

#### 4.6.5 Checklist 6E - Building Coordinators/Floor Monitors

##### Assignment: Building Coordinator - Person Responsible for Area Evacuation Program

Position	Appointed by Dean or Director
Section	University Management

##### FOR IMMEDIATE ACTION OR CONSIDERATION

<input type="checkbox"/>	Remain calm.
<input type="checkbox"/>	Turn on your cellular phone. <b>Do not go to incident site.</b>
<input type="checkbox"/>	Evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated.
<input type="checkbox"/>	If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures.
<input type="checkbox"/>	Go to the outside of the building to meet floor monitors as they finish evacuating their areas.
<input type="checkbox"/>	Keep track of which floors are evacuated and which are not.
<input type="checkbox"/>	Assist in the accounting of faculty/staff/students from your facility.
<input type="checkbox"/>	Maintain communications from your area (or from an alternate site if necessary) with emergency and EOC officials. Give them the location of anyone who is unable to evacuate. Inform them of anyone who refuses to evacuate.

##### If Lockdown of Your Building is Required:

<input type="checkbox"/>	If a lockdown of your building is required, you will be notified via the Emergency Notification System.
<input type="checkbox"/>	Coordinate the lockdown with Deans/Director in your Bldg. The lockdown procedures can be found in the Emergency Response Plan on the Public Safety website, <a href="http://www.isu.edu/pubsafe">www.isu.edu/pubsafe</a> , Chapter 9, Section 9.7.4.
<input type="checkbox"/>	Locate and use the Lockdown Procedure Packet in your building.
<input type="checkbox"/>	Ensure that all classrooms, labs, etc. are notified and instruct them to remain in classrooms until further notice. Provide them with a copy of the lockdown procedures.
<input type="checkbox"/>	Students and faculty are to remain in their classrooms. Do Not answer the door.
<input type="checkbox"/>	Keep back from any windows and doors, lay flat on the floor or seek protective cover for yourself and others (concrete walls, thick desks, filing cabinets. Cover may protect you from bullets).

<input type="checkbox"/>	Remain calm and assist others with you in remaining calm, quiet and out of sight.
<input type="checkbox"/>	Place signs in exterior windows to identify the location of injured persons.
<input type="checkbox"/>	All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
<input type="checkbox"/>	Turn off all lights and close blinds.
<input type="checkbox"/>	Silence all cell phones.
<input type="checkbox"/>	Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
<input type="checkbox"/>	<b>If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at <a href="mailto:emergency@isu.edu">emergency@isu.edu</a>.</b> Public Safety Dispatch will immediately receive and respond to the message.
<input type="checkbox"/>	Account for everyone in the room or office.
<input type="checkbox"/>	Do Not Approach Emergency Responders - let them come to you.
<input type="checkbox"/>	Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.
<input type="checkbox"/>	No one will be allowed to enter or leave the building(s) or area(s).
<input type="checkbox"/>	Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the university, unless instructed to do so.
<input type="checkbox"/>	Lock all exterior doors to building and post the provided Lockdown Signs on the inside and outside of each door.
<input type="checkbox"/>	Once lockdown is completed notify emergency response personnel and help man the main office to receive any other instructions.
<input type="checkbox"/>	Once “all clear” is called, notify all classrooms, labs, etc.
<input type="checkbox"/>	Unlock all exterior doors and remove Lockdown Signs.
<input type="checkbox"/>	Notify Emergency Response Personnel when unlock is complete.

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas should include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an “active threat” situation, there is no guarantee that persons occupying such space (i.e. k-12 students, teachers or staff, visitors/lecturers on campus, conference attendees, etc.) will receive a notification that an “active threat” exists. Therefore departments are encouraged to establish mechanisms to notify persons in these areas of the status of an active threat situation, as long as it is safe to do so.

In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility of any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing “active threat.”

Whereas local k-12 students, teachers and staff may be attending classes, conferences, field trips, etc., we have included the Superintendent of School District 25 on our Emergency Notification Phone Tree. If any department is hosting events for other school districts you will need to add them to your notification responsibilities.

**Floor Monitor - Person Responsible for Evacuating A Specific Area**

<input type="checkbox"/>	Remain calm.
<input type="checkbox"/>	Turn on your cellular phone. <b>Do not go to the incident cite.</b>
<input type="checkbox"/>	Coordinate with the Building Coordinator and evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated.
<input type="checkbox"/>	If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures.
<input type="checkbox"/>	If possible, without endangering yourself, when the alarm sounds, go door-to-door and inform everyone in your area they must leave the building, and direct them to the nearest exit.
<input type="checkbox"/>	Start at the furthest point from the exit and evacuate back to the exit.
<input type="checkbox"/>	Identify persons with disabilities and direct/assist them to an area of rescue.
<input type="checkbox"/>	After directing everyone to evacuate, report pertinent information to the Building Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency).
<input type="checkbox"/>	Proceed to your <b>assigned entrance</b> until further notice from the Building Coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is <b>NOT</b> a signal for personnel to re-enter.
<input type="checkbox"/>	<b>If a lockdown of your building is required</b> , you will be notified via the Building Coordinator. Follow their instructions regarding the lockdown procedures.