



**BOISE STATE UNIVERSITY**

University Policy 9150

## Building Coordinators

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### **Effective Date**

October 2000

### **Last Revision Date**

July 2011

### **Responsible Party**

Chief Financial and Operating Officer and Vice President for Finance and Operations, (208) 426-1200

Associate Vice President for Campus Operations, (208) 426-1493

Department of Public Safety, Emergency Management, (208) 426-4991

### **Scope and Audience**

This policy applies to the Office of the Chief Financial and Operating Officer and Vice President for Finance and Operations, all Building Coordinators, and Department of Public Safety Emergency Management “Emergency Management” staff.

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## **1. Policy Purpose**

This policy was created to establish a process for identifying a Building Coordinator for each campus building and to define the Coordinator’s responsibilities.

## **2. Policy Statement**

The Chief Financial and Operating Officer and Vice President for Finance and Operations, or designee, will identify an administrator in each campus building who represents the majority of the building’s occupants. The administrator will then designate an individual (and alternate) to

serve as Building Coordinator. Emergency Management will maintain lists of administrators and Building Coordinators and will arrange for distribution of the lists and training of Building Coordinators.

### **3. Building Coordinator Responsibilities**

#### **3.1 Communication**

The Coordinator will be responsible for facilitating communication between building occupants and appropriate campus support units. The Building Coordinator will be the liaison or point of contact to gather facts, receive complaints or concerns, and disseminate information for students, faculty, staff, and visitors who are affected by conditions in the building. This information may relate to changes in building conditions; construction or renovation projects; heating, cooling, and ventilation problems; utility service interruptions; fire alarm system maintenance and testing; indoor air quality; and other environmental health and safety concerns.

#### **3.2 Door Security**

Under the direction of the building's administrative or departmental management, the Coordinator will determine normal opening/closing hours for the building's exterior doors and all internal doors to offices, classrooms, and laboratories. The Building Coordinator is the liaison between the building's occupants, custodial services, and University security and will assist these units to ensure exterior and interior door security.

#### **3.3 Emergency Procedures**

The Coordinator will assist Emergency Management in developing and maintaining emergency action and evacuation procedures for the building, coordinate their dissemination, and schedule evacuation drills within the facility (refer to policy on Emergency Action and Building Evacuation Procedures). When a building alarm sounds or an evacuation is ordered, the Building Coordinator will:

- a. Ensure, to the extent practicable, that building emergency action and safe exiting procedures are followed.
- b. Direct evacuated building occupants to gather at designated outside safe assembly locations.

- c. Report to campus and community emergency personnel, immediately upon their arrival, the exact location of any persons waiting in the building's rescue areas and all other known details about the emergency situation.
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## **Revision History**

June 2004; July 2011