

Building Coordinator Program University of North Alabama

Recommendation: The Safety and Emergency Preparedness Committee (SEPC) recommends that the university implement a Building Coordinator Assignment process to organize communication across campus.

Building Coordinator Assignment: A person will be assigned to each building for an annual appointment to serve as the lead in general communication of building activities. This person should have been in their role a sufficient length of time to be knowledgeable of the building's layout, features, and occupants.

Rationale:

One point of contact for each building will streamline communication between occupants and things that concern the building operation and management.

Responsibilities:

- Maintain a list of employees assigned to the building by role and room number (updated each semester).
- Maintain the regular building schedule (updated each semester at a minimum), serve as the point of contact for events after normal business hours and notify UNA Facilities and UNA Police with any published schedule update.
- Coordinate with individuals throughout the building each semester to ensure clear understanding of emergency response actions. This may include:
 - Ø Identification of specific leaders (Floor Leaders) for each floor or office suite who would be able to identify occupancy and evacuation confirmation.
 - Ø

What the Building Coordinator is NOT.

The Building Coordinator is NOT...

- Responsible for ensuring the health and safety of all building occupants.
- Responsible for ensuring all parties have exited a building in case of emergency.
- Responsible for notifying everyone in the building of an existing emergency. Alarms and Emergency Messaging should drive reactions. Training will ultimately be key to appropriate reactions by all individuals.
- The first point of contact in an emergency instead of calling 911.
- The first point of contact for maintenance items. Individuals who see needed maintenance items should open a ticket within the Facilities module to correct the issue.
- Someone who takes the place of direct communication for those day to day issues within a building. This individual should not become the complaint desk.

Building Coordinator Checklist

INSTRUCTIONS: