

Building Emergency Coordinator Handbook

(Insert name of building here)

(Date)

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INTRODUCTION & HANDBOOK OVERVIEW

This Handbook and associated Electronic Toolkit were developed to provide the Building Emergency Coordinators with reference materials and guidance to assist the University in preparing for emergencies. The Building Emergency Coordinators play a vital role in deploying the FSU Emergency Operations Plan (EOP) throughout the University.

Flowcharts, Roles and Responsibilities, and Event Aids outline how an emergency response to an incident, from discovery through initial and sustained response to termination, should be implemented. The Incident Command System (ICS) is used for all emergency responses. The ICS enables the Department of Public Safety dispatcher receiving the initial discovery phone call to summon the proper resources to an emergency incident. The activation of the ICS is achieved by notifying any or all of the following:

- Department of Public Safety (Campus Police)
- Facilities Management personnel
- ITS Support
- Local emergency responders

THE EMERGENCY RESPONSE TEAM & EMERGENCY OPERATIONS PLAN

The Ferris State University Emergency Response Team is a group of key functional administrators charged with implementing the Emergency Operations Plan.

The Emergency Operations Plan was designed to provide facility emergency response personnel with the direction needed to effectively respond during the initial minutes and hours of an emergency incident, such as the following:

- Fire or Explosion
- Hazardous Material Spill and/or Incident
- Medical Emergency
- Thunderstorm, Tornado, or Severe Winter Weather
- Violence on Campus, Civil Disturbance, Abduction/Hostage/Missing Person, Sexual Assault, Suicide Attempt, or Bomb Threat
- Power Outage, Natural Gas Leak, Steam Leak, Potable Water Contamination, Sewer Line Incident, or Telecommunications/Computer System Failure
- Confined Space, Entrapment, and Rescue at Heights situations
- Asbestos Release
- Chemical, Biological, or Radiological Release
- Special Events

GENERAL RESPONSIBILITIES

Upon discovery of an emergency event, or potential situation that could lead to an emergency; faculty, staff, and students are instructed to contact the local emergency number (911), which connects to the Meceola Central Dispatch. The discoverer may also call Campus Police at extension 5000 via the campus telephone system or (231) 591-5000 by cell phone. Emergency actions requiring DPS or Big Rapids Public Safety are dispatched through Meceola Central Dispatch. We suggest saving this number in your cell phone.

ALL EMERGENCIES

CALL

911

OR

Campus Police

x5000

(231) 591-5000

Via Cell Phone

ROLE OF THE BUILDING EMERGENCY COORDINATORS

The role of Building Emergency Coordinators is to work in conjunction with the Emergency Response Team to prepare the occupants of Campus buildings to respond to emergencies. The duties of the Building Emergency Coordinators are as follows:

1. Document building-specific emergency information.
 - a. Evacuation routes & meeting sites (refer to Building Emergency Diagrams)
 - b. Location of severe weather shelter areas (refer to Building Emergency Diagrams)
 - c. List of Departmental Coordinators within the building
 - d. Distribution of Emergency Action Guides ([website](#))
 - e. Review Emergency & Safety Procedures Guide ([website](#))
 - f. Location and status of First Aid kits and other safety equipment ([website](#))
 - g. Location of persons with disabilities that are regularly in the building
 - h. Persons trained in CPR and First Aid
2. Ensure that all personnel of assigned building are trained in the proper evacuation methods and sheltering activities.
 - a. Conduct annual training for building occupants in the elements of the FSU Emergency Operations Plan, as contained in this Handbook.
 - b. Conduct emergency drills according to schedule in this Handbook (see page 9).
3. Assist in the event of an emergency as trained.
 - a. If safe to do so, assist with evacuation/sheltering prior to arrival of DPS.
 - b. Work with Departmental Coordinators to determine that all personnel on site have been accounted for during an emergency situation.
 - c. Report status of personnel / facilities to appropriate authority.
4. Provide emergency follow-up
 - a. Document the status of the drill or actual emergency evacuation or sheltering
 - b. Share this information with DPS and/or ERT
 - c. Discuss ways to improve the response
 - d. Provide feedback and training to Departmental Coordinators and building occupants

BUILDING EMERGENCY COORDINATORS' ELECTRONIC TOOL KIT

The Toolkit is a collection of information consisting of the following and is available in Ferris360 BEC Community...

- [Building Emergency Coordinator Handbook template](#)
- [Emergency & Safety Procedures Guide](#)
- [Tornado Safety Procedures](#)
- [Emergency Action Guide](#)
- [Emergency Event Form](#)
- [First Aid Kit](#)

BUILDING-SPECIFIC EMERGENCY INFORMATION

EVACUATION ROUTES & MEETING AREAS

- Meeting areas must be at least 300 to 500 feet from the building.
- Building occupants must clear the area around the building to allow for the arrival of emergency personnel and equipment.

Side of Building	Description of Meeting Area
North	
South	
East	
West	

TORNADO (SEVERE WEATHER) SHELTER AREAS

- The following rooms or areas are suggested Tornado (severe weather) Shelter Areas...
- See Evacuation Route and Tornado Shelter Area Maps for additional information.

Room description	Room Number

BUILDING DEPARTMENTAL COORDINATORS

Primary Contact	Room #	Phone #	Primary Contact	Room #	Phone #

DISTRIBUTION: EMERGENCY ACTION GUIDE

Departmental Coordinators are responsible for distributing the Emergency Action Guide to all reception areas and offices in their Departments. Document the distribution of Emergency Action Guides below.

