



**Middle Georgia**  
State University

**Building Coordinator  
Reference Manual**

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*Revised January 2025*

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## OVERVIEW

We want to begin by thanking each one of you for serving as a Middle Georgia State University (MGA) Building Coordinator. This role is very important in maintaining a safe and efficient campus environment. The purpose of this program is to facilitate communication and safety during an emergency.

The Building Coordinator is the point of contact for the building or a specific floor within a building. MGA Building Coordinators and alternates, if one is selected, will work with building occupants to assist in resolving building issues and building-specific emergencies. The university will provide resources and training opportunities to assist you in fulfilling your Building Coordinator role.

We look forward to working together as a team utilizing this program, and if you have any questions or concerns, please contact Public Safety (478.934.3002) or the Risk Coordinator at (478.471.2506)

## HELPFUL PHONE NUMBERS

### PUBLIC SAFETY'S MAIN SWITCHBOARD-FOR ALL CAMPUSES

#### **Main Switchboard**

478.934.3002

### FACILITIES

For building or repair services that require immediate attention to maintain safety during regular working hours.

#### **Macon**

478.471.2780

#### **Dublin**

478.275.6777

#### **Warner Robins**

478.929.6732

#### **Cochran**

478.934.3000

#### **Eastman**

478.374.6707

### LOCAL HOSPITALS

#### **Macon**

*Piedmont Healthcare  
(Formerly the Coliseum)*  
350 Hospital Drive.  
Macon, GA 31217  
478.765.7000

#### **Dublin**

*Fairview Park Hospital*  
200 Industrial Blvd.  
Dublin, GA 31021  
478.274.3919

#### **Cochran**

*Bleckley Memorial  
Hospital*  
145 E. Peacock St.  
Cochran, GA 31014  
478.934.6211

#### **Eastman**

*Dodge County Hospital*  
901 Griffin Ave.  
Eastman, GA 31023  
478.448.4000

#### **Warner Robins**

*Houston Medical Center*  
1601 Watson Blvd.  
Warner Robins, GA 31093  
478.922.4281

### OTHER

**Risk Coordinator** 478.471.2506

# HELPFUL WEBSITES

## **Emergency Response Plan**

<http://www.mga.edu/police/emergency-response-plan.aspx>

## **Shelter Locations**

<http://www.mga.edu/risk-management/shelter-locations.aspx>

## **Report a Hazard (non-emergency)**

<http://www.mga.edu/risk-management/report-a-hazard.aspx>

## **Risk Management**

<https://www.mga.edu/risk-management/>

## **Public Safety**

<http://www.mga.edu/police/>

## **Facilities**

<https://www.mga.edu/facilities/>

## **Technology Resources**

<http://www.mga.edu/technology/>

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## PROGRAM PURPOSE

The Building Coordinator Program serves as a resource on matters related to facilities and safety services. Building Coordinators, Facilities, Public Safety, and Risk Coordinator will help to enhance and improve safety on campus through their commitment to this program.

## BUILDING COORDINATOR ROLE DEFINED

Every building on each campus will have an assigned Building Coordinator and Alternate Building Coordinator if available for each floor. A Building Coordinator is an MGA employee who has a defined role and basic knowledge in campus emergency, disaster preparedness, and building security. The Primary Building Coordinator serves as the first point of contact for emergency situations. Alternate Building Coordinator, if one is selected, will take charge in the absence of the Primary Building Coordinator. These employees should have a broad understanding of the activities of the department(s) housed within their designated building/floor and be on duty during regular business hours. In the absence of the Primary and Alternate Building Coordinators, Facilities or Public Safety should be contacted. Public Safety or local police will be contacted for emergencies after regular business hours.

## A BUILDING COORDINATOR MAY

- Serve as a building contact for reporting any building related hazards, and for guidance in the event of emergencies to ensure the wellbeing of building occupants.
- Serve as an emergency responder if any emergency occurs during regular hours.
- Serve as the primary communication liaison between campus support agencies and building occupants.
- Work directly with Public Safety in matters of safety and security for their building.
- Routinely monitor building/floor to identify safety hazards and report issues promptly to Facilities to mitigate chances of injury.
- Be available during normal business hours and make arrangements with the alternate prior to your being off campus so that there is consistent coverage.
- Supervise evacuating people that are immobile when elevators are not to be used or are inoperable.

## TIPS FOR SUCCESS

Be familiar with:

- Basic 1<sup>st</sup> aid & AED use
- Building entrances
- Access controls
- Doors and keys
- Occupants
- Special department equipment
- Labs and research areas
- Emergency assembly areas specific for your building and type
- Work with Public Safety, and Risk Coordinator to communicate safety vulnerabilities.
- Provide feedback to assist in improving services and communications.

## SAFETY EMERGENCIES AND PROTOCOLS

### SEVERE WEATHER / NATURAL HAZARDS

#### **Snow, Ice, or Flooding**

Snow, ice, or flooding can make travel to or from campus hazardous.

- Public Safety will work with other officials to determine if campus activities should be suspended.
- Public Safety will notify faculty, staff, and students of campus closures and delays through campus notifications and news releases.
- To sign up for Knight Alert, please visit <http://www.mga.edu/police/alert.aspx>.

#### **Earthquake**

*During Shaking:*

- Seek refuge in doorway or under a desk or table.
- Stay away from glass windows, shelves, and heavy equipment.

- Do not run through or near buildings.
- *After Shaking:*
- Evaluate the situation and determine if emergency help is necessary. If so, call Public Safety or 911.
- Report damages to Facilities.

## **Tornadoes**

**WATCH:** possibility of one or more tornadoes in the area. Continue with normal activities, but monitor weather closely.

