Building Coordinator Handbook

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

Office of Risk Management June 2022
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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 utilizing 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

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<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tr>
<td>Macon</td>
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<td>Cochran</td>
<td>478.934.3002</td>
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<tr>
<td>Dublin</td>
<td>478.274.7751</td>
</tr>
<tr>
<td>Eastman</td>
<td>478.374.6403</td>
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<tr>
<td>Warner Robins</td>
<td>478.731.9901</td>
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<td>Macon</td>
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<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>
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<tr>
<td>Warner Robins</td>
<td>478.929.6732</td>
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FACILITIES

For building or repair services that require immediate attention to maintain safety during regular working hours.

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<td>Warner Robins</td>
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LOCAL HOSPITALS

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<tr>
<td>Macon</td>
<td>Coliseum Medical Centers</td>
<td>350 Hospital Drive.</td>
<td>478.765.7000</td>
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<td>Cochran</td>
<td>Bleckley Memorial Hospital</td>
<td>145 E. Peacock St.</td>
<td>478.934.6211</td>
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<td>Dublin</td>
<td>Fairview Park Hospital</td>
<td>200 Industrial Blvd.</td>
<td>478.274.3919</td>
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<tr>
<td>Eastman</td>
<td>Dodge County Hospital</td>
<td>901 Griffin Ave.</td>
<td>478.448.4000</td>
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<tr>
<td>Warner Robins</td>
<td>Houston Medical Center</td>
<td>1601 Watson Blvd.</td>
<td>478.922.4281</td>
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OTHER

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

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

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

Report a Hazard (non-emergencies)

Risk Management
https://www.mga.edu/risk-management/

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

Facilities
https://www.mga.edu/facilities/

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 this program.

WHAT IS A BUILDING COORDINATOR?
Every building on each campus will have a Building Coordinator or multiple Building Coordinators. A Building Coordinator is an MGA employee who has a defined role and knowledge 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 for any building related hazards to report, or for guidance in event of emergencies to ensure the wellbeing of building occupants.
- 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.
- Routinely monitor building/floor to identify safety hazards and report issues promptly to mitigate chances of injury.
- 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.
- Be available during normal business hours, and make arrangements with alternate prior to your being off campus so that there is consistent coverage.
- Supervise evacuating persons that are immobile when elevators are not to be used.
TIPS FOR SUCCESS

✓ Be familiar with:
  ▪ Building entrances
  ▪ Access controls
  ▪ Doors and keys
  ▪ Occupants
  ▪ Special department equipment
  ▪ Labs and research areas
  ▪ Building emergency assembly areas

✓ 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.

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 damages 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
  ▪ 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.

Thunderstorms

Thunderstorms bring heavy rain, hail, strong winds, and occasionally snow.

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
✓ 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.
- Public Safety 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 Public Safety 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 found here: [www.mga.edu/risk-management/docs/training/coordinator-training/Building_Coordinator_Handbook.pdf](http://www.mga.edu/risk-management/docs/training/coordinator-training/Building_Coordinator_Handbook.pdf)

**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 (Director of Facilities) will notify authorities and response contractor to assist in cleanup.

  ✓ For **spills less than 10 gallons:**
    - Contain spill with absorbent material. Know where your spill kit is located prior to needing it.
    - 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 or clicking on this link at the risk management website: [https://www.mga.edu/environmental-health-safety/oil-spcc.php](https://www.mga.edu/environmental-health-safety/oil-spcc.php) for electronic version

**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. **Know your fire assembly location.**
    - For guidance on evacuating immobile persons on upper floors See APPENDIX-II
    - 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. Proceed to predetermined fire assembly area.
    - Ask bystanders to watch windows for trapped persons.
- **Do not** attempt to rescue anyone. Notify fire department personnel.

**ACTIVE ASSAILANTS**

- **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 Public Safety.

- **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.

*Do not go to emergency assembly areas when an active assailant is on campus. Proceed to safe cover under this situation.*

**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. Proceed to predetermined emergency assembly area.
- 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 following the emergency evacuation route that has been predesignated for your building. Depending on the nature of the emergency, you may need to stay in or exit the building.

For Information on Evacuating Persons that are Immobile When Elevators Cannot be used see: APPENDIX-II

SEVERE WEATHER SHELTER AREAS
These locations are always the lowest 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.

*Download the Rave Guardian app on your phone to have access to building diagrams and other useful safety information.

OUTDOOR ASSEMBLY-Fires
Locations for outdoor assembly upon building evacuation can be found in Appendix I.

The outdoor assembly area for my building is: ______________________________________

OUTDOOR ASSEMBLY-Bomb Threat

The outdoor assembly area for my building is: ________________________________________

While exiting a building during an evacuation:

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

The Chief of Police will notify everyone in the event of an entire campus evacuation.
BUILDING COORDINATORS
Are responsible for reconciling their group once an “All Clear” has been given. Building Coordinators should maintain a current list of building department heads in order to account for all individuals during an evacuation emergency.

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 personal protection if there is danger of coming into contact with bodily fluids.
- Do not perform CPR if you are incapable, but immediately address bystanders for someone who has the knowledge to perform CPR.

