

# Building Emergencies Coordinators Charge

## Description/Purpose

- Document specific emergency information.
- Ensure that all personal of assigned building are trained in the proper evacuation methods and sheltering activities.
- Assist in the event of an emergency as trained.
- Provide emergency follow-up

## Sponsor

Dean of FLITE, Scott Garrison

## Leader

Lyle Mourer Jr.

## Membership

- Josie VanAvery
- Lingfei Xu
- Lyle Mourer Jr.

## Membership Rotation Schedule

No rotation schedule in place

## Membership Term Limits

Appointed until one leaves employment at FLITE

## Resource People

- Dean of FLITE, Scott Garrison
- Designated Staff from Building Partners
- Mike McKay Director of Safety, Health, Environment & Risk
- Bruce Borkovich Director of Public Safety

## Goals

1. Encourage building partners to be active participants in the safety and Emergency preparedness activities in FLITE
2. Provide training opportunities in fire and tornado safety methods etc.
3. Create a document which staff can sign off on that they have received the training provided.
4. Establish code language to identify various emergencies or dangerous situations in the building ex. Active Shooter

**Measures of Success**

FLITE personnel are aware of emergency plans for the building and receive regular updates, information, and training regarding building security.

**Connections to Strategic Plan**

Initiative #2, #3

**Resources**

Webinars, articles, books, campus presentations/workshops

**Timeline**

Ongoing

**Assessment Plan/Review Cycle**

No plans for such activities