# BUILDING COORDINATOR CHECKLIST

UCI Emergency Services
EMERGENCY EVACUATIONS AND DRILLS

Name: _____
Building: _____ Zone: _____
Date: _____ Time: _____
Reason for Evacuation: _____

**Building Coordinator Priorities:**

- Obtain and compile floor status and information from Floor Wardens (FW)
- Report building status and emergencies to Zone Captains (ZC)
- Facilitate communication between Zone Captain and Floor Wardens

**Complete the following tasks:**

- ☐ Gather emergency equipment and don vest
- ☐ If necessary, confirm need to evacuate and initiate evacuation process. Activate FWs
- ☐ Supervise building evacuation to primary Assembly Area (if unsafe, use secondary)
  - Fill out and post Building Evacuated sign on all exterior doors
  - When possible, prevent access into buildings until cleared for occupancy
- ☐ Establish contact with Zone Captain (send runner, if needed) and first responders (if necessary)
- ☐ Maintain an information log tracking all events (who, when, what, where)
  - Monitor the situation for safety
- ☐ Receive initial floor status and information from FWs, compile into Emergency Status Report and submit to ZC
- ☐ Once you receive the all-clear from the ZC, inform FWs and assist in re-entry into buildings

**During an extended incident, or if the Emergency Operations Center (EOC) is activated:**

- ☐ Select dedicated runner(s) to relay messages between Assembly Area and Zone Command Post
- ☐ Identify all available resources AND all needed resources in your building and update ZC
- ☐ Maintain and facilitate communication with ZC and FWs
- ☐ Keep FWs and evacuees informed of updates
- ☐ If needed, request relief of duty from ZC, give vest and equipment to replacement and provide briefing

**After the incident:**

- ☐ Submit this completed checklist to Zone Captain for documentation
- ☐ Document any other observations related to this incident worth reporting
- ☐ Participate in debriefing and development of lessons learned
- ☐ Replace vest and replenish emergency equipment and supplies as necessary

Emergency Services Manager: 949.824.7147 (office) 949.236.9682 (cell)