

<b>Building Safety Captain</b>	<b>Building Coordinator</b>
<p>The program, overseen by the Safety Compliance Advisor, is focused on the safety of building occupants through timely dissemination of information and improved identification of safety hazards. Building Safety Captains are trained to understand, assess, and initiate safety responses during campus emergencies, such as Shelter-in-Place, Evacuation, and Safe Haven. Building Captains instruct building occupants assigned to their area of the proper procedures to follow. Term of service: at least two years</p>	<p>Building Coordinators assist in facilitating work order requests for their assigned building and area. Building Coordinators will monitor the condition of a specific building and its surrounding area for the good of the college community. Building Coordinators will approve and track all Facility Services work order requests generated by any department in their assigned building. Building Coordinators will generate a monthly report illustrating the status of all work order requests in their area of responsibility. Term of service: at least two years</p>
<p><b>Primary Objectives</b> Building Safety Captains will:</p> <ul style="list-style-type: none"> <li>▪ Know the entire layout of the building, various evacuation routes, and assembly areas.</li> <li>▪ Be familiar with the location of occupants, including individuals with functional and access needs, in your building.</li> <li>▪ Know the locations of, and how to operate fire extinguishers.</li> <li>▪ Know all the other Building Safety Captains in the adjacent buildings.</li> <li>▪ Locate and know how to activate all fire alarms in your building.</li> <li>▪ Know what hazards are in your building. Identify ways to avoid the hazards during evacuation or shelter-in-place events.</li> <li>▪ Know where the college's Incident Command Post will be established.</li> <li>▪ Know where emergency equipment, supplies, or kits are located in your building.</li> <li>▪ Know areas of rescue.</li> <li>▪ Know the location of designated assembly areas.</li> <li>▪ Report any suspected hazards, suspicious activities or any injuries to the appropriate party: Durham Tech Police, Facility Services, or Safety Compliance.</li> </ul>	<p><b>Primary Objectives</b> Building Coordinators will:</p> <ul style="list-style-type: none"> <li>▪ Serve as the Facility Services liaison for their assigned building/area</li> <li>▪ Report to Facility Services any maintenance issues, including, but not limited to: <ul style="list-style-type: none"> <li>○ General housekeeping concerns and needed repairs in offices and common spaces</li> <li>○ Mal- or non-functioning internal lighting and electrical outlets</li> <li>○ Mal- or non-functioning doors and locks</li> <li>○ Air conditioning and heating malfunctions</li> <li>○ Plumbing issues</li> </ul> </li> <li>▪ Ensure work order requests are submitted correctly and in a timely manner, and are not duplicated</li> </ul>
<p><b>Orientation of Others</b> Building Safety Captains will:</p> <ul style="list-style-type: none"> <li>▪ Introduce/identify themselves to individuals in their buildings/areas, briefly explaining their duties.</li> <li>▪ Orient new employees on the emergency procedures for the building.</li> </ul> <p><b>Trainings, Drills, and Meetings</b> Building Safety Captains will:</p> <ul style="list-style-type: none"> <li>▪ Attend training and activities specifically designed for Building Safety Captains.</li> <li>▪ Participate in college-wide emergency drills/exercises and take them seriously.</li> <li>▪ Represent their buildings at Building Safety Captain Meetings.</li> </ul>	<p><b>Primary Duties</b> Building Coordinators will:</p> <ul style="list-style-type: none"> <li>▪ Initiate work order requests and approve work order requests from building occupants</li> <li>▪ Submit work order requests to Facility Services</li> <li>▪ Track status of submitted requests and submit a monthly report to the Assistant Director, Facility Services</li> <li>▪ Recognize and address regular or preventive maintenance needs</li> <li>▪ Participate in walk-through inspections with Facility Services and/or the Safety Compliance Officer</li> <li>▪ Order or request general supplies as needed for building conference rooms, restrooms, etc.</li> <li>▪ Post signage, including activity/event communications, as required</li> <li>▪ Be familiar with appropriate protocols for addressing matters that may adversely affect the building/area/campus (i.e., graffiti)</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Review Safety Committee minutes and communicate applicable information to building occupants.</li> </ul> <p><b>Emergencies</b> Building Safety Captains will:</p> <ul style="list-style-type: none"> <li>▪ Assess the situation</li> <li>▪ Report information</li> <li>▪ Put on Building Safety Captain gear (reflective vest, radio, and/or other assigned equipment)</li> <li>▪ Follow guidelines and procedures</li> <li>▪ Assist with building evacuations</li> <li>▪ Assist with Shelter-in-Place</li> <li>▪ Assist with providing a safe haven</li> <li>▪ Be aware of occupants with disabilities</li> <li>▪ Communicate with emergency responders</li> <li>▪ Communicate with building occupants</li> <li>▪ Communicate with the college community</li> </ul> <p><b>Safety and Health</b> Building Safety Captains will:</p> <ul style="list-style-type: none"> <li>▪ Represent a building/designated area at Building Safety Captain meetings.</li> <li>▪ Orient all new employees assigned to their designated areas on fire evacuation procedures, exit locations, safety information, emergency procedures and protocols, the availability of first aid kits and Automated External Defibrillators (AEDs), and any other pertinent safety-related information.</li> <li>▪ Be responsible for identifying occupants who need special assistance, such as individuals who are disabled or otherwise impaired. Please refer to the back of this handbook for further guidance.</li> <li>▪ Receive increased training and awareness in order to better aid building occupants, personnel, and response efforts during an emergency.</li> <li>▪ Be familiar with adjacent facilities/areas; Building Safety Captains may be called on to assist in the absence of a fellow Safety Captain.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attend Building Coordinator meetings</li> </ul>