MINOR INJURY

- Retrieve and utilize items in nearest first aid kit.
- Instruct individual to consult with their doctor or Health Services after initial temporary treatment.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

- The AED will give you step-by-step voice prompts to follow so most people should be able to use the AED without prior instruction, but if in doubt, please get familiar with it prior to the need to use it.
- Immediately summon a bystander to notify Public Safety or dial 911.
- Complete Post-Incident Report Form for all use or attempted use of the AED located on page 25 of this manual or click the link below that will take you to the risk management website where this form is located electronically.
- Form can be found here: [http://www.mga.edu/risk-management/forms.aspx](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 - I
Outdoor Assembly Areas
Macon Campus Outdoor Assembly Areas

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

Bomb Threat Evacuation Assembly Area at least 200 feet from building =
Cochran Campus Outdoor Assembly Areas
Eastman Campus Outdoor Assembly Areas
Dublin Campus Outdoor Assembly Areas

1. Dublin Center
   (Blocks Store, Faculty Offices, Classrooms, Labs)
2. Dublin Center Library Building
   (Admin. Offices, Faculty Offices, Financial Aid, Classrooms)
3. Dublin Center Annex Building
   (Classrooms and Faculty Offices)

Fire Assembly Area
Bomb Threat Assembly Area
Macon Downtown Airport Outdoor Assembly Areas

- Fire Evacuation Assembly Area (at least 100ft from building)
- Bomb Threat Evacuation Assembly Area (at least 200ft from building)
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.
APPENDIX – II

Suggestions for assisting immobile persons on upper floors of the buildings when elevators cannot be used.
Follow these recommendations when assisting people who are immobile to evacuate:

- Assign 2 or more staff members who are willing and able to assist a colleague with a disability during evacuation.

- Do not lift an individual in a wheelchair. There is too much risk involved for both the lay rescuer and the non-ambulatory person (back injury, loss of control of the wheelchair and person in it, tripping, falling).
  - Note: Wheelchairs have many movable or weak parts that are not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests, etc.).

- Be aware that some individuals in wheelchairs may have:
  - Minimal ability to move, and lifting them may be dangerous to their well-being
  - Very little upper trunk and neck strength
  - Respiratory conditions and/or equipment that increase their vulnerability to smoke, vapors, or other airborne toxicants.

- Always ask the person having a disability what their needs and preferences are regarding:
  - Ways of being moved
  - Whether to extend or move extremities when lifting because of pain, braces, etc.
  - Whether a seat cushion or pad should be brought along
  - Aftercare, if the individual will be removed from the wheelchair

- If an individual is lifted from a wheelchair during evacuation:
  - Ask others to bring the wheelchair.
  - When the wheelchair is left behind, remove it from the stairwell and ensure it does not obstruct exit routes.
  - Ensure that a service animal is not separated from its master, if possible.
  - Reunite the person with the wheelchair as soon as possible.

**THE CRADLE LIFT**

The *cradle lift*, the preferred method when the person to be carried has little or no arm strength. It only works if the person being carried weighs less than the carrier's weight. Place your arms under the victim's knees and around their back.
THE PACKSTRAP METHOD

When disabilities make the firefighter carry unsafe, the *packstrap method* is better for longer distances than the cradle lift:

- Place both the victim's arms over your shoulders.
- Cross the victim's arms, grasping the victim's opposite wrist.
- Pull the arms close to your chest.
- Squat slightly and drive your hips into the victim while bending slightly at the waist.
- Balance the load on your hips and support the victim with your legs.

TWO-PERSON CARRY TECHNIQUE - *THE SWING OR CHAIR CARRY*

- Carriers stand on opposite sides of the individual
- Take the arm on your side and wrap it around your shoulder.
- Grasp your carry partner's forearm behind the person in the small of the back.
• Reach under the person's knees to grasp the wrist of your carry partner's other hand.
• Both carry partners should then lean in, close to the person, and lift on the count of three.
• Continue pressing into the person being carried for additional support in the carry.

When using an elevator is NOT an option, these are just a few examples of how to assist an immobile person to get to a lower level of the building where they are able to then exit the building under their own power on their wheelchair. Always put safety first, so please try to find the most able bodied persons to assist with these methods as they require a good deal of strength to perform. It is recommended that you get an idea of who would make good candidates ahead of time, and practice the above methods in order to be ready if an emergency evacuation should arise.
# Building Coordinator - Building Department

## Head Roster

<table>
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<tr>
<th>First Floor</th>
<th>Second Floor</th>
<th>Third Floor</th>
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1. Where is the closest AED located? ___________________________________________
2. What must you do after using an AED? ______________________________________
3. Where is the closest fire extinguisher located? ________________________________
4. Do you know where to assemble for a fire alarm? _____________________________
5. Do you know where to assemble for a bomb threat? ____________________________
6. Is there an assembly area for an active assailant? ______________________________
7. Can elevators be used during all types of emergencies? _________________________
8. Are you familiar with how to get a disabled person to the 1st floor? ______________
9. Do you know the phone number to campus police? _____________________________
10. Are you familiar with all exits in your building? ______________________________
11. Do you know who the alternate building coordinators are?

For a current list of building coordinators go to the risk management website at the link below to be familiar with who in your building are the building coordinators and alternate coordinators so you know who to contact if you ever need assistance in handling any situation that may arise.

https://www.mga.edu/risk-management/training.php

If you answered “No” or “I don’t know” to any of the above questions please take time to get familiar and comfortable with your area and if you need any further assistance don’t hesitate to contact risk management. 471-2506