

**New College of Florida  
Building Emergency  
Coordinator Handbook  
2019**

## **Building Emergency Coordinators**

Building Emergency Coordinators are responsible for the safety of individuals and property in their assigned areas. As safety representatives, they will be the first point of contact for safety information and incident reporting for all building occupants. Each Building Emergency Coordinator will manage building emergency evacuations, check assigned areas, and coordinate emergency operations as necessary.

### **Purpose**

New College of Florida is dedicated to providing a safe environment for all students, faculty, staff and visitors. The Building Emergency Coordinator Program has been established to continue that commitment during an emergency. Building Emergency Coordinators will partner with personnel from the Office of Emergency Management (OEM) and Campus Police Department (CPD) to assist students, faculty, staff and visitors in the safe evacuation, or Shelter-in-Place procedures in times of crisis. The Building Emergency Coordinator program is an important part of New College's emergency response protocols. As a participant in this program, you provide a valuable service to the College Community should an incident occur.

### **Program Structure**

The College will have an assigned number of Building Emergency Coordinators based on the size and location of the buildings. Residence Hall Directors (RHDs) will serve as Building Emergency Coordinators and shall be assigned for both, day and evening shifts. Additionally, alternates shall be appointed for each Building position in case the primary is unavailable. To enhance communication and sharing of information during an emergency, CPD and OEM shall have a monthly assignment roster and contact information for the Building Emergency Coordinators for each building.

### **Building Emergency Coordinator:**

A Building Emergency Coordinator is in charge of a specific building or sets of buildings within the facility. After helping with an evacuation, Building Emergency Coordinators transition to their assigned areas to accept reports from Residence Advisors (RAs), or whomever the Building Emergency Coordinator assigns to assist them in collecting information. The Building Emergency Coordinator then relays information to the Incident Commander or designated supervisor. Building Emergency Coordinators will help educate and provide orientation to students on emergency procedures for the building. RAs are key in obtaining and maintaining situational awareness throughout campus; therefore, Building Emergency Coordinators need to work closely with RAs to obtain critical information that may help prevent or mitigate emergencies before they happen.

## Duties: On-Going

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### Orient Yourself:

This can be done with all the other Building Emergency Coordinators in your Building when you complete the *Building Emergency Orientation* (See below).

	Know the entire layout of the building and the various evacuation routes. Have at least two escape routes out of the building.
	Be familiar with the location of occupants, including individuals with functional and access needs, in your building.
	Identify ideal locations for Shelter-In-Place events.
	Know the locations of/and how to operate a fire extinguisher.
	Locate and know how to activate all fire alarms in your building.
	Know all the other Building or Floor Coordinators in your building and in the adjacent buildings.
	Know what hazards are in your building. Identify ways to avoid the hazards during evacuation or shelter-in-place events.
	Know where the College's Emergency Operations Center will be established.
	Know where all emergency supplies in your building are located.
	Know the location of you building's assembly area in case of an evacuation.

### Building Emergency Orientation:

Building Emergency Coordinators will participate in one Building Emergency Orientation per year. These orientations shall be documented in the Building Emergency Orientation Sheet (Appendix 1) by the Building Coordinators and submit it to the OEM.

Building Emergency Orientations serve the following purposes:

- Re-orient each captain with building layout, location of emergency supplies, hazards, fire alarms, fire extinguishers, etc.
- Provide time to review response plans (building evacuation plans for, NCF Emergency Operations Plan, etc.)
- Provide time to conduct a simple safety/hazard inspection of your building/designated area and report any concerns to one or more of the following, as the situation dictates:
  - Office of Student Affairs
  - Physical Plant
  - OEM
  - CPD
  - College Wellness Center

**Orient Others:**

	Introduce yourself to individuals in your area and identify yourself as the Building Emergency Coordinator. Briefly explain your duties.
	Orient new students on the emergency procedures for the building.
	Ensure students know where their pertaining assembly areas (in case of a building evacuation) are located.
	Provide annual orientation and distribute information for all students in the building on general emergency procedures.
	Optional: If available, maintain Safety/Emergency Preparedness Bulletin for individuals in your building.

**Training, Drills, and Meetings:**

	Attend all training workshops and activities specifically designed for Building Emergency Coordinators.
	When available, participate in College wide Emergency Drills or Exercises and take them seriously.
	With assistance of the College OEM and CPD, implement drills for your building.
	Represent building/designated area at Building or Floor Emergency Coordinator Meetings. If a Building or Floor Captain from your area is unable to attend the meeting, ensure they receive the pertinent information from the meeting.

**Be Prepared:**

	Have a substitute identified to take your place if you are absent or indisposed during a drill, exercise or real event and provide their contact information to OEM and CPD.
	Build an emergency kit for your room and your car.
	Visualize your response to those emergencies that are most likely to happen in your building.
	Identify resources within your area of responsibility, which can be useful in an emergency (such as food stores, first-aid supplies, bottled water, camping equipment, etc.)
	Discuss your emergency plan with your family.
	Help others to develop a plan.

