Subject: Safety Program - Building Monitor

EFFECTIVE DATE: January 4, 2011
REVISION DATE: New Policy

Policy Statement

To have a single point of contact for information and building oversight as it relates to safety and emergency situations.

Scope of Authority

In an emergency, the Building Monitor(s) will have the authority to initiate the following directives:

- Safety
  - Inspections
  - Reporting
  - Corrective action
  - Suggestions

- Emergency
  - Shelter in Place
  - Building Evacuation
  - Accountability of occupants (number and names)
  - Direct emergency responders to incident location
  - Assist with crowd control as needed

Communication

All communications regarding status of event, building, or occupants will be directed through the Building Monitor.

- These communications will only be between the following Blinn personnel:
  - Safety
    - Maintenance Department
    - Emergency Management/Safety Coordinator
- Housing Director
- Other appropriate Blinn Staff/Faculty

- Emergency
  - Incident Management Team
  - Emergency Management/Safety Coordinator, or
  - Police Department
  - Under NO circumstance will information be given out to any other group or individuals. Building occupants may be given status updates as they become available and necessary

**Procedures**

**Responsibilities**

The general duties of the Building Monitor include but are not limited to:

- **Initiating an evacuation**
  - NOTE: Except in the case of fire, all evacuations should be under the command and control of Emergency Management or Police
    - Directing occupants to the nearest usable exit
    - Direct occupants to assigned assembly point
    - Assigning visitors/guest to an individual who stay with that individual until released
    - Assist all those with special needs and assign other occupants to accompany and assist them as needed
    - After clearing their assigned area, make sure all rooms are vacant including rest rooms
    - Shut all open doors upon exiting. DO NOT LOCK DOORS
    - All Building Monitors will be alert to building conditions and must be capable of recognizing when to abandon task(s) and evacuate themselves. Safety of life takes precedence over procedure
    - In the assigned assembly point, take accountability
    - Be prepared to describe place and nature of emergency to arriving emergency responders
    - Do not allow occupants to reenter an evacuated building until authorized by the Blinn Emergency Management/Safety Coordinator or Blinn Police Department.
    - Do not allow unauthorized personnel into the building or assembly area
    - In the unforeseen event a building occupant refuses or hesitates to follow instructions, the Emergency Management/Safety Coordinator or Blinn Police should be notified IMMEDIATELY. Do not engage in confrontation
• **Shelter In Place**
  - Direct all occupants to stay in the building
  - Direct all occupants to stay away from windows and doors
  - Shut and lock all accessible windows and doors

• **Lockdown**
  - Direct occupants to stay inside
  - Do not allow use of elevators
  - Shut and lock all windows and doors that can be safely accessed
  - Wait for further instructions
  - If initiated by Building Monitor, call 911, or Blinn Police at 4100 immediately

• **Safety**
  - Conduct/assign safety and housekeeping inspections
  - Initiate safety or maintenance reporting
  - Correct immediate safety problems that do not require outside assistance (ex. keeping exits and hallways clear, keeping controlled entrance doors locked from outside, etc.)

*Span of Control*

Generally, for buildings that are two stories or more, each floor will have an assigned monitor. Exceptions may be some dorms, gyms, or smaller buildings, where there is limited or smaller upstairs area.

**BOARD POLICY REFERENCE:**

*Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans*

*Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans*