



BUILDING COORDINATOR  
**BELMONT**  
UNIVERSITY

***INTRODUCTION***  
***FOR BUILDING COORDINATORS***

# PURPOSE

## Why is the University doing this?

During major emergencies and disasters it is very difficult to communicate with every building on campus. Building Coordinators will help streamline the process and provide a point of contact for each building.



Baskin Center  
Beaman Student Life  
Belmont Mansion  
Belmont Mansion  
Bunch Library  
Belmont Store  
Curb Event Center  
Curb Music Business Center  
Facilities Management  
Fidelity Hall  
Foutch Alumni House  
Freeman Hall  
Gabhart Student Center  
Hitch  
Honors House  
Guitar House  
Inman Center

Janet Ayers Academic Center  
Johnson Center  
Leu Center for Visual Arts  
Maddox - Residence Life  
Massey Business Center  
Barbara Massey Hall  
Massey Performing Arts Center  
McAfee Concert Hall  
McWhorter Hall  
Music Square East  
Ocean Way  
Sport Science  
Troutt/Blackbox Theater  
UPS Store at Belmont  
Wilson Music Building  
Williamson County Location

# RESPONSIBILITIES

1. Work directly with Campus Security and Risk Management in matters of safety and security for their building.
2. Attend training sessions, conducted by Risk Management, which include information on facility and project services; overview of campus and environmental safety services and their role; and other training and information as deemed appropriate.
3. Maintain Building Coordinator Emergency Bag.
4. Maintain up to date lists of building occupants for each Building Coordinator's area of coverage and a listing of individuals requiring evacuation assistance.
5. In the event of a fire or other emergency, relay applicable information to emergency personnel, building occupants and Emergency Management Team, including a headcount record of all personnel reporting to the assembly area for personnel/student accountability.



# RESPONSIBILITIES

6. Assist with the prevention of reentry into the building until the all-clear has been given.
7. Be familiar with all exits out of the building.
8. Educate new employees on basic evacuation procedures.
9. Train an alternate coordinator to assume duties when primary coordinator is on leave, absent or not available.



# TRAINING SESSIONS

- Two training sessions a year
  - Fall Semester
  - Spring Semester
- Annual tabletop exercise (July)
- Upcoming First Aid, CPR and AED training



# RED BACKPACKS

- Each Building Coordinator has a **RED** backpack
- Includes:
  - First Aid Kit
  - Whistle
  - Flashlight
  - Storage Clipboard
    - Emergency Procedures Quick Reference Sheet
    - Campus Maps including the location of AEDs
    - Pen & Paper
  - Building Coordinator Vest (light blue) or  
Emergency Team Member (royal blue)



# BELMONT UNIVERSITY

## EMERGENCY PROCEDURES QUICK REFERENCE

### EMERGENCY NUMBERS

Dial 911 to report an immediate emergency  
Dial (615) 460-6911 (6911 from a campus phone) to contact Belmont Campus Security

#### ACTIVE SHOOTER

- Stay in your building, proceed to a space that can be secured or barricaded, close and lock all windows and doors, barricade if possible, and turn off the lights.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 and call Campus Security (615) 460-6911.
- If the shooter enters your hall or room, try to remain calm, alert the police of the shooter's location. If it is not safe to speak, leave the line open so the dispatcher can hear what is happening.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the area of the shooter.
- Keep your hands empty and in plain view at all times for police officers.
- Follow the direction of the emergency personnel.

#### FIRE

- Alert others in the immediate area and activate the nearest fire alarm pull station.
- Don't fight the fire if you have not been trained or are unsure about what type of fire extinguisher to use.
- Exit the building and close doors behind you to help prevent the fire from spreading.
- Call 911 and advise emergency personnel of size and location of the fire.
- Also advise emergency personnel if you know that someone is in the building.
- Do not re-enter the building that is on fire.

#### SHELTER IN PLACE

- Stay in the building. Close and lock all doors and windows.
- Move to an interior room or office away from windows if possible.
- If safe to do so, turn off all fans, heating and air conditioning systems.
- Stay in place until emergency personnel notify you that it's safe to leave.

#### EVACUATE

- If the fire alarm sounds or you are notified by an official, evacuate using the nearest exit or alternative if nearest exit is unsafe.
- Assist others, including persons with disabilities, if safe to do so.
- Notify emergency personnel of the location of people who are still in the building or not accounted for.
- Do not return to the building or move to another location unless told to do so by officials.

