BUILDING COORDINATOR CHECKLIST

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
☐ Report to fire alarm panel and obtain update from on scene Police/First Responders
☐ Once you receive the all-clear from the ZC, inform FWs and assist in re-entry into buildings (If Police/Fire personnel are not on site, call Dispatch: x5223 and ask if it’s “all clear”)  

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

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