

# Building Safety Coordinator Duties

## I. PURPOSE

The occupants of each building on campus need an informational system, which gives them immediate knowledge of emergencies and other related circumstances that may cause building concerns. The informational system shall involve a network of authorized persons from each building on campus. This network will consist of Building Safety Coordinators and/or representatives from their respective offices along with personnel from applicable college departments including but not limited to University Police, Environmental Health and Safety, and Facilities Services.

## II. RESPONSIBILITIES OF THE BUILDING SAFETY COORDINATOR

- A. Devise a system for the dissemination of emergency information or other information related to circumstances of concern to occupants in the building and coordinate the implementation of this system as needed.
- B. Relay information pertaining to emergencies, potential emergencies, or any unusual situations or person in the building to the following offices:
  - 1. University Police - x3333
  - 2. Facilities Services - x3452
  - 3. Environmental Health and Safety - x3796
- C. Accompany or have a representative accompany representatives from Facilities Services and Environmental Health and Safety on the semiannual building inspection tours.
- D. Keep appropriate Safety Committee liaison informed of specific building issues.