

## 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: