Building Coordinator Handbook

In an emergency, dial 911 or contact Public Safety from any campus phone.

Office of Risk Management Jan. 2021
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OVERVIEW

We want to begin by thanking each one of you for serving as a Middle Georgia State University (MGA) Building Coordinator. This role is very important in maintaining a safe and efficient campus environment. The purpose of this program is to facilitate communication and safety during an emergency situation.

The Building Coordinator is the point of contact for the building or a specific floor within a building. MGA Building Coordinators and their alternates will work with student, faculty, and staff occupants to assist in resolving building issues and building-specific emergencies. The university will provide several resources and training opportunities to assist you in fulfilling your Building Coordinator role.

We look forward to working together as a team during this program, and if you have any questions or concerns please contact Public Safety (478.471.2414) or Risk Management (478.471.2506)
HELPFUL PHONE NUMBERS

PUBLIC SAFETY

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tr>
<td>Macon</td>
<td>478.471.2414</td>
</tr>
<tr>
<td>Cochran</td>
<td>478.934.3002</td>
</tr>
<tr>
<td>Dublin</td>
<td>478.274.7751</td>
</tr>
<tr>
<td>Eastman</td>
<td>478.374.6403</td>
</tr>
<tr>
<td>Warner Robins</td>
<td>478.731.9901</td>
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FACILITIES
For building or repair services that require immediate attention to maintain safety during regular working hours.

<table>
<thead>
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<tbody>
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<tr>
<td>Cochran</td>
<td>478.934.3000</td>
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<tr>
<td>Dublin</td>
<td>478.275.6777</td>
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<tr>
<td>Eastman</td>
<td>478.374.6707</td>
</tr>
<tr>
<td>Warner Robins</td>
<td>478.929.6732</td>
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LOCAL HOSPITALS

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<th>Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Macon</td>
<td>Coliseum Medical Centers</td>
<td>478.765.7000</td>
</tr>
<tr>
<td>Cochran</td>
<td>Bleckley Memorial Hospital</td>
<td>478.934.6211</td>
</tr>
<tr>
<td>Dublin</td>
<td>Fairview Park Hospital</td>
<td>478.274.3919</td>
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<tr>
<td>Eastman</td>
<td>Dodge County Hospital</td>
<td>478.448.4000</td>
</tr>
<tr>
<td>Warner Robins</td>
<td>Houston Medical Center</td>
<td>478.922.4281</td>
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OTHER

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<tr>
<th>Service</th>
<th>Phone Number</th>
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<tr>
<td>Risk Management</td>
<td>478.471.2506</td>
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HELPFUL WEBSITES

Right to Know (RTK) Plan

Emergency Response Plan
http://www.mga.edu/police/emergency-response-plan.aspx

Shelter Locations
http://www.mga.edu/risk-management/shelter-locations.aspx

Report a Hazard (non-emergencies)

Risk Management
http://www.mga.edu/risk-management/default.aspx

Public Safety
http://www.mga.edu/police/

Facilities
http://www.mga.edu/Plant/

Technology Resources
http://www.mga.edu/technology/

Sustainability and Recycling
http://www.mga.edu/sustainability/
PROGRAM PURPOSE
The Building Coordinator Program serves as a resource on matters related to facilities and safety services. Building Coordinators, Facilities, Public Safety, and Risk Management will help to enhance and improve safety on campus through their commitments to MGA.

WHAT IS A BUILDING COORDINATOR?
Every building on each campus will have a Building Coordinator. A Building Coordinator is an MGA employee who has a defined role in campus emergency and disaster preparedness and building security. The Primary Building Coordinator serves as the first point of contact for emergency situations. The Alternate Building Coordinator will perform in the absence of the Primary Building Coordinator. These employees should have a broad understanding of the activities of the department(s) housed within their designated building/floor and be on duty during regular business hours. In the absence of the Primary and Alternate Building Coordinators, Facilities or Public Safety should be contacted. Public Safety or local police will be contacted for emergencies after regular business hours.

RESPONSIBILITIES OF THE BUILDING COORDINATOR
✓ Serve as a building contact between occupants including students, faculty, and staff.
✓ Serve as an emergency responder if an emergency occurs during regular hours.
✓ Serve as the primary communication liaison between campus support agencies and building occupants.
✓ Work directly with Public Safety in matters of safety and security for their building.
✓ Tour assigned building/floor on a regular basis to help identify safety problems and report issues.
✓ Attend annual training sessions, which will include: an overview of campus and environmental safety services, basic 1st Aid and CPR, and Automated External Defibrillator (AED) use.
✓ Have communication access via email and office phone.
✓ Be available during normal business hours.
TIPS FOR SUCCESS

✓ Be familiar with:
  ▪ building entrances
  ▪ access controls
  ▪ doors and keys
  ▪ occupants
  ▪ special department equipment
  ▪ labs and research areas
  ▪ various services provided by MGA

✓ Work with Public Safety, and Risk Management to communicate safety vulnerabilities.

✓ Provide feedback to assist in improving services and communications.

SAFETY EMERGENCIES AND PROTOCOLS

SEVERE WEATHER / NATURAL HAZARDS

Snow, Ice, or Flooding
Snow, ice, or flooding can make travel to or from campus hazardous.

✓ Public Safety will work with other officials to determine if campus activities should be suspended.
✓ Public Safety will notify faculty, staff, and students of campus closures and delays through campus notifications and news releases.
  ▪ To sign up for Knight Alert, please visit [http://www.mga.edu/police/alert.aspx](http://www.mga.edu/police/alert.aspx).

Earthquake

✓ *During Shaking:*
  ▪ Seek refuge in doorway or under a desk or table.
  ▪ Stay away from glass windows, shelves, and heavy equipment.
  ▪ Do not run through or near buildings.

✓ *After Shaking:*
  ▪ Evaluate the situation and determine if emergency help is necessary. If so, call Public Safety or 911.
- Report damaged facilities to Facilities.

**Tornadoes**

*WATCH*: possibility of one or more tornadoes in the area. Continue with normal activities, but monitor weather closely.

*WARNING*: a tornado has been sighted and may be approaching. *Seek shelter immediately.*

- Seek shelter in the lowest level of the building.
  - Shelter locations: [http://www.mga.edu/risk-management/shelter-locations.aspx](http://www.mga.edu/risk-management/shelter-locations.aspx)
  - The shelter location for my building/floor(s):

- Get under a heavy desk or sit next to the wall and cover your head with your arms/hands.
- Interior rooms or hallways without windows should be utilized for shelter.
- Do not waste time opening windows or doors to equalize air pressure as this could cause an explosion if a chemical spill has occurred.

**Thunderstorms**

Thunderstorms bring heavy rain, hail, strong winds, and occasionally snow. Lightening during dry periods could cause fires.

*WATCH*: conditions are favorable for severe weather. Continue with normal activities, but monitor weather closely.

*WARNING*: *seek shelter immediately* and monitor conditions until storm passes.

- Shelter locations: [http://www.mga.edu/risk-management/shelter-locations.aspx](http://www.mga.edu/risk-management/shelter-locations.aspx)
- Stay away from windows.
- Do not use electrical appliances.
BOMB THREATS
✓ *Do not handle* the object you observe as suspicious or a potential bomb.
✓ Clear the area immediately and call Public Safety.
✓ Police may evacuate your building:
  ▪ If your building is *not evacuated*:
    □ Police may lead a search of the area.
    □ Employees in affected area may be asked to help identify items or conduct a search under the direction of police or Facilities.
  ▪ If your building *is evacuated*:
    □ Follow evacuation protocols.
    □ Once outside, stay away from buildings, vehicles, and trash containers.
    □ Police will lead search of the area.

HAZARDOUS MATERIAL SPILLS
✓ Any spillage of a hazardous chemical should be reported to the Facilities Director during regular business hours or Public Safety.
  ▪ Be specific about the material involved and approximate the quantities.
✓ The Facilities Director will initiate the response of appropriate response teams to effectively clean up the spill.
✓ *Vacate the area and seal it off* to prevent further contamination of other areas until response teams arrive.
✓ If evacuation of the building is required, follow evacuation protocols.

OIL SPILL
✓ Notify SPCC Coordinator (Facilities Director) and Public Safety.
✓ Extinguish all sources of ignition and remove all vehicles from spill area.
✓ For *spills greater than 10 gallons*:
  ▪ If can be done safely, attempt to stop release and deploy spill response materials.
  ▪ SPCC Coordinator will notify authorities and response contractor to assist in cleanup.
For spills less than 10 gallons:

- Contain spill with absorbent material.
- Recover spilled material using absorbent materials.
- SPCC Coordinator will arrange for proper disposal of waste materials.

Refer to the SPCC manual for your campus for more detailed spill information. This can be obtained by contacting Risk Management and requesting a copy.

NATURAL GAS LEAK
Natural gas has an odorant added to make it smell like rotten eggs. A flame or a spark near a natural gas leak could cause an explosion.

If you smell a natural gas odor:

- Do not try to locate the leak or open windows.
- Do not use any devices that could cause a spark.
- Evacuate the building.
- Once outside, move at least 150ft away from the building.
- Activate fire alarm outside the area of the leak and call Public Safety.

FIRES

- Report to Public Safety
- Minor Fires:
  - Charge fire extinguisher toward base of the flame.
- Large Fires:
  - Activate the building fire alarm.
  - Evacuate the building and do not use elevators.
  - Close all doors while exiting the building – do not lock the doors.
  - Be prepared to stay near the floor while exiting if smoke is present.
  - Direct crowds away from fire hydrants and road ways, and make sure sidewalks stay clear for emergency vehicles.
  - Ask bystanders to watch windows for trapped persons.
  - Do not attempt to rescue anyone. Notify fire department personnel.
ACTIVE SHOOTERS

✓ Immediate life-threatening event:
  ▪ Notify Public Safety or dial 911
  ▪ Each individual should take whatever actions necessary to protect their own life.
  ▪ If possible, flee the area safely and avoid danger.
  ▪ Lock or barricade all doors and windows.
  ▪ Remain in place until “all clear” is given by law enforcement.

✓ If you observe a weapon on campus:
  ▪ Remain calm and call Public Safety.
  ▪ Do not touch the weapon or approach the individual suspected of having a weapon.
  ▪ If possible, remove yourself from the area.

EXPLOSION / AIRCRAFT DOWN

✓ Take cover under tables, desks, or other objects to protect from falling glass or debris.
✓ After the effects of the explosion are over, notify Public Safety or dial 911.
✓ If necessary, activate building alarm.
✓ Evacuate and move away from affected areas.
✓ Keep streets and walkways clear for emergency vehicles.

EVACUATION AND ASSEMBLY

Evacuations will occur when an alarm sounds or upon notification by MGA officials. Leave the area by emergency evacuation route that has been predesignated for your building. Depending on the emergency, you may need to stay in or exit the building.
SEVERE WEATHER SHELTER AREAS
These locations are on the main level of the building away from windows and doors. Shelter area diagrams for each building can be found here: http://www.mga.edu/risk-management/shelter-locations.aspx.

OUTDOOR ASSEMBLY
Locations for outdoor assembly upon building evacuation can be found in the Appendix.

The outdoor assembly area for my building: __________________________________________

While exiting a building during an evacuation:

- Assist handicapped persons.
- Do not use elevators.
- Once outside, proceed to the predesignated evacuation area for your building.
- Leave streets and walkways clear for emergency vehicles and personnel.
- Do not return to the building unless told to by MGA officials.

The Chief of Police will notify everyone in the event of an entire campus evacuation.

FIRST AID
In the event of any medical emergency, remain calm and assess the situation. Never put yourself in danger.
MEDICAL EMERGENCY

✓ Contact Public Safety or 911.
✓ Do not move injured person unless they are in immediate danger of further injury.
✓ Check breathing and initiate appropriate first aid.
  ▪ Do not touch the individual without person protection if there is danger of coming into contact with bodily fluids.
✓ Do not perform CPR if not certified.

MINOR INJURY

✓ Utilize items in nearest first aid kit.
✓ Instruct individual to consult with their doctor or Health Services.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

✓ The AED will give you step-by-step voice prompts to follow.
✓ Immediately summon a bystander to notify Public Safety or dial 911.
✓ Complete Post-Incident Report Form for all use or attempted use of AED.
  ○ Form can be found here: http://www.mga.edu/risk-management/forms.aspx and is also included in the Appendix.

The first aid kit for my building/floor is located: ________________________________.

The AED for my building/floor is located: ________________________________.
APPENDIX
Outdoor Assembly Areas
Macon Campus Outdoor Assembly Areas

Fire Alarm Evacuation Assembly Areas at least 100 feet from building -

Bomb Threat Evacuation Assembly Areas at least 200 feet from building -

Combined Threat Location for PSC & TEB only -
Fire Alarm Evacuation Assembly Areas at least 100 feet from building =

Bomb Threat Evacuation Assembly Area at least 200 feet from building =

Macon Campus Outdoor Assembly Areas
Eastman Campus Outdoor Assembly Areas

Aviation Hall
Fire Alarm Evacuation Area at least 100 feet from building ----
Bomb Threat Evacuation Area at least 200 feet from building -
Warner Robins Campus Outdoor Assembly Areas

1. Thomas Hall (WRC1)
   Classrooms / Student Life

2. Academic Services Building (WRC2)
   Administrative & Faculty Offices / Classrooms / Labs / Walker Auditorium

3. Oak Hall (WRC3)
   Academic Resource Center / Bookstore

L. Nola Brantley Memorial Library (NBML)
   Houses the university library services

- Bomb Threat & Fire Evacuation Assembly Area
- Bomb Threat Evacuation Assembly Area (at least 100ft from building)
- Fire Evacuation Assembly Area (at least 100ft from building)
Macon Downtown Airport Outdoor Assembly Areas

- Fire Evacuation Assembly Area (at least 100ft from building)
- Bomb Threat Evacuation Area (at least 200ft from building)
AED Post-Incident Report Form
AED Post Incident Report Form

Middle Georgia State University
Automated External Defibrillator (AED)
Post-Incident Report Form

Use this form to report any event, incident or situation that resulted in use or attempted use of an AED. The responder at the scene shall ensure its completion and forwarding within 24 hours of the event to the Office of Risk Management and Public Safety.

Facility or Building: _____________________________________

Location of Event: ______________________________________

Date of Event: _________________________ Time of Event: _______________________

Name and Contact Information for victim, if known:

Did the victim collapse (become unresponsive)? YES NO
Was someone present to see the person collapse? YES NO
If yes, provide name:

If yes, was the person a trained AED employee? YES NO
Did the victim have a pulse? YES NO
How was the pulse checked?

Was the victim breathing? YES NO
How was breathing checked?

Were Public Safety notified? YES NO
Were Public Safety at the scene? YES NO
Were emergency services contacted? YES NO
If yes, who was contacted?

Was CPR started? YES NO

Who started CPR? Bystander Trained AED Employee

Briefly describe the event, incident, or situation that resulted in the AED being brought to this victim:

Was the AED applied to the victim? YES NO
If yes, describe what actions the AED advised:
Status of patient at the time EMS personnel arrived:

Did the victim have a pulse? YES NO
How was the pulse checked?

Was the victim breathing? YES NO
How was the breathing checked?

Name of person operating AED:

Has the AED unit been cleaned and put back to a state of readiness according to manufacturer’s recommendations? YES NO

Signature of responder completing this form: ________________________________

______________________________ Date

Name and contact information for other responders:

Return this form to: Risk Management and Public Safety
Initial report may be e-mailed to Ron Ardelean at ron.ardelean@mga.edu with signed copy submitted on the next business day.

*Keep a copy in the Risk Management File.