DESIGNATION & QUAILIFICATIONS OF AN EMERGENCY BUILDING COORDINATOR (EBC)

* Building Commissioner (BC) assigns appropriate number of EBC Primary and Secondary representatives for corresponding building.
* PLU Director EHS&EP will inform BC upon EBC representative vacancy.
* EBC representatives serve three year term, unless requisite in employee’s job description.
* EBC representatives must be Full Time Employee.

RESPONSIBILITIES OF AN EMERGENCY BUILDING COORDINATOR

The primary duties of the EBC are to assist with the communication of campus emergencies to building occupants, coordinate the proper response (i.e., Evacuation, Stay in Place or Lock Down) and collect information about the occupants and the facility in order to facilitate an effective response from the Emergency Coordination Center (ECC).

## **During an Evacuation Emergency**

* Assist in the evacuation of building.
* Assembleindividuals at pre-designated evacuation assembly area.
* Take roll call:
* Use Banner or General Roll Call sheet to take roll call;
* Focus on who is missing or injured. Ask others for help accounting for the whereabouts of those who are missing;
* Use radio or runner to communicate missing and injured as soon as possible given the incident scenario; and
* Collect information on who is present and accounted for.
* Post employees at building entrances until the building is secure or occupants are released to go back inside.
* Provide roll call information to Incident Commander, ECC or Campus Safety – whoever is in charge of that incident.
* Convey knowledge of the situation to the runner or use the radio:
* Are utilities functioning?
* Is there a known fire?
* Do you know that someone is trapped in the building?
* Convey status information from the Incident Commander, ECC or Campus Safety to the evacuated individuals.
* Refer all media to the Public Information Officer (PIO).

# During a Stay In Place or Lock Down Emergency

* Word-of-mouth notification or where possible using Public Address System
* Lock the building
* Post respective Stay In Place or Lock Down signs
* Hide or Evacuate
* Monitor radio with discretion

Preparedness

The EBC can have a significant impact on the scope of injuries and pace of business continuity recovery after an emergency by preparing ahead of time. This is an important role that will vary with the time, energy, foresight, resources, and planning that the EBC and his or her department place in the job. The more preparation that an EBC and the department do, the less impact the department is likely to feel after a disaster occurs.

Before a Disaster Occurs

* Maintain Emergency Information:
* List of employees working in your area;
* Note training completed by employees (i.e. First Aid, Search and Rescue); and
* Note the supplies/resources that you have on hand.
* Maintain Department Emergency Supplies:
* Purchase Supplies; and
* Renew inventory of expired items, e.g. food, batteries.
* Evaluate work area for disaster hazards and remove or limit risk:
* Secure or move bookshelves that are located near doors;
* Secure equipment to work surfaces;
* Move furnishings away from heat sources;
* Properly store hazardous materials; and
* Keep exits clear.
* Develop a means for protecting work products, e.g. computerized information, research projects.
* Educate faculty and staff within your building/office/department on following procedures:
* Evacuation, Stay In Place, or Lock Down in buildings that they work in during an emergency;
* Roll Call (Accountability); and
* All Hazards Emergency Management Plan (how PLU will respond to an emergency).

**EBC Training**

* Attend 4 annual training sessions
* 4 hours annually
* Attend briefings and participate in PLU drills and exercises
* 3 hours annually
* Provide training to building faculty/staff and evaluate occupancy
* 1 hour annually