



UNIVERSITY OF SOUTH ALABAMA

Building Safety & Security Coordinator Responsibilities:

Coordinators are individuals, appointed by University College Deans or Department Chairs, that play a vital role in their facility's safety & security program. They, in turn, may assign one or more individuals within their area to assist in:

1. Serving as a resource for building occupants by keeping them aware of conditions that affect their environment and by providing them with procedural information about access to various resources for maintenance, repairs, emergency response, security and safety.
2. Disseminating published information related to safety and security such as the Emergency Response and Recovery plan, Fire Manual and Hazard Communication Manual.
3. If your building has an AED unit, checking it monthly to ensure that it is working properly. There should be a laminated sheet in the AED cabinet that explains what you will need to perform, step by step. You basically just need to make sure that the indicator light is green and that the voice prompts work. Also, check the electrodes & battery for expiration dates.
4. Explaining basic building evacuation procedures to new employees and/or students.
5. Coordinating evacuations and ensuring that everyone has assembled at the appropriate location. And verifying that assembly point signs are posted and that everyone knows where to go.
6. Establishing a contingency plan with co-workers for the evacuation of persons requiring assistance, to include notifications to first responders.
7. Promoting safety by requesting, through work orders, that the appropriate service department corrects noted deficiencies.
8. Ensuring that building evacuation routes are posted near exits (You may contact Facility Management for additional evacuation legends).
9. Participating in the building inspection process, fire and evacuation drill planning and other related events when your schedule permits.
10. Informing building occupants when an unsafe condition warrants their notification.