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

• 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

• **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

- 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

- 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.
• 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

• 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.
• 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](http://afd.calpoly.edu/emergency/docs/bldgassessment.pdf)
Outdoor Assembly Areas

• Track near Slack Street

• O’Neil Green – Near California Street

• Lower fields of Sports Complex

• Maps:
• 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

- 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

6/11/2014
Campus Priorities in Response to an Emergency

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

- 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
Web Resources

- American Red Cross
  - www.redcross.org
- FEMA - Federal Emergency Management Agency
  - 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)

• 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

- Campus Emergency Management
  - emergency.calpoly.edu

- Campus Emergency Maps

- 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

• Emergency Operations & Administrative Compliance Services:
  – 805-756-5447
  – EOC@calpoly.edu

• University Police:
  – 805-756-2281
  – Emergency: 911