



## Building Coordinator Checklist

Building Coordinators are assigned to every building and act as a liaison between the building occupants and emergency first responders such as Campus Security or the Pasadena Fire Department. During evacuations and emergency situations, Building Coordinators collect pertinent information from Floor Wardens about injured individuals, trapped or missing persons, fire, hazardous material spills or other hazards remaining inside the building or about hazardous conditions. The Building Coordinator directs individuals to the assembly area and discourages individuals from re-entering the building until it has been determined safe.

Building Coordinators are identifiable by their green vests.

### During an evacuation:

- Don your green vest, retrieve checklist and Orange emergency bag
- Alert all individuals in your assigned area to evacuate
- Direct building occupants and visitors to the Assembly Area
- Stand in a safe but prominent location e.g. by the enunciator panel or in the assembly area, where floor wardens and emergency personnel will see you
- Collect information about injured individuals, trapped or missing persons, fire, hazardous material spills or other hazards from floor wardens and provide to Campus Security or first responders. In the event of an earthquake, Building Coordinators are to report critical information to their Division/Department Control Center (DCC) or in the absence of a DCC, directly to the Emergency Operations Center.
- Provide information to evacuated occupants in the assembly area as appropriate
- Keep individuals away from the scene of the emergency

**Never put your own safety at risk.**

### Pre emergency responsibilities

- Review emergency procedures and know the location of your assembly area
- Keep a current list of Floor Wardens in your building
- Keep the Orange Emergency Bag in an accessible location
- Be familiar with the location of the following emergency equipment:
  - Fire alarm pull stations
  - Fire extinguishers
  - Emergency exits
  - Evacuation routes
  - First aid supplies
  - Emergency supplies
  - Emergency shower and eye wash stations
- Report hazardous conditions such as obstructed emergency egress, inoperable emergency signage or damaged emergency equipment to Safety 6727 or Facilities 4717
- Identify individuals with mobility challenges and help them develop alternate evacuation plans
- Attend Building Coordinator/Floor Warden training
- Consider attending hands-on fire extinguisher training