**WARNING:** a tornado has been sighted and may be approaching. *Seek shelter immediately.*

- Seek shelter in the lowest level of the building.
- Shelter locations: <http://www.mga.edu/risk-management/shelter-locations.aspx>
- The shelter location for my building/floor(s):  

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- Get under a heavy desk or sit next to the wall and cover your head with your arms/hands.
- Interior rooms or hallways without windows should be utilized for shelter.

## **Thunderstorms**

Thunderstorms may bring heavy rain, hail, strong winds, and occasionally snow.

**WATCH:** conditions are favorable for severe weather. Continue with normal activities, but monitor weather closely.

**WARNING:** *seek shelter immediately* and monitor conditions until storm passes.

- Shelter locations: <http://www.mga.edu/risk-management/shelter-locations.aspx>
- Stay away from windows.
- Do not use electrical appliances.



## **BOMB THREATS**

- *Do not handle* the object you observe as suspicious or a potential bomb.
- Clear the area immediately and call Public Safety.
- Public Safety may evacuate your building:
- If your building is **not evacuated**:
  - Police may lead a search of the area.
  - Employees in affected area may be asked to help identify items or conduct a search under the direction of Public Safety or Facilities.
- If your building is evacuated:
  - Follow evacuation protocols.
  - Once outside, stay away from buildings, vehicles, and trash containers.
  - Police will lead search of the area.

## **HAZARDOUS MATERIAL SPILLS**

- Any spillage of a hazardous chemical should be reported to the Facilities Director during regular business hours or Public Safety.
  - Be specific about the material involved and approximate the quantities.
- The Facilities Director will initiate the response of appropriate response teams to effectively clean up the spill.
- *Vacate the area and seal it off* to prevent further contamination of other areas until response teams arrive.
- If evacuation of the building is required, follow evacuation protocols found here:  
[www.mga.edu/risk-management/docs/training/coordinator-training/Building\\_Coordinator\\_Handbook.pdf](http://www.mga.edu/risk-management/docs/training/coordinator-training/Building_Coordinator_Handbook.pdf)

## **OIL SPILL**

- Notify SPCC Coordinator (Facilities Director) and public safety.
- Extinguish all sources of ignition and remove all vehicles from spill area.
- For **spills greater than 10 gallons**:

- If can be done safely, attempt to stop release and deploy spill response materials.
- SPCC Coordinator (Director of Facilities) will notify authorities and response contractor to assist in cleanup.

**For spills less than 10 gallons:**

- Contain spill with absorbent material. Know where your spill kit is located prior to needing it.
- Recover spilled material using absorbent materials.
- SPCC Coordinator will arrange for proper disposal of waste materials.

Refer to the SPCC manual for your campus for more detailed oil spill information. For a copy of this, contact the facilities SPCC Coordinator.

## **NATURAL GAS LEAK**

Natural gas has an odorant added to make it smell like rotten eggs. A flame or a spark near a natural gas leak could cause an explosion.

**If you smell a natural gas odor:**

- Do not try to locate the leak or open windows.
- Do not use any devices that could cause a spark.
- Evacuate the building.
- Once outside, move at least 150ft away from the building.
- Activate fire alarm *outside* the area of the leak and call Public Safety.

## **FIRES**

Report to Public Safety

**Minor Fires:**

- Charge fire extinguisher toward base of the flame.

**Large Fires:**

- Activate the building fire alarm.
- Evacuate the building occupants and **do not** use elevators. **Know your fire assembly location.**
- For guidance on evacuating immobile persons on upper floors See APPENDIX-II
- Close all doors while exiting the building – do not lock the doors.
- Be prepared to stay near the floor while exiting if smoke is present.

- Direct crowds away from fire hydrants and roadways, and make sure sidewalks stay clear for emergency vehicles. Proceed to predetermined fire assembly area.
- Ask bystanders to watch windows for trapped persons.
- **Do not** attempt to rescue anyone. Notify fire department personnel.

## **ACTIVE ASSAILANTS**

### **Immediate life-threatening event:**

- Notify Public Safety or dial 911
- Each individual should take whatever actions necessary to protect their own life.
- If possible, flee the area safely and avoid danger.
- Lock or barricade all doors and windows.
- Remain in place until “all clear” is given by Public Safety.

### **If you observe a weapon on campus:**

- Remain calm and call Public Safety.
- Do not touch the weapon or approach the individual suspected of having a weapon.
- If possible, remove yourself from the area.

**Do not go to emergency assembly areas when an active assailant is on campus. Proceed to safe cover in this situation.**

## **EXPLOSION / AIRCRAFT DOWN**

- **Take cover** under tables, desks, or other objects to protect from falling glass or debris.
- After the effects of the explosion are over, notify Public Safety or dial 911.
- If necessary, activate the building alarm.
- **Evacuate** and move away from affected areas. Proceed to predetermined emergency assembly area.
- Keep streets and walkways clear for emergency vehicles.

## **EVACUATION AND ASSEMBLY**

Evacuations will occur when an alarm sounds or upon notification by MGA officials. You will need to address and/or guide the building occupants on where to assemble. Leave the area by

following the emergency evacuation route that has been predesignated for your building. Depending on the nature of the emergency, you may need to *stay in or exit* the building. Remember, there are NO assembly areas for an active assailant situation.

**For Information on Evacuating Persons that are Immobile when elevators cannot be used see: APPENDIX-II**

## **SEVERE WEATHER SHELTER AREAS**

These locations are always the lowest level of the building away from windows and doors. Shelter area diagrams for each building can be found here: <http://www.mga.edu/risk-management/shelter-locations.aspx>.

*\*Download the Rave Guardian app on your phone to have access to building diagrams and other useful safety information.*

## **OUTDOOR ASSEMBLY-Fires**

Locations for outdoor assembly upon building evacuation can be found in Appendix I.