#### MEDICAL EMERGENCIES

- Do not move a seriously injured person unless they are in an unsafe area. If they must be moved, move as a unit, supporting the head and neck.
- Call 911 and follow the dispatcher's instructions.
- Notify Campus Security.

#### BOMB THREAT

- If it is determined that an evacuation is necessary, EVACUATE the building
- DO NOT use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Check for, but do not disturb, unusual objects as you evacuate. Report your observations to the emergency personnel.

#### POWER OUTAGE

- Remain calm. Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off or unplug computers and other voltage sensitive equipment.
- Report outage to Campus Security (615)460-6911.

#### SEVERE WEATHER

- Stay away from windows.
- Move to an interior room or hallway on the lowest floor.
- Close any doors.
- Remain in the safe area until all danger has passed.
- Follow directions given by emergency personnel. Do not return to building or move to another one unless told to do so by officials.



# REPORT A FIRE

Upon discovery of an actual fire

- Determine the scope of the fire
- Call Campus Security at 460-6911
- Give dispatcher the location of the fire, as well as circumstances.  
Campus Security will notify the Fire Department
- Pull a fire alarm in the area



Attempt to put out the fire with an extinguisher, it if is safe to do so.

Always evacuate the building when the fire alarm is activated.

# FIRE RESPONSE

**Get people out of the building in the event of a fire.**

- Be aware of evacuation procedures for your building.
- Ensure occupants are out.
- Walk through your area of the building and tell others of the need to evacuate.
- Inform emergency responders of details when they arrive.



# FIRE RESPONSE

## Direct individuals to exit

- Know location of nearest exit
- Know location of alternate exits

## DO NOT USE THE ELEVATORS

## Assist physically-impaired individuals

- Ask others to help you assist
- Shelter them in a stairwell and alert emergency responders of their location

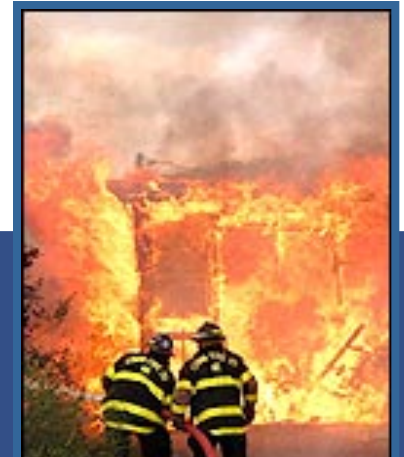


# FIRE RESPONSE

Once outside, alert the Fire Department or Campus Security of any information you have observed.

- Fire
- Smoke
- Trapped occupants

Account for building occupants at the designated meeting area.



# FIRE SURVIVAL

**If you are unable to exit the building**

- Isolate yourself from the fire and/or smoke
  - Close doors
  - Seal door with a wet cloth
- Inform others of your location
  - Call 911 or Campus Security at 6911 or (615) 460-6911
  - Signal others from the window
    - Yell
    - Wave

# IF A FIRE OCCURS

**If the hallway becomes filled with smoke**

- Get low on your hands and knees and crawl.
- Cover your face with a wet cloth.
- Proceed to the nearest exit or place of refuge.



# **FIRE ALARM**

**Fire alarm system will summon help when activated.**

## **Activation can occur by**

- Pulling a fire alarm pull station
- Automatic activation of a smoke/heat detector
- Sprinkler system activation



# FIRE PULL STATION & SMOKE DETECTORS

- Manual fire pull stations are located near exit doors.
- Pull in the event of fire or smoke to activate the fire alarm.
- Smoke detectors can be activated by smoke or dust in the area.





# FIRE HORN/STROBE LIGHT



Fire horns and strobe lights are activated when the fire alarm panel is activated.

These devices are located in visible areas throughout the buildings.

# SPRINKLER SYSTEM

- Sprinklers are located throughout the buildings.
- Sprinkler heads are independently heat activated.
- All sprinkler heads do not activate at the same time.



# FIRE EXTINGUISHER LOCATIONS

- Fire extinguishers are centrally located in public areas so that the distance of travel is a maximum of 75 feet between extinguishers.
- Only attempt to use a fire extinguisher if the fire is manageable and able to be quickly extinguished.



