



# Building Safety Coordinator Program



**UC Merced Office of  
Emergency Services**



# Building Safety Coordinator Program Objectives

- To empower employee volunteers with the knowledge required to assist building occupants evacuate as quickly and safely as possible in an emergency.
- To aid UC Merced and local emergency responders in efficient evacuation and sheltering efforts, including helping those who need assistance leaving a building.





# Training Session Outline

- Defining the purpose of a Building Safety Coordinator.
- Planning in advance- evacuation routes, alarms and other information to building occupants in preparation for an emergency.
- Volunteer packet information





# What is My Role?

**A Building Safety Coordinator is a volunteer**

## **Roles/Responsibilities:**

- Aid other building occupants in the event of an emergency or an exercise.
- Provide assistance in prompt evacuation and sheltering.
- Encourage people to leave the immediate area and move to their pre-designated Evacuation Assembly Area (EAA).
- Create awareness before an emergency arises.
- Caution people about elevator use prior to and during an emergency or an exercise.





# Building Safety Coordinators are **NOT** expected to:

- Jeopardize their own safety.
- Work above their training level.
- Risk safety to perform any task.
- Argue with people who do not wish to cooperate.
- Be emergency responders or medical personnel.







# Evacuation Assembly Areas

- Evacuation Assembly Areas (EAAs)
- Pre-designate location of two EAAs near your building.
- This is a zone and it is not meant to crowd around the sign.



# Alarms



- Pull Alarms are audible immediately.
- If an alarm sounds, treat it as a real emergency.
- External/Internal public announcement system alarms or advisories may sound—please respond to the instructions.





# Pre-Emergency Coordination...

- During Building Safety Coordinator Training assist in the development of Building Emergency Action Plans.
- Inform occupants of evacuation routes, plans, and Evacuation Assembly Areas.
- Be a source of knowledge to answer questions about an evacuation.







# Pre-Emergency Coordination...

- Alternate(s)
- Contact Dept of Public Safety with your alternates.
- Rule of Two
  - Know the location of two alarm stations.
  - Know the location of two fire extinguishers.
  - Know two exit routes.





# When the alarm sounds...

- Stay calm.
- IF IT IS SAFE TO DO SO, quickly put away any/all documents containing confidential information, take your keys and purse; you may not be able to return.
- Close door behind .
- Use your whistle if necessary.
- Direct occupants to the safest exit and pre-designated EAA on your way out.





# When the alarm sounds...

- Monitor evacuation and situation.
- Transition (share information) evacuation to police/fire personnel.
- Move to the Evacuation Assembly Area and account for personnel.
- Debrief with other Building Safety Coordinators .





# Ongoing Duties

- Meet and inform new employees/students of your role and provide preparedness/safety information.
- Update Building Safety Coordinator participants records (names/position) on file at Dept of Public Safety and ensure proper training is given.





# Status Change

**If you move, change telephone numbers, leave the university or can no longer participate in the Building Safety Coordinator program, please call:**

**209-228-4216 or email  
[tadkins@ucmerced.edu](mailto:tadkins@ucmerced.edu)**







# Effects of fire

- Intense Heat
- Smoke
- Carbon monoxide
- Toxic gases/fumes
- Panic
- Confusion
- Impaired judgment





# What do I need to know?

- Be prepared by being aware!!
- You should know your rule of two's. Always know the locations of:



- 2-Fire alarm pull stations
- 2-Exit routes
- 2-Fire extinguishers





# Fire Extinguishers

- Building Safety Coordinators are not expected to be fire fighters. The use of a fire extinguisher is only to put out a small contained fire or hot spot.
- Training will include instruction on the proper use of a fire extinguisher.





# Helpful Numbers

- UCM Police 228-2677 (CAT-COPS)
- Dept of Public Safety 228-8273
- Environmental Health and Safety  
209-228-7864
- Fire/Medical emergency 911 from a  
cell phone or 9-911 from a campus  
phone







# Any Questions?

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