The outdoor assembly area for my building is: \_\_\_\_\_

## **OUTDOOR ASSEMBLY-Bomb Threat**

The outdoor assembly area for my building is: \_\_\_\_\_

## **While exiting a building during an evacuation:**

- Assist handicapped persons.
- Do not use elevators.
- Once outside, proceed to the predesignated evacuation area for you building.
- Leave streets and walkways clear for emergency vehicles and personnel.
- Do not return to the building unless told to do so by MGA officials.

The Chief of Police will notify everyone in the event of an entire campus evacuation.

## **ASSEMBLY RELEASE**

After the evacuation, Building Coordinators are responsible for releasing the assembly back into the building once an “All Clear” has been given by the Chief of Police or other designated official.

## **FIRST AID**

In the event of any medical emergency, remain calm and assess the situation. **Never** put yourself in danger. If you know 1<sup>st</sup> aid, administer whatever treatment you feel comfortable with handling.

## **MEDICAL EMERGENCY**

- Contact Public Safety or 911.
- Do not move injured person unless they are in immediate danger of further injury.
- Check breathing and initiate appropriate first aid.
  - Do not touch the individual without personal protection if there is danger of coming into contact with bodily fluids.
- Do not perform CPR if you are incapable, but immediately address bystanders for someone who may have knowledge to perform CPR.

## **MINOR INJURY**

- Retrieve and utilize items in nearest first aid kit.
- Instruct individual to consult with their doctor or Health Services after initial temporary treatment.

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

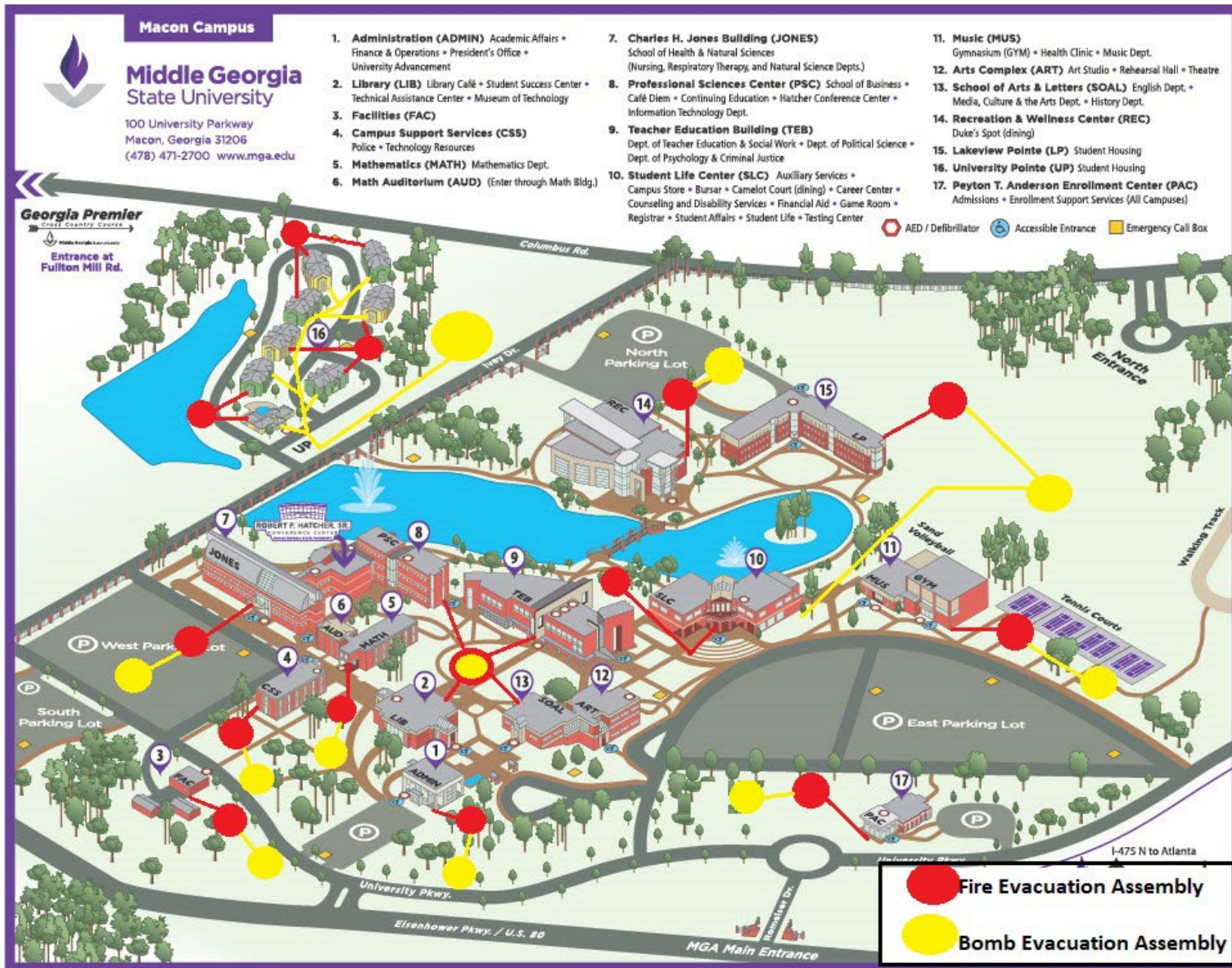
- The AED will give you step-by-step voice prompts to follow so most people should be able to use the AED without prior instruction, but if in doubt, please get familiar with it prior to the need to use it.
- Immediately summon a bystander to notify Public Safety or dial 911.
- A police report will serve as a Post-Incident Report Form for all use, or attempted use of the AED.

The first aid kit for my building/floor is located: \_\_\_\_\_.

The AED for my building/floor is located: \_\_\_\_\_.

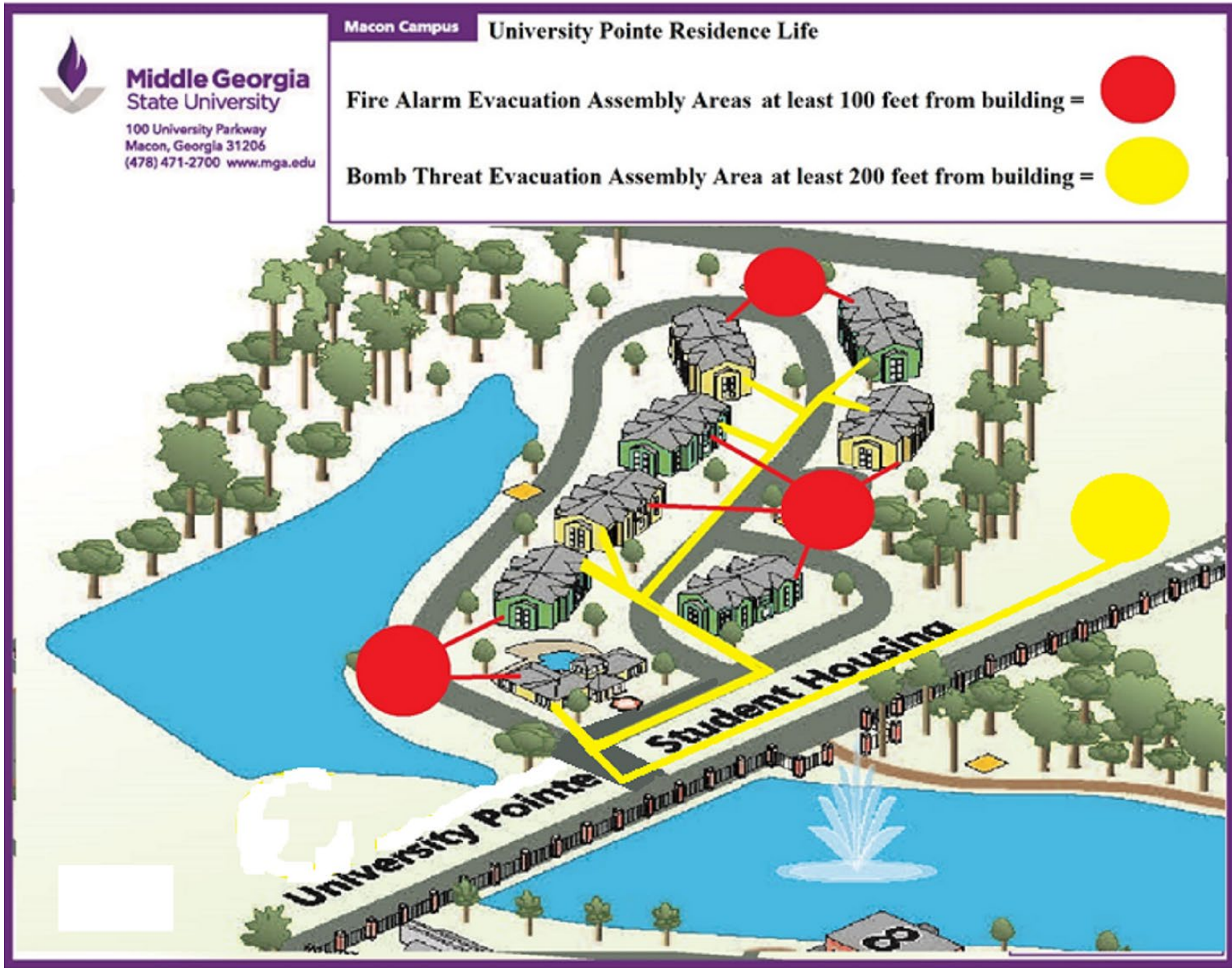
APPENDIX - I  
Outdoor Assembly Areas

# Macon Campus Outdoor Assembly Areas



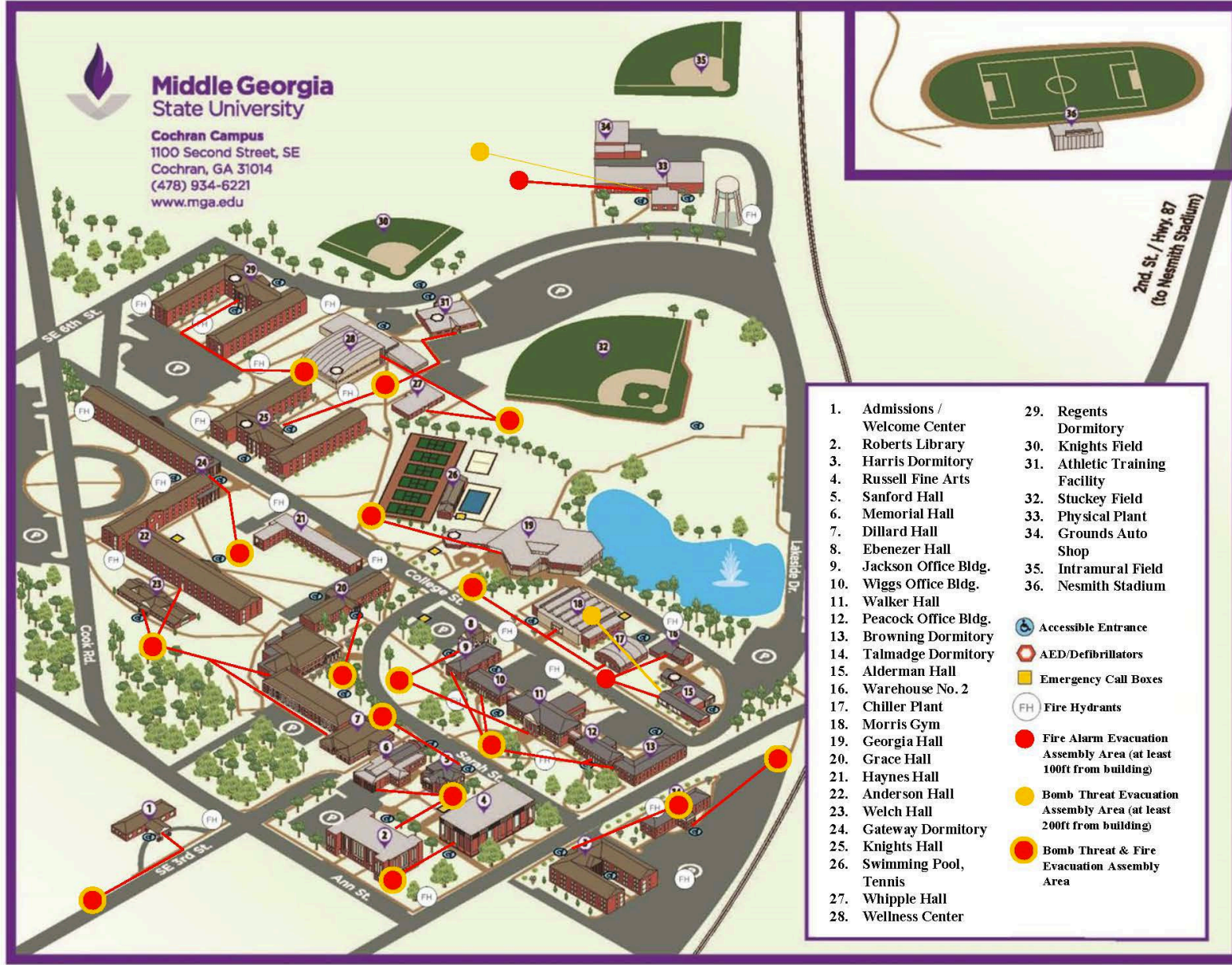
Updated October 2021 / Map Design by Burt&Burt

