

# **Emergency Building Coordinator Responsibilities**

## **Overview**

The role of the Emergency Building Coordinator (EBC) includes partnering with the Chief Emergency Building Coordinator to prepare an emergency response for their building, implementing the plan in an emergency, and serving as a communications liaison between building occupants and campus services and agencies in both emergencies and day-to-day operations.

The EBC position involves core responsibilities including:

- Emergency Preparedness
- Emergency Response
- Communication Liaison

## **Core Responsibilities**

### **Emergency Preparedness:**

1. Assist the Chief Emergency Building Coordinator in the development and implementation of the building Emergency Response Plan.
2. Lead their assigned area in all campus-wide evacuation drills in coordination with the Chief Emergency Building Coordinator.
3. Works in cooperation with the Chief Emergency Building Coordinator to post notices and disseminate information about the building's emergency procedures.
4. Complete all training workshops and activities specifically organized for Emergency Building Coordinators.

### **Emergency Response:**

1. In the event of an emergency, partner with the Chief Emergency Building Coordinator and direct building occupants to either shelter-in-place or evacuate based on the nature of the emergency.
2. During an emergency maintain records and/or accountability for building occupants and provide assistance to the Chief Emergency Building Coordinator.

### **Communication Liaison:**

1. Notifies building occupants of impending access interruption to public areas and utilities.
2. Posts notices of construction work in the building that could affect occupants in public areas.
3. Meets and communicates with Chief Emergency Building Coordinator regularly.
4. Communicates the status of the building to the appropriate authorities in emergency situations.