# FIRE EXTINGUISHERS

## Class A

- Will put out fires involving ordinary combustibles
  - Wood
  - Paper
  - Cloth
  - Trash
  - Plastic



## Class B

- Will put out fires involving flammable liquids
  - Gas
  - Grease
  - Oil
  - Solvents



# FIRE EXTINGUISHERS

## Class C

- Suitable for use on electrical fires
  - Electric-powered tools
  - Any equipment using electricity



# MULTI-USE FIRE EXTINGUISHERS

The label indicates the extinguisher is suitable for use on Class A, B and C fires.



# FIRE EXTINGUISHER USE

To use an extinguisher, remember PASS-

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle or trigger
- Sweep back and forth



# EXIT SIGNS

- Exit signs indicate doors that exit the building.
- Exit signs are supplied with backup power.





# ELEVATOR FIREMAN'S SERVICE

- Elevators return to an alternate floor in the event of a smoke detector activation in the elevator lobby.
- Elevators remain locked out, available only for Fire Department use during fire alarm activation.



# FIRE DOORS

- Fire doors control the spread of smoke and flames to compartmentalize the fire.
- Fire doors do not work when they are propped open.

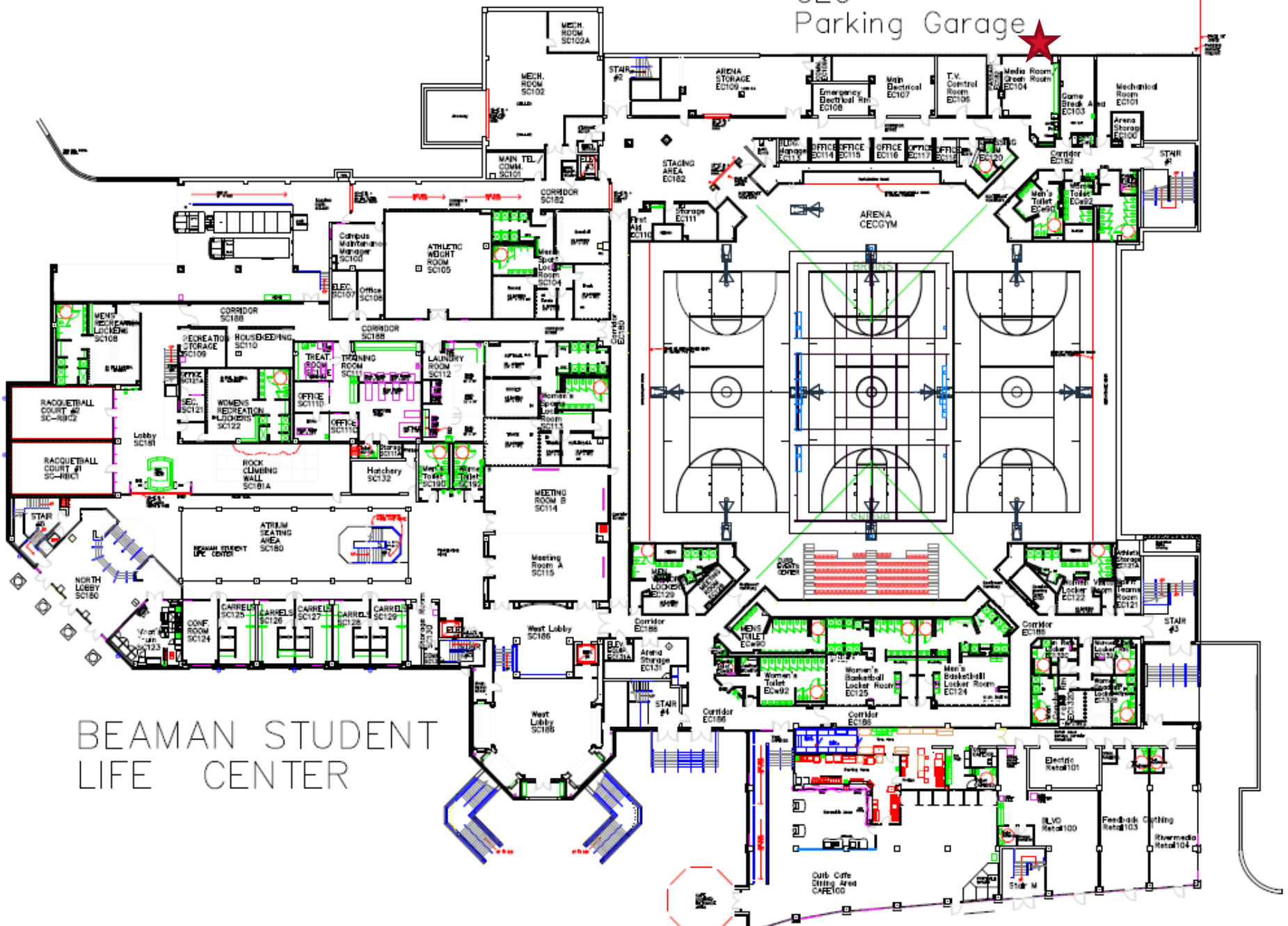


# GATHERING LOCATIONS

- Head Counts – Use class lists, department rosters, staff/faculty knowledge and personal memories. Who's here? Who's missing? Who didn't get out of the building? Is anyone here hurt?
- Treat the injured – if treatment has not already begun
- Document – by department, class, and/or building who's okay, who's hurt, who's trapped, who's missing, who went home, etc.
- Release healthy individuals who ask to leave – after recording their names.
- Contact authorities to update them on the situation in each room, department, or building. If necessary send a “runner” to the Emergency Operations Center (EOC).



CEC  
Parking Garage



BEAMAN STUDENT  
LIFE CENTER

# EMERGENCY OPERATIONS CENTER

Emergency Operations Center is located in the Curb Event Center – otherwise known as the Media Room or Green Room.

Emergency Operations Center is equipped with:

- Flashlights
- Bullhorns
- First Aid Kit
- Computers
- Extra copies of the Emergency Management Plan

Emergency Team Members: Pick up your key to the EOC today.



# TORNADO

## Watch vs. Warning

- Watch
  - A tornado is possible, but not imminent
  - Proceed with normal activity, stay alert
