

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 43)

4 September 2019

BUILDING COORDINATOR RESPONSIBILITY POLICY

1. Purpose: The purpose of this policy is to identify and establish the Building Coordinators' standard responsibilities.
2. Building Coordinators will:
 - a. Act as the primary point of contact within the building including coordinating and disseminating information to occupants pertaining to the facility such as VMI policies and procedures involving building safety, building security requirements, and occupant roles and responsibilities.
 - b. Coordinate with Physical Plant for repairs and upkeep of building and coordinate the cleanliness and overall appearance of the building. Coordination includes initiating work order requests by contacting the Physical Plant Customer Service via email (PhysicalPlantHelp@vmi.edu) or phone (464-7357). It is essential that the Building Coordinator take pride and a sense of ownership in the appearance and maintenance of the building. Maintaining the standards of cleanliness and appearance should be the responsibility of every employee and cadet, not just the housekeeping staff.
 - c. Coordinate recycling collection points with Physical Plant housekeeping staff.
 - d. Coordinate Energy Demand Response events and back-up emergency generator issues with Physical Plant's Energy Manager.
 - e. Coordinate key control IAW General Order 56, Physical Access Control Policy.
 - f. Assist the SCHEV Facilities Inventory process to verify the accuracy of all rooms in their building(s). The Physical Plant and the Registrar's Office must be notified when rooms are added/deleted or physical characteristics changed. Building and room information will be checked annually and data must be entered or updated and pass all edit checks and communicated to Institutional Research by 3 October each year.
 - g. Supervise the safe evacuation of all personnel from the building in the event of an emergency. If the Building Coordinator is absent, the Alternate Building Coordinator will assume this responsibility. Building Coordinators will be responsible for disseminating information to all building occupants regarding building evacuation plans to enhance safe evacuation in the event of an emergency. When appropriate, Building Coordinators will work with the Department/Activity Heads to account for building occupants during a time of emergency. Primarily, Building Coordinators will determine

the number of individuals needed for each of the positions described below based on the size of the building and notify the appropriate individuals of their responsibilities.

1) Hall Monitors: These individuals will be responsible for clearing a designated area of the building, checking to make sure all spaces are emptied and closing doors, as needed, and turning off lights as they go through the area. Note: Assign a primary and an alternate for each position.

2) Assistants for handicapped individuals: Each handicapped individual working in the building will be assigned two individuals to assist with their evacuation. These assistants will coordinate with the handicapped individuals to determine a prearranged evacuation point where they will meet the handicapped individual to provide assistance.

3) Back-Up for the Building Coordinator: This individual should be someone whose primary duties require them to be in the building most of the time during working hours. Note: If a Building Coordinator is also a Department/Activity Head, he/she will appoint an Alternate Department Head for Evacuation and Accountability Team purposes as the Building Coordinator responsibilities will be his/her primary responsibility during an emergency evacuation.

h. **Annually**, during the first two weeks of the Academic Year, Building Coordinators will:

1) Review applicable building evacuation plans with faculty, staff, and Cadets. This review will include:

- a) Identification of the evacuation routes from the building. This information is also posted throughout each building. Physical Plant is responsible for development of this information.
- b) Disseminate the names of individuals assigned specific evacuation duties to all faculty, staff, and cadets.
- c) Provide appropriate training to the individuals assigned specific evaluation duties to ensure proficiency during exercises and emergencies.

2) Conduct fire drills in accordance with the VMI Fire Safety Plan. (Note: Individuals who work in more than one building on a regular basis will have to attend sessions in each building in which they work.)

3) Ensure occupants of the building understand proper procedures for reporting building and grounds issues to the Physical Plant Customer Service Center.

i. **During Times of Emergency**

1) The Building Coordinator will remain accessible immediately outside the building until all Hall Monitors have exited the building. They will advise all building occupants

to move to their assigned muster areas. Guests to the building will be advised to muster with the Department they are visiting. (Note: The assigned muster area for cadets is a Parade Formation by company on the Parade Ground; the Cameron Hall muster location is as indicated on the Cameron Hall Assignment Sheet. Annex I. Once the building is empty, the Building Coordinator will move to his/her spot on the Parade Ground or Cameron Hall.

2) Building Coordinators will hold all personnel at the muster point until released by the Emergency Command Post or required to relocate. The Incident Commander will provide guidance as to any needed follow-on actions.

3) The Building Coordinators, once an initial accountability has been completed, will release any First Responders in their groups to the Institute Physician to enable them to assist with the response. All Tactical Officers (TACS) and Assistant Tactical Officers (ATACS) will be released to report to the Commandant's Staff area of the Parade Ground or in Cameron Hall.

FOR THE SUPERINTENDENT:

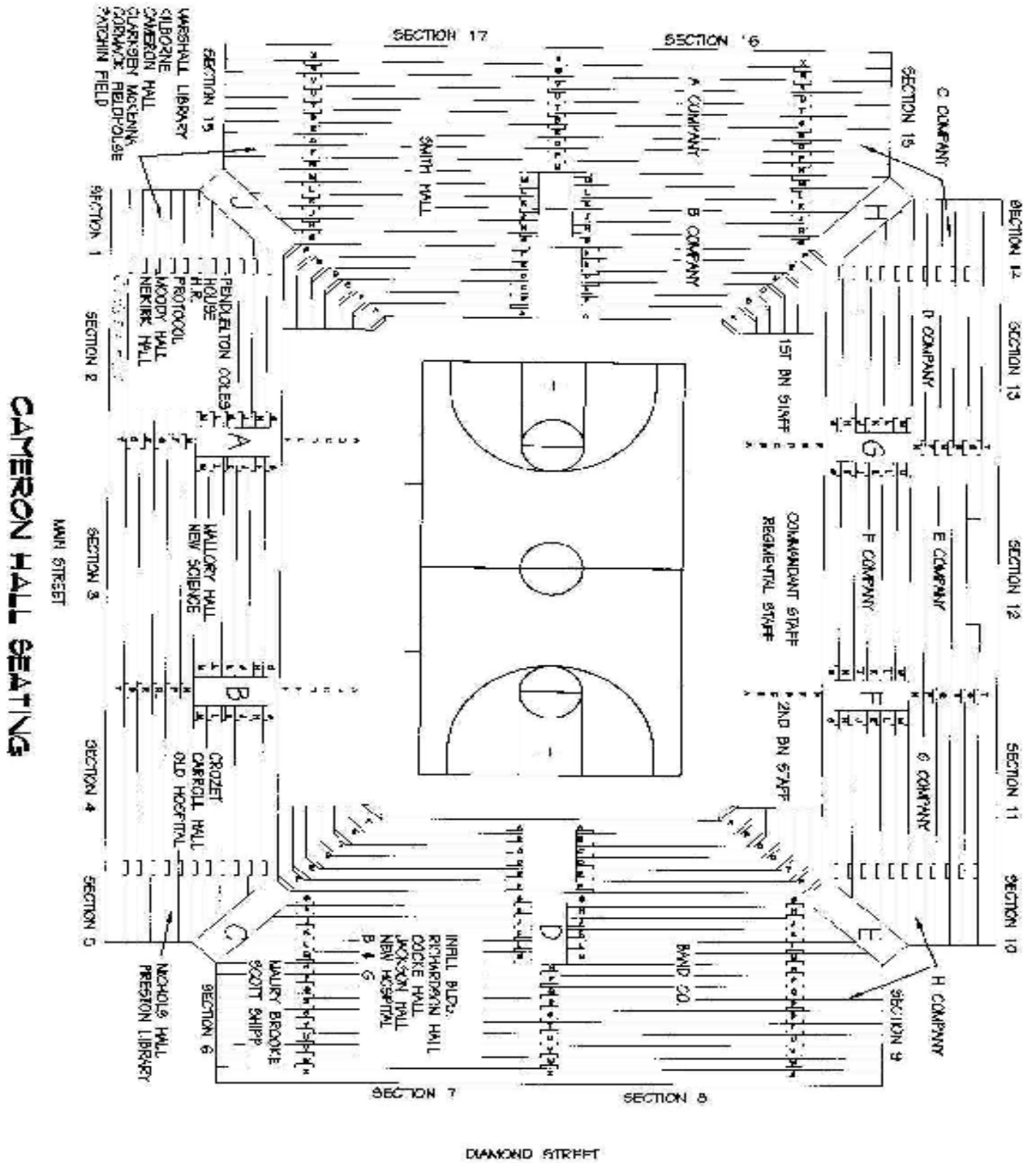
James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

Dist: E, Cadets

Annex I: Cameron Hall Muster Locations

Attachment – Current list of Building Coordinators

Annex I – Cameron Hall Muster Locations



Building Coordinators Listing

(2020-2021) Revised August 2020

Location	Building Coordinator
Admissions Annex / 307A Letcher	COL Tom Mortenson
Admissions	COL Tom Mortenson
Bachelor's Officer Quarters	Chief Michael Marshall
Barracks	SgtMaj Sowers
Building 46	Lt. Col. Mike Friski
Cameron Hall	Mr. Lenny Brown
Carroll Hall	Ms. Kaye Taylor
Clarkson-McKenna	Mr. Sam Rice
Cocke Hall	CDR Charles Barber
Cormack Field House	COL Jack Johnson
Corps Physical Training Facility (CPTF)	Mr. Isaac Slone
Crozet Hall	Ms. Mary Davis
Foster Memorial Stadium	Mr. Lenny Brown
Freeland House / 320 S. Institute Hill	COL Keith Jarvis
Gray-Minor Stadium	Mr. Sam Rice
Virginia Museum of the Civil War	LTC Troy Marshall
Hinty Hall / Physical Plant	Mr. Steve LeBlanc
Human Resources	LTC Eleanor Kania
JM Hall	COL Keith Gibson
Kilbourne Hall	Col Craig Streeter
King Hall Annex & Pool Area	CDR Charles Barber
Lejeune Hall / Bookstore	LTC Howard "Lee" Clark
Mallory Hall	COL George "Mercede" Brooke
Marshall Hall / CLE	COL Dave Gray
Marshall Library / Fdn	Ms. Kathryn Garvin
Maury Brooke Building	COL Wade Bell
McKethan Park Pavilion	Mr. Larry Camper
MLFTG Firing Range	LTC William Bither
Moody Hall	Mr. Sam Sorrells
Neikirk Hall	Ms. Jackie Flint
Nichols Engineering Bldg	CAPT Robert McMasters
Observatory	COL Greg Topasna
Paulette Hall	Mr. Sam Rice
Post Hospital	Dr. David Copeland
Preston Library	LTC Tom Panko
Protocol	Mrs. Teresa Thompson
Richardson Hall / Infill Bldg	Lt. Col. Mike Friski
Scott Shipp Hall	LTC Patrick Rhamey
Shell Hall	COL John Brodie
Smith Hall	LTC Kevin Ryan
Stonewall Jackson / Davidson Tucker Houses	Ms. Grace Abele
VMI Museum	COL Keith Gibson
VMI Old Hospital	Chaplain Robert Phillips