

Chief Emergency Building Coordinator Responsibilities

Overview

The role of the Chief Emergency Building Coordinator (CEBC) includes preparing a plan for emergency response for her/his building, implementing the plan in an emergency, and serving as the communications liaison between building occupants and campus services/agencies in both emergencies and day-to-day operations in coordination with the Emergency Building Coordinator(s) (EBC).

The CEBC position involves core responsibilities assigned to an individual in each campus building and includes the following:

- Emergency Preparedness
- Emergency Response
- Communication Liaison

Core Responsibilities

Emergency Preparedness:

1. Coordinates the development of and submits annually the building Emergency Response Plan to the Office of Environmental Health and Safety for review. Implements the building Emergency Response Plan with EBC(s).
2. Lead all campus-wide evacuation drills in coordination with the Office of Environmental Health and Safety.
3. Chairs or staffs the building committee and meets quarterly, documents policy and procedures, posts notices and disseminates information about building activities, preparation and campus programs.
4. Complete all training workshops and activities specifically organized for Emergency Building Coordinators.
5. Serves as the building liaison to other campus departments and units that provide support, assistance, and input regarding emergency preparedness planning.

Emergency Response:

1. Acts quickly to determine if sheltering-in-place or evacuation activities are required for the building.
2. Lead personnel to the established emergency assembly area as designated in the Emergency Evacuation Plan and execute a roll call.

Communication Liaison:

1. Notifies building occupants of impending access interruption to public areas and utilities.
2. Meet with and communicate with Emergency Building Coordinators regularly.
3. Communicates the status of the building to the appropriate authorities.
4. Responsible for updating all changes for Emergency Building Coordinators to Shelly Kellogg.