested to do so.
- Report status to floor coordinator and provide them with your incident log information as soon as is practical.

**DESIGNEE**  
(All Positions)**Reports to**

Primary and Secondary Building, Floor or Area Coordinator

**Role purpose**

The position of Designee supports the College Emergency Management program by assisting the Primary and Secondary Building Coordinator and/or Primary Floor or Area coordinator in the execution of the Building Emergency Action Plan (BEAP). The designee must be as familiar with the BEAP as their primary or secondary building/floor/area coordinator and must be prepared to execute the BEAP in the absence of their primary/secondary coordinator. Designees are appointed by the primary and/or secondary building, floor or area coordinator. **Role**

**Functions**

1. Assist in the development and execution of the Building Emergency Action Plan (BEAP).
2. Be familiar with evacuation, relocation, lockdown, shelter-in-place and active threat response procedures.
3. Be prepared to execute that BEAP in the absence of or in addition to the designated primary or secondary coordinator.
4. Be familiar with the location of building emergency exits, fire extinguisher locations, alarm pulls and the location of the nearest AED.
5. Participate in available emergency response and equipment operation training.
6. Assist in recognizing and reporting safety hazards in and outside of the building of responsibility and submitting of work orders to facilities management for any needed repairs.
7. Be prepared to take on additional responsibilities as assigned prior to and during an actual event.
8. Must document decisions and assignments made as well as action taken during activation of the plan and complete emergency preparedness reports as needed.
9. Utilize the appropriate checklist for the position for which you are assigned as a designee.

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