- Warning
  - A tornado has been sighted in the area
  - Take immediate action



# TORNADO WARNINGS

- Belmont Alerts - automatic text messages from the National Weather Service for Davidson County Tornado Warnings
- Check local media TV or radio for updates
- Social Media
  - <http://nashvillesevereweather.com/>
  - Twitter: @NashSevereWx
  - Twitter: @NWSNashvill

# SEEK SHELTER

- Belmont Alerts - alert of a tornado warning for Davidson County.
- If on campus -
  - Making preparations to seek shelter
  - Tune to local media
  - Turning on weather radio and/or
  - Monitoring their Belmont Alert communications.

If it is necessary for persons on campus to seek shelter, Belmont will issue an alert to seek shelter.

Building coordinators will initiate mandatory seek shelter steps when Belmont University issues a warning.

The warning will be based on whether the campus is in a zone of danger from the storm system.





# TORNADO WARNING

- Move to the interior of building. Stay away from outside walls and glass, close interior doors.
- Crouch against interior wall with your head covered for best protection.
- Lower floors with no glass hazards and basements will provide better protection.
- If evacuating using the stairwell presents a hazard with glass, stay on the current floor and seek shelter in the interior hallway.
- Wait for the All Clear message or the expiration of the Tornado Warning from the National Weather Service.



# AFTER A TORNADO

- If building has significant damage - evacuate with caution once the tornado has passed.
- Watch for:
  - Broken glass and debris
  - Downed power lines
  - Falling objects
- Assist people with injuries.
- Report damage and/or injuries to Campus Security at 460-6911 .



# TO DO

## ☐ Be aware of your surroundings.

- ☐ Know where the emergency exits and stairwells are located.
- ☐ Know how to get to the building's Storm Shelter
- ☐ Communicate your outdoor gathering location

## ☐ Backpacks

- ☐ Familiarize yourself with contents
- ☐ Find place to store the backpack
- ☐ Stock with faculty/staff lists

# SUMMARY

In the event of an emergency:

- Notify the people in your immediate area
- Notify the people you see as you get to safety
- Notify Campus Security and Emergency Personnel about the situation.

Together we can help to ensure the safety and protection of every member of our university community.