Department or Area	Number Distributed

LOCATION OF FIRST AID KITS AND OTHER SAFETY EQUIPMENT

The Building Emergency Coordinator should locate all first aid kits and safety equipment and document below. The Building Emergency Coordinators conduct annual inspections.

- First Aid kits and other equipment should be replenished immediately after use.
- Be familiar with the location of fire extinguishers in your area. (NOTE: Fire extinguishers are inspected on a monthly basis and documented by the building custodian. Fire extinguishers do not need to be listed here.)

Equipment Description	Person Responsible	Room Number(s)	Date of Inspection
First Aid Kit			
Flashlight			
AEDs			

SPECIAL EQUIPMENT PROCEDURES

Describe Special Equipment procedures / operating instructions / training plan below...

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ASSISTING PERSONS WITH DISABILITIES

The following steps will be used to assist persons with disabilities during an evacuation...

Check all procedures that apply

- ☐ Persons unable to exit the building via stairways will be sheltered in the following area(s): _____ until assistance can be obtained. The procedure for notifying DPS of persons sheltered in place is...

- ☐ Alternate exit routes are identified and available. Describe alternate exits below and how assistance will be provided...

- ☐ All areas of _____ are accessible to people with disabilities and extra assistance is not required for evacuation.

FIRST AID (FA)/ CPR / AED TRAINING

List persons trained and certified in First Aid (FA), CPR, or AED below. Please note that inclusion on this list is voluntary.

Name	Type of Certification	Date Cert. Expires
	<input type="checkbox"/> FA <input type="checkbox"/> CPR <input type="checkbox"/> AED	
	<input type="checkbox"/> FA <input type="checkbox"/> CPR <input type="checkbox"/> AED	
	<input type="checkbox"/> FA <input type="checkbox"/> CPR <input type="checkbox"/> AED	
	<input type="checkbox"/> FA <input type="checkbox"/> CPR <input type="checkbox"/> AED	
	<input type="checkbox"/> FA <input type="checkbox"/> CPR <input type="checkbox"/> AED	
	<input type="checkbox"/> FA <input type="checkbox"/> CPR <input type="checkbox"/> AED	

TRAINING

- Instruct building occupants on an annual basis (or when buildings have new occupants).
- Use Electronic Tool Kit materials (Emergency & Safety Procedures Guide, Emergency Action Guides, & Tornado Safety Procedures) to conduct training.
- Keep sign-in sheets for all training with this Handbook.
- Specialized equipment (e.g., Self-contained Breathing Apparatus (SCBA) or Evacuation Sleds) may require additional training requirements. Contact the FSU Safety, Health, Environmental and Risk Management Department at extension 2147 for assistance.

Description	Trainer's name	2025	2026	2027	2028
Review electronic Emergency & Safety Procedures Guide					
Review electronic Emergency Action Guide					
Evacuation and Severe Weather Training					
Special Equipment					

EVACUATION AND TORNADO DRILLS

(Non-residential buildings only)

- Establish a schedule of training.
 - Training should be completed prior to the start of the academic year.
 - Evacuation drills will be coordinated by SHERM at the start of the Fall Semester. All occupants should be instructed on the elements of the sheltering and evacuation plans in non-residential buildings.
 - Tornado drills training or tabletop training (visit shelter locations) should be conducted in the spring in non-residential buildings.
- If conducting drills as part of training: Submit a Facilities Management work order to request an Electrician to activate and reset the building fire alarm for fire drills.
- If conducting drills: Tornado drills can be conducted by use of an air horn to simulate the outdoor warning system.
- Notify DPS, x5000, at least 5 days in advance of drill(s)
- Notify the DPS immediately prior to the start of the drills at extension x5000.
- Conduct the drill.
- Account for any known missing.
- Notify Electrician to reset alarm.
- Allow occupants to re-enter building.
- Document the results of the drill and correct any deficiencies. If the results of the drill are not satisfactory, a repeat drill within 30 days is recommended.
- Complete Emergency Event Form for each drill and submit as indicated on form.

Description	Person Responsible	2025	2026	2027	2028
Tornado Drill (can be Tabletop)					
Fire Drill – Training					

ACCOUNTING OF PERSONNEL

The following procedure will be used to account for personnel:

- The Building Emergency Coordinator will obtain from the Departmental Coordinators and/or building occupants at the designated meeting area, a status of “all accounted for” or persons identified as “missing.”
- Report missing persons or injuries to DPS.
- Employee or Student Incident Reports are required for injuries. Complete and submit report(s) of missing immediately.

Electronic Toolkit Originals

- Additional copies of the Emergency Action Guide can be obtained from SHERM’s [website](#) (BEC Tool Kit)
- [Tornado Safety Procedures](#)
- [Emergency Action Guide](#)
- [Emergency Event Form](#)

Helpful Links

- [Emergency Operations Plan](#)

Update History

1. November 11, 2004: Updated List of Building Emergency Coordinators
2. November 22, 2004: Updated List of Building Emergency Coordinators
3. January 13, 2005: Updated List of Building Emergency Coordinators
4. February 22, 2006: Removed BEC List
5. July 13, 2011: Removed DPS, HR, Risk Mgt Department names from cover page
6. February 24, 2012: Updated tornado and fire drills section and table, clarified reporting of facility status in responsibilities, added AEDs to special equipment.
7. July 21, 2015: revised for update to Fire Prevention Code, PA 207 of 1941, Public Act 481 of 2014.
8. September 15, 2025; updated to make electronic documents available

Appendix A: Emergency Drill Training Sign In Sheet



Ferris State University
Building Emergency Coordinator
Emergency Drills Training

PRINT NAME	DEPARTMENT