



Environmental Health and Safety Policy & Procedure #27

TITLE: **Building Safety Personnel Program**

OBJECTIVE AND PURPOSE: To establish a policy for the administration and management of the university-wide Building Safety Personnel Program. This policy will define the role of the individuals, departments and groups administering this program.

Florida Atlantic University will use the Building Safety Personnel (BSP) program as a tool to inform, protect the occupants of buildings and report conditions to the EOC or work control and other campus support units as necessary. This program also provides a forum to educate building users with regard to building systems and operations and responsible stewardship of campus facilities. The structure of personnel in this program provides a broad network to disseminate important information before, during or after an emergency event or threat. This program can be used for mitigation, preparedness, response, and recovery activities for the university.

RESPONSIBILITY:

ACTION

UNIVERSITY PRESIDENT/ EXECUTIVE COMMITTEE

- ◆ Maintain efficient and effective Building Safety Personnel (BSP) program.
- ◆ Assist in appointing Building Safety Personnel when necessary.
- ◆ Update Crisis Action Guide when necessary.

DIVISION OF FACILITIES

- ◆ Provide funding for program.
- ◆ Assist in training BSP on building and area specific features.
- ◆ Update Crisis Action Guide at least quarterly.

ENVIRONMENTAL HEALTH AND SAFETY

- ◆ Provide or facilitate all training for Building Safety Personnel.
- ◆ Provide funding for program materials.
- ◆ Maintain database of all Building Safety Personnel.
- ◆ Update Crisis Action Guide at least quarterly.

BUILDING SAFETY PERSONNEL

Building Safety Administrator:

Must be 12-month faculty, administrative/professional or executive/management staff with key decision-making responsibility for the programs or activities going on in the building.

- ◆ Appoints and monitors the work of the Building Safety Supervisor.
- ◆ Assists and provide guidance to the Building Safety Supervisor in the recruitment of Building Safety Representatives for each unit within the building.

Issued By: Sookhoo	Date Issued: 8/2008	Date Revised:	Effective Date: 8/2008
APPROVED:	Vice President	Assistant V.P.	Director

**BUILDING
SAFETY
PERSONNEL
(cont'd)**

Building Safety Administrator:

- ◆ Ensures that all emergency plans are updated following guidelines provided by EH&S and these plans are submitted to EH&S in a timely manner.
- ◆ Participates, routinely, in updating the emergency plans following guidelines provided by EH&S.
- ◆ Communicates, with the Building Safety Supervisor, plan changes to all Building Safety Representatives.
- ◆ Maintains a building emergency contact list.
- ◆ Carries out the Building Safety Administrator tasks as defined in the emergency plans as well as other pertinent literature.
- ◆ Acquires training in the areas of:
 - *Emergency Planning*
 - *NIMS 700 or IS 100*

Building Safety Supervisor:

Must be 12-month employees with a good understanding of the facilities and programs within the assigned building. The ideal candidate has an eye for detail, is conscientious about performing routine tasks independently, and has a calm demeanor in a crisis.

- ◆ Recruits, in consultation with the Building Safety Administrator, a Building Safety Representative for each department or unit within the building.
- ◆ Assists the Building Safety Administrator in updating the emergency plans.
- ◆ Communicates, with the Building Safety Administrator, plan changes to all Building Safety Representatives.
- ◆ Acquires knowledge of the assigned building and knows the locations of exits, fume hoods, hazardous material areas, mechanical rooms, safety equipment; fire extinguishers, fire alarm panels, control and shut-off valves emergency phones as well as areas of rescue for individuals requiring assistance
- ◆ Accompanies, when warranted, the State Fire Marshall during annual inspection of the building.
- ◆ Prepares a checklist of tasks to be performed by the Building Safety Representatives in case of a hurricane or a building evacuation.
- ◆ Maintains an emergency contact list of Building Safety Representatives.
- ◆ Participates in Building Safety Supervisor meetings/updates.
- ◆ Follows guidelines such as the FAU Crisis Action Guide, Procedures for Building Safety Supervisors and any specific procedures in the building/college/division Emergency Operations and Continuity of Operations Plans, including but not limited to:
 - *Emergency Evacuation*
 - *Sheltering in Place*
 - *Suspicious Packages*
 - *Severe Weather:*
 - *Hurricanes*
 - *Tornadoes*
 - *Lightning*
 - *Flooding*
 - *Power/utility outages*
 - *Potable water issues*
- ◆ Acquires training in the areas of:
 - *Right to Know/Hazard Communications*
 - *Bloodborne Pathogens*
 - *Use of Fire Extinguishers*
 - *NIMS 700 or IS 100*
 - *Other training regarding Building contents and activities.*

Building Safety Representative

Must be 12-month employees with a good understanding of the facilities and programs within their assigned department or unit. The ideal candidate has an eye for detail, is willing to follow direction, and has a calm demeanor in a crisis.

- ◆ Participates in an annual or semi-annual Building Safety Representatives' update meeting.
- ◆ Understands the evacuation plan for the building and assures that it is posted conspicuously throughout the department or unit.
- ◆ Maintains a departmental or unit emergency contact list of current staff,
- ◆ Pays attention to safety or maintenance issues within the assigned department or unit and places work orders or passes on the information to others who will.
- ◆ Implements guidelines from EH&S literature such as the FAU Crisis Action Guide and in the Procedures for Building Safety Representatives including but not limited to:
 - *Emergency Evacuation*
 - *Sheltering in Place*
 - *Hurricane*
 - *Lightning*
 - *Flooding*

REFERENCES

Presidential Memorandum #56 – Emergency Policy (OLD)
Presidential Memorandum #85 – University Safety Policy (OLD)
Florida Atlantic University Crisis Action Guide
Building Safety Personnel Procedures