Macon Campus Outdoor Assembly Areas

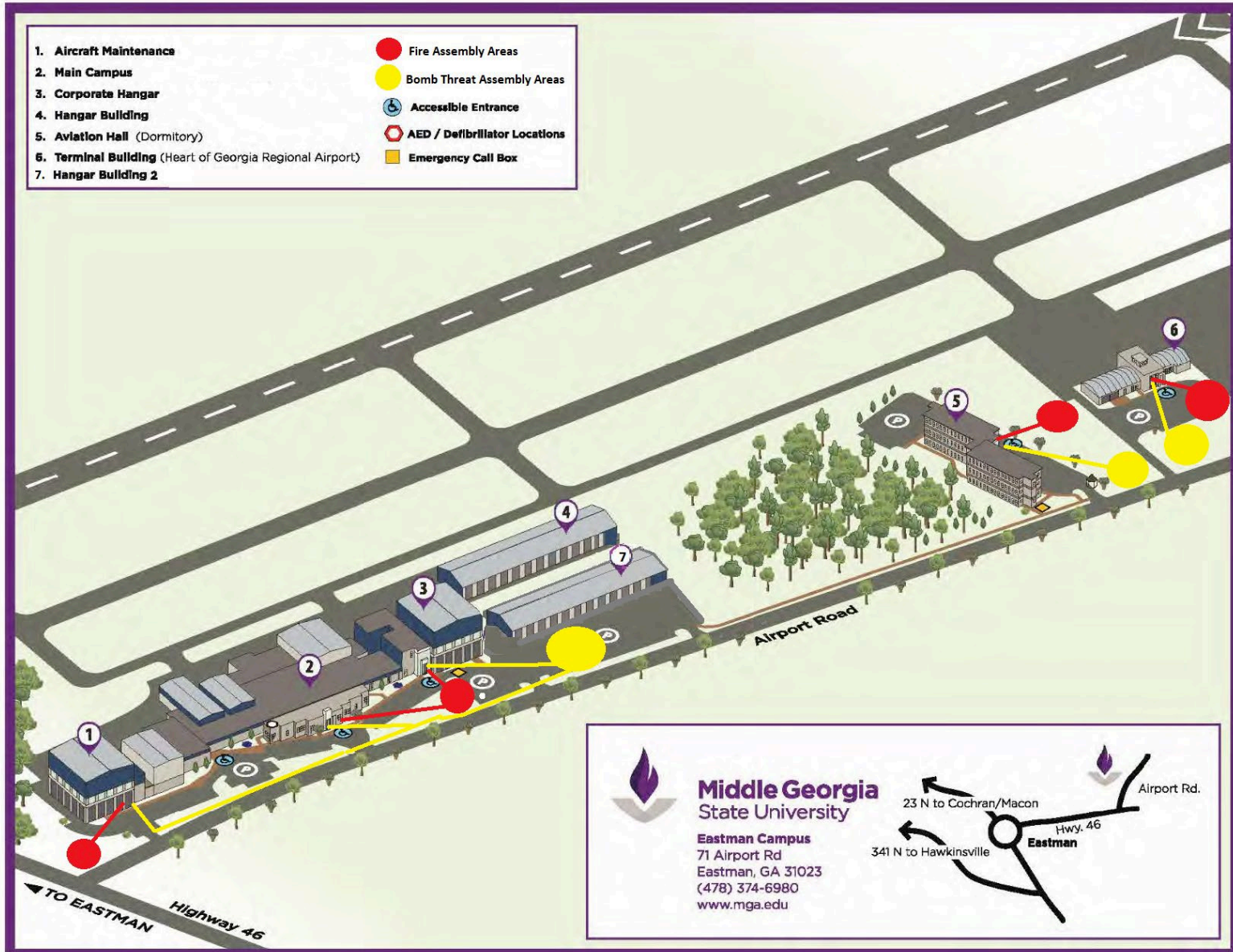




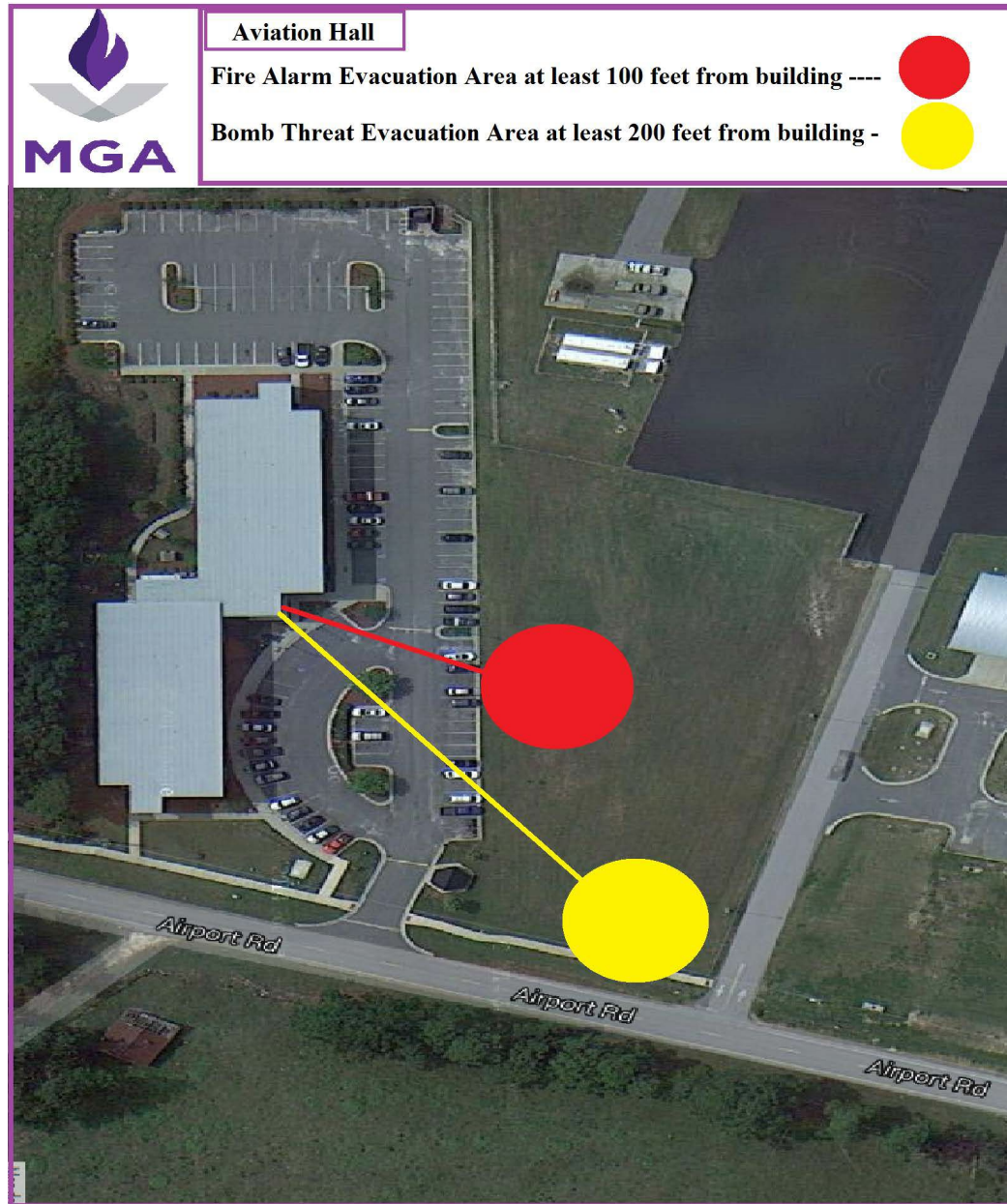
# Cochran Campus Outdoor Assembly Areas



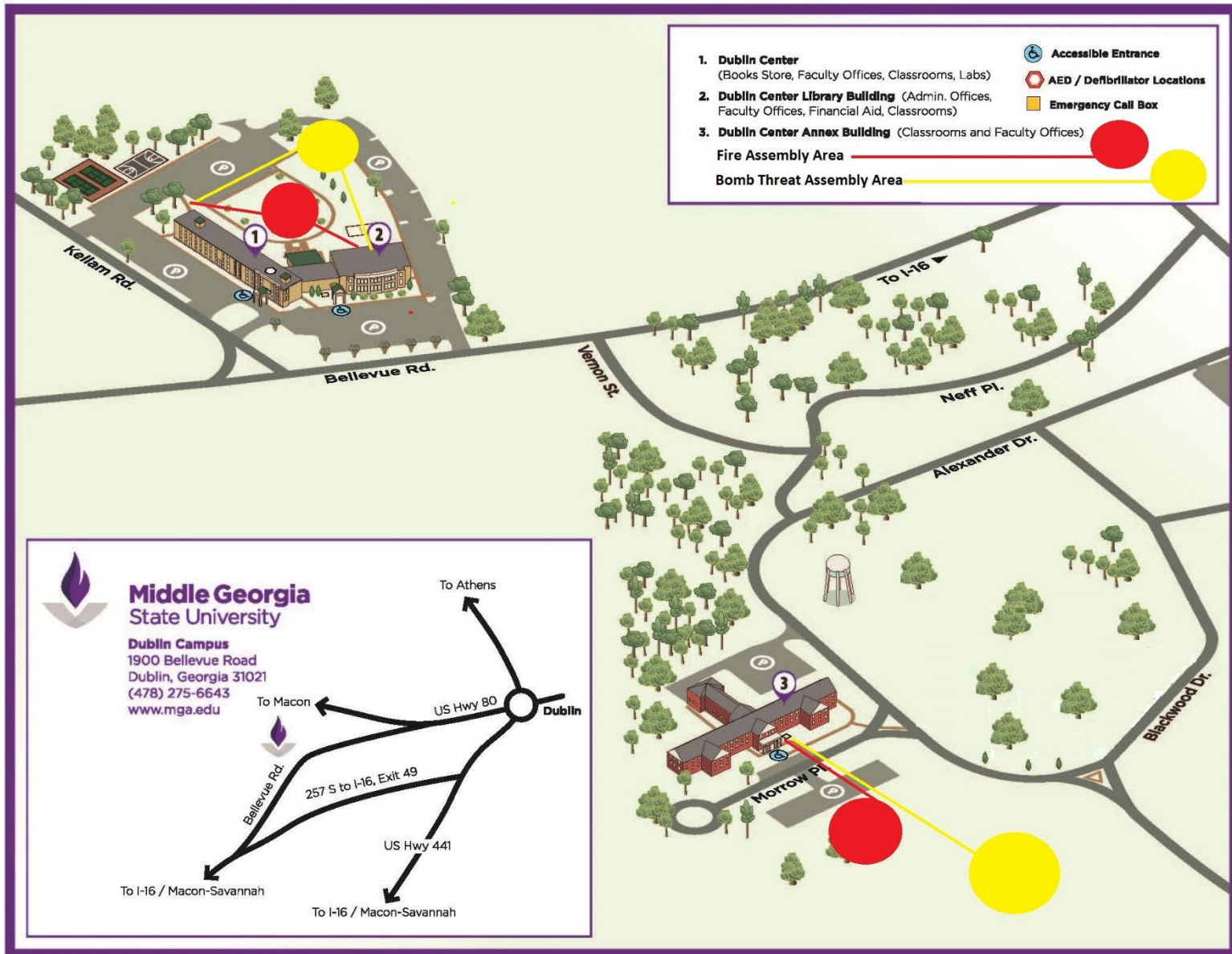
# Eastman Campus Outdoor Assembly Areas



Eastman Campus Outdoor Assembly Areas



# Dublin Campus Outdoor Assembly Areas

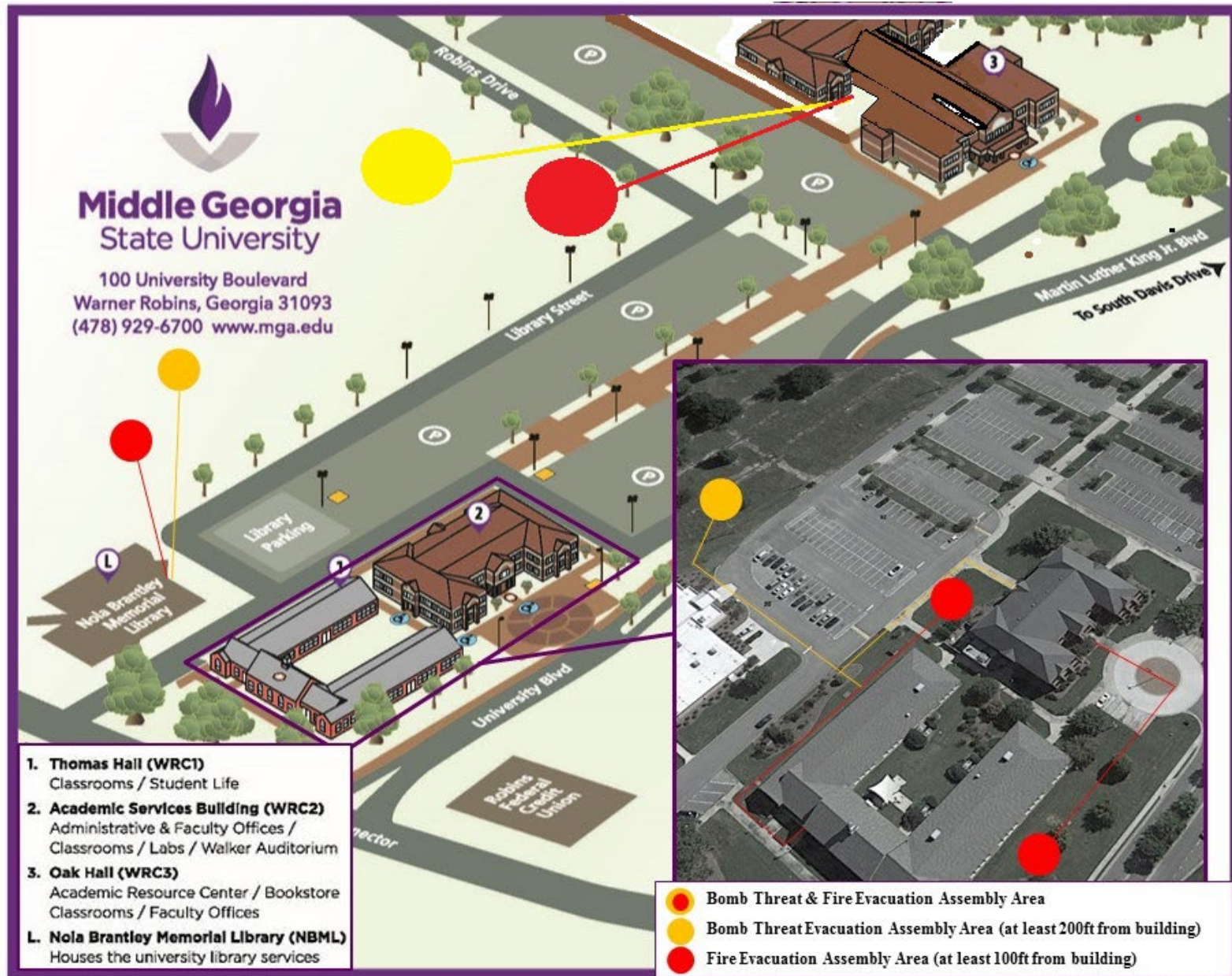


**Middle Georgia State University**  
 Dublin Campus  
 1900 Bellevue Road  
 Dublin, Georgia 31021  
 (478) 275-6643  
 www.mga.edu