## Duties: During Event

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### Think, Communicate, and Mobilize:

	If an emergency notification is made to you via phone call, email, text message or note, from a reliable source (CPD, OEM, Students Affairs, Fire Alarm, etc.) start following necessary procedures.
	If you become aware of a situation, identify what emergency action (Evacuate or Shelter-in-Place) is necessary, if any. Notify CPD and follow procedures.
	Notify building/floor occupants of the emergency situation and get them to mobilize.
	Maintain order and prevent panic by being assertive yet calm.
	Anticipate potential situation changes and develop options for response.

### Evacuation:

	Direct residents during a building evacuation.
	Direct occupants in your area to evacuate.
	Continually remind individuals of the evacuation route and assembly areas.
	Remind Floor Coordinators to take roll when they reach the assembly areas and report the outcome.
	Sweep every room in your area (or assign someone) to make sure that everyone has evacuated, if safe to do so.
	Inspect stairwells, if safe to do so.
	Assist, or assign others to assist any individuals with access or functional needs.
	As much as possible, notice and record any hazards that might hinder First Responders if they need to enter the building.
	If safe to do so, take any available emergency supplies to the assembly area.

### Assembly Area:

	As soon as possible, conduct roll call and as best as possible, maintain personnel situated in the assembly areas until “all clear” is announced.
	Let occupants from your area know that you will provide updated information and direction to them when it becomes available, but until that time, they need to stay in the area.
	Provide updates as they become available to occupants in your area.
	If your assembly area is in Shelter in Place due to an Active Shooter event, have all other individuals turn off their cell phones, and you keep one cell phone on vibrate for notification to/from Law Enforcement only.
	As much as possible, keep individuals from re-entering the building. This may require seeking the assistance of others.
	Follow directions from CPD or the Emergency Operations Center at all times.
	Only provide an “all clear” once it has come from the College Incident Commander or emergency responder who is working as the Incident Commander (police officer, fire fighter or emergency services individual).

**Building Coordinators:**

	Collect vital information as much as possible.
	Small Scale Event: Report to Police Officer or manager on duty.
	Large Scale Event: If an EOC has been activated, report to the Human Needs Section.
	Provide status of the building and occupants to the EOC.
	Follow any directions provided to you by the EOC and utilize Floor Coordinators or others to accomplish assigned duties.
	Keep the EOC informed of progress of any duties assigned and changes in building status.
	Pass information on to your residents once it is received from the EOC.

**Duties: After Event**

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**After-Action:**

	Building Coordinators shall conduct a debrief session and complete a brief After-Action Report (AAR) to be shared during OEM's AAR meeting.
	Make two (2) copies of all notes, forms, etc. from the incidents which are still in your possession. Building Coordinator shall submit originals to the EOC and keep one (1) copy in their files.

**Recovery:**

	Work with College OEM and CPD, Student Affairs Office and/or any other department to implement any necessary changes identified in the After Action Report process.
	Help with any recovery issues for your building, as identified by Incident Command or College Administration.

## Appendix 1

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### Building Emergency Orientation Sheet:

<p><b>BLDG. EMERGENCY COORDINATORS</b></p> <p>Re-orient each coordinator with building layout and location of emergency supplies</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Evacuation routes</li><li><input type="checkbox"/> Assembly Areas</li><li><input type="checkbox"/> Ideal locations for Shelter-in-Place</li><li><input type="checkbox"/> First aid kits</li><li><input type="checkbox"/> Fire alarm pulls</li><li><input type="checkbox"/> Fire extinguishers</li><li><input type="checkbox"/> Other emergency supplies</li><li><input type="checkbox"/> Review College response plans</li><li><input type="checkbox"/> Conduct a simple safety/hazard inspection of your building/designated area and report any concerns to one or more of the following, as the situation dictates:<ul style="list-style-type: none"><li>○ Office of Student Affairs</li><li>○ Physical Plant</li><li>○ OEM</li><li>○ CPD</li><li>○ College Wellness Center</li></ul></li></ul>	<p>Complete below and have participants sign-in on roster</p> <p><b>Date Conducted:</b> _____</p> <p><b>Building/Floor Coordinator:</b> _____</p> <p><b>Building:</b> _____</p> <p><b>Floors:</b> _____</p> <p><b>Notes:</b> (List any concerns or questions that may need to be addressed). _____ _____ _____ _____ _____</p>
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**LIST HAZARDS IDENTIFIED.**

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**BUILDING EMERGENCY ORIENTATION**

<b>Date:</b>	<b>Building:</b>	<b>Floor:</b>	
	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>SIGNATURE</b>
<b>1</b>			
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**BUILDING EMERGENCY ORIENTATION**

<b>Date:</b>	<b>Building:</b>	<b>Floor:</b>
<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>SIGNATURE</b>
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