

CAL POLY

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SAN LUIS OBISPO

# Building Coordinator Training

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The Cal Poly Building Coordinator program was developed to facilitate the safe evacuation of campus buildings, assist emergency responders, and to serve as a liaison between building occupants and Facility Services during normal (non-emergency) operations

# AGENDA

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- Introductions
- Building Coordinator Responsibilities
- Evacuation & Sheltering - Out Door Assembly Areas
- Building Assessment Form
- Cal Poly Emergency Management Program
- Campus Protocols
- Campus Priorities in Response to an Emergency
- Emergency Notification and Communication
- Personal and Family Emergency Plans
- Campus Web Resources
- Campus Emergency Contacts

# INTRODUCTIONS

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- **Matthew Roberts** – Administrative Compliance Services Director  
– Emergency Operations Director
- **Leah Kirklin** – Administrative Compliance Services Analyst
- **Mary Kay Patterson** – Administrative Compliance Services Coordinator and Building Coordinator's Contact.

# BUILDING COORDINATOR RESPONSIBILITIES

The next few slides will identify the building coordinator's responsibilities in the following situations:

- During Normal Campus Operations
- Before an Emergency
- During an Emergency

# RESPONSIBILITIES: During Normal Campus Operations

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- Notify occupants of building-related activities, such as utility interruptions and construction.
- Report maintenance and repair issues to Facility Services on behalf of building occupants.
- Attend Building Coordinator training sessions.
- Notify alternate when you are not available.

# RESPONSIBILITIES: Before An Emergency

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- Become familiar with personnel normally in the area and develop a roster.
- Identify anyone with special needs who may require assistance during an evacuation.
- Make sure there is at least one working flashlight in your immediate area.
- Identify yourself as a Building Coordinator to others in your area.

# RESPONSIBILITIES: Before An Emergency (continued)

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- Tour your area to familiarize yourself with exit routes, fire alarm pull stations, fire extinguishers, and potentially hazardous locations such as hazmat storage, labs, and large unsecured furniture.
- Know the location of the evacuation assembly area for your building, as well as the assigned outdoor assembly area in the event of a multi-building evacuation.



# RESPONSIBILITIES: During An Emergency

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- Remain calm.
- As soon as it is safe to do so, assess your immediate area for injuries or hazards.
- If safe to do so, retrieve your roster of employees, Building Assessment Form, and your Building Coordinator vest.
- If the evacuation alarm (fire alarm) is sounding, proceed to the nearest clear exit and to the building assembly area.

# RESPONSIBILITIES: During An Emergency (Continued)

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- If you think the building should be evacuated, activate the building alarm if it is not already sounding.
- Outside, initiate contact with responding University Police or Fire Department personnel.
- Complete a Building Assessment Form and forward, as indicated on the form.
  - <http://afd.calpoly.edu/emergency/docs/bldgassessment.pdf>

# Outdoor Assembly Areas

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- Track near Slack Street
- O'Neil Green – Near California Street
- Lower fields of Sports Complex
- Maps:
  - <http://afd.calpoly.edu/facilities/mapsplans/map/emergency.pdf>

# Cal Poly Emergency Management Program

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- The campus has an emergency management plan which complies with
  - (NIMS), National Incident Management System
  - (SEMS), Standardized Emergency Management System
  - CSU Executive Order 1056
- The main plan establishes the emergency management structure under which the campus will operate in a disaster situation.
  - <http://afd.calpoly.edu/emergency/docs/emergencyplan.pdf>

# Campus Protocols

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- Active Shooter
- Bomb Threat
- Earthquake
- Evacuation & Sheltering
- Fire/Wildland Fire
- Hazardous Material Spill
- Power Outage
- Stranger/Unauthorized Activity/ Suspicious Objects

Campus Emergency Website:

- [emergency.calpoly.edu](http://emergency.calpoly.edu)

# Campus Priorities in Response to an Emergency

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1. Life Safety
2. Secure and preserve infrastructure and facilities
3. Restoration of academic program

# Emergency Notifications and Communications

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- Campus telephone emergency communication system – includes outdoor speakers
- Radio station 1610 AM
- 805-756-NEWS (6397) – can be checked from off-campus
- PolyAlert: Text Message and Email Notifications

# Personal and Family Emergency Plan

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## Web Resources

- American Red Cross
  - [www.redcross.org](http://www.redcross.org)
- FEMA - Federal Emergency Management Agency
  - [www.fema.gov](http://www.fema.gov)
- CAL OES – California Governor's Office of Emergency Services
  - <http://www.calema.ca.gov/Pages/default.aspx>



# Personal and Family Emergency Plan (Continue)

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- **Have a personal plan**
  - Out of State contacts
  - School/Dependents emergency plan
    - <http://www.ready.gov/make-a-plan>
  - Personal Disaster Kit list with supplies
    - <http://www.redcross.org/prepare/location/home-family/get-kit>

# Campus Emergency Management Web Resources

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- Campus Emergency Management
  - [emergency.calpoly.edu](http://emergency.calpoly.edu)
- Campus Emergency Maps
  - <http://afd.calpoly.edu/facilities/mapsplans/map/emergency.pdf>
- Campus Building Assessment Form
  - <http://afd.calpoly.edu/emergency/docs/bldgassessment.pdf>
- Campus Emergency Management Plan
  - <http://afd.calpoly.edu/emergency/docs/emergencyplan.pdf>

# Contacts

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- Emergency Operations & Administrative Compliance Services:
  - 805-756-5447
  - [EOC@calpoly.edu](mailto:EOC@calpoly.edu)
  
- University Police:
  - 805-756-2281
  - Emergency: 911