**Dublin**

- To Athens
- To Macon
- To I-16 / Macon-Savannah (via Bellevue Rd.)
- To I-16 / Macon-Savannah (via 257 S to I-16, Exit 49)
- To I-16 / Macon-Savannah (via US Hwy 441)

# Warner Robins Campus Outdoor Assembly Areas



# Macon Downtown Airport Outdoor Assembly Areas



## APPENDIX – II

Suggestions for assisting immobile people in evacuating from upper floors to the lower floor of the building when elevators cannot be used or are inoperable.

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### Consider these recommendations when assisting people who are immobile to evacuate:

- Assign 2 or more staff members who are willing and able to assist a colleague with a disability during evacuation.
- Do not lift an individual in a wheelchair. There is too much risk involved for both the lay rescuer and the non-ambulatory person (back injury, loss of control of the wheelchair and person in it, tripping, falling).
  - Note: Wheelchairs have many movable or weak parts that are not constructed to withstand the stress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests, etc.).
- Be aware that some individuals in wheelchairs may have:
  - Minimal ability to move, and lifting them may be dangerous to their well-being
  - Very little upper trunk and neck strength
  - Respiratory conditions and/ or equipment that increase their vulnerability to smoke, vapors, or other airborne toxicants.
- Always ask the person having a disability what their needs and preferences are regarding:
  - Ways of being moved
  - Whether to extend or move extremities when lifting because of pain, braces, etc.
  - Whether a seat cushion or pad should be brought along
  - Aftercare, if the individual will be removed from the wheelchair.
- If an individual is lifted from a wheelchair during evacuation:
  - Ask others to bring the wheelchair.
  - When the wheelchair is left behind, remove it from the stairwell and ensure it does not obstruct exit routes.
  - Ensure that a service animal is not separated from its master.
  - Reunite the person with the wheelchair as soon as possible.

#### THE CRADLE LIFT

The *cradle lift*, the preferred method when the person to be carried has little or no arm strength. It only works if the person being carried weighs less than the carrier's weight. Place your arms under the victim's knees and around their back.





#### THE PACKSTRAP METHOD

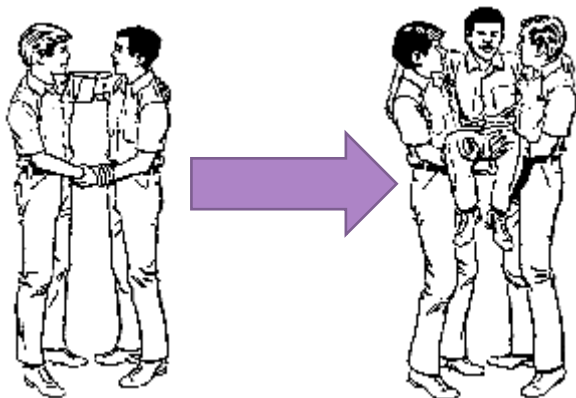
When disabilities make the firefighter carry unsafe, the *packstrap method* is better for longer distances than the cradle lift:

- Place both the victim's arms over your shoulders.
- Cross the victim's arms, grasping the victim's opposite wrist.
- Pull the person's arms close to your chest.
- Squat slightly and drive your hips into the victim while bending slightly at the waist.
- Balance the load on your hips and support the victim with your legs.



#### TWO-PERSON CARRY TECHNIQUE - THE SWING OR CHAIR CARRY

- Carriers stand on opposite sides of the individual.
- Take the arm on your side and wrap it around your shoulder.
- Grasp your carry partner's forearm behind the person in the small of the back.



- Reach under the person's knees to grasp the wrist of your carry partner's other hand.
- Both carry partners should then lean in, close to the person, and lift on the count of three.
- Continue pressing into the person being carried for additional support in the carry.

When using an elevator is NOT an option, these are just a few examples of how to assist an immobile person to get to the lower level of the building where they are able to then exit the building under their own power. Always put safety first, so try to find the most able-bodied people to assist with these methods as they require a good deal of strength to perform. It is recommended that you get an idea of who would make good candidates ahead of time and practice the above methods to be ready if an emergency evacuation should arise.

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## Review

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1. Where is the closest AED located? \_\_\_\_\_
2. What must you do after using an AED? \_\_\_\_\_
3. Where is the closest fire extinguisher located? \_\_\_\_\_
4. Do you know where to assemble for a fire alarm? \_\_\_\_\_
5. Do you know where to assemble for a bomb threat? \_\_\_\_\_
6. Is there an assembly area for an active assailant? \_\_\_\_\_
7. Can elevators be used during all types of emergencies? \_\_\_\_\_
8. Are you familiar with how to get a disabled person to the ground floor? \_\_\_\_\_
9. Do you know the phone number for campus police? \_\_\_\_\_
10. Are you familiar with all exits in your building? \_\_\_\_\_
11. Do you know who your alternate building coordinators are? \_\_\_\_\_

If you answered “No” or “I don’t know” to any of the above questions, please take time to get familiar with information contained in this handbook. If you need any further assistance don’t hesitate to contact the Risk Coordinator at (478)-471-2506 or email at [riskmanagement@mga.edu](mailto:riskmanagement@mga.edu)

Building Coordinator information can be found on the risk management website at the link below. Be familiar with who in your building are the building coordinators and alternate coordinators so you know who to contact if you ever need assistance in handling urgent situations that may arise. <https://www.mga.edu/risk-management/building-coordinator.php>