

# STANDARD ADMINISTRATIVE PROCEDURE

## **41.99.99.M0.02 Building Emergency Coordinators at Texas A&M University at Galveston**

*Approved May 19, 2015*

*Revised November 10, 2016*

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### **Standard Administrative Procedure Statement**

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This standard administrative procedure (SAP) addresses the designation and responsibilities of a building emergency coordinator in the event that a Facilities Coordinator is not employed to oversee operations of a Texas A&M University at Galveston (TAMUG) building.

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### **Official Procedure**

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#### **1. DELEGATION OF RESPONSIBILITY**

1.1 The COO of Texas A&M University at Galveston will designate a ranking administrator (i.e., Vice President, Director or Department Head) of the department or agency located in or having space assigned in a building operated by TAMUG to designate an employee of TAMUG as the building emergency coordinator. The term of a building emergency coordinator is determined by the appointing administrator. Ranking administrators should report building emergency coordinator designations and any changes in building emergency coordinator designation to the Fire and Life Safety Coordinator. The Fire and Life Safety Coordinator is responsible for maintaining a TAMUG building emergency coordinator database. Ranking administrators should ensure there is one individual in the building who will serve as an alternate in the building emergency coordinator's absence.

#### **2. Area Emergency Coordinators**

2.1 Building emergency coordinators, will identify area emergency coordinators to address the specific area needs of the building, including emergency evacuation planning for the respective floor, communicating with department liaisons and area emergency coordinators, and performing the duties as assigned in the emergency evacuation plan.

#### **3. BUILDING EMERGENCY COORDINATOR RESPONSIBILITIES**

- 3.1 Act as authorized by this SAP with the concurrence and knowledge of the ranking administrator(s) on significant issues, and delegate or defer duties described in this section to other individuals within the building.
- 3.2 Act as contact for emergency response in the event of a fire, bomb threat, chemical spill, or other emergencies. The building emergency coordinator will be the contact person for the building occupants. The building emergency coordinator will work with the emergency responders as a liaison with building occupants.
- 3.3 Responsibilities shall include emergency evacuation planning for the respective floor, communicating with department liaisons, and performing the duties as assigned in the emergency evacuation plan located at <http://www.tamug.edu/EnvironmentalHealthSafety/index.html> or call Environmental Health and Safety (EHS) at 409-741-4055.
- 3.4 Responsible for assisting building occupants in the safe shutdown and evacuation of their respective building in the case of a campus closure and evacuation (hurricane, hazardous incident). Must report to the TAMUG Police Department when their respective building is shut down and secure.
- 3.5 Coordinate emergency preparedness in conjunction with Environmental Health & Safety (EHS). All building emergency coordinators will maintain a current emergency evacuation plan (in accordance with the *Texas A&M University at Galveston Fire and Life Safety Procedures*.) and assist with evacuation drills, and identification of fire safety and hazardous conditions, as outlined in the emergency evacuation plan.
  - 3.5.1 Fire exits and other access/egress areas that may be blocked by obstructions.
  - 3.5.2 Any damaged fire protection equipment (i.e., hose cabinets, fire extinguishers, exit signage).
  - 3.5.3 Any unsafe practices by visitors, staff, students or contractors that may affect life safety.
- 3.6 Coordinate access for safety evaluations and coordinate corrective actions identified by the safety evaluations.
- 3.7 Participate in building emergency coordinator training.

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**Contact Office**

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Contact [Executive Director of Marine Education Support and Safety Operations](#) for SAP clarification and interpretation.