

Caldwell University
Office of Campus Safety and Security
Emergency Coordinator Program

Overview:

The primary role of Emergency Coordinators (EC) is to lead the evacuation of occupants from the floor/building during a fire alarm, evacuation, or other emergency. The quick actions, clear thinking and calm leadership are vital to ensuring the safety of building occupants during a fire/building emergency.

- Responsibilities/objectives:
 - Act decisively during an emergency, remain calm/do not panic and attempt to keep others calm
 - Wear your safety vests, be noticeable
 - Lead and direct occupants out of the buildings to predetermined assembly areas
 - Knock on closed doors/bathroom doors on your way out to announce emergencies, close doors on your way out
 - Note any pertinent observations on your way out (smoke, odors, people, sounds, etc...)
 - Note and report any persons with disabilities or impairments, assign two people if available to each mobility impaired person. Report location to emergency responders
 - Report any observations to Campus Safety and Security, Police and/or the Fire Department
 - Know emergency evacuation routes in advance, locations of pull stations, building Evacuation Meeting Areas (EMA) locations and fire extinguishers
 - Use of fire extinguishers for small, quick fires only after 9-1-1 has been called
 - Report any emergency lighting malfunctions, alarm audible/strobe malfunctions, and other problems to Campus Safety and Security and/or Facilities
 - Report any obstructions in hallways or doorways to Campus Safety and Security and/or Facilities
 - Communicate with other EC as needed
 - Defend in place if necessary when evacuation is impossible in a totally closed, outside office or room with a telephone and a window. All doors should be closed as you retreat into the room, sealing the bottom of the door to prevent smoke from entering. Place something in the window and/or wave to indicate where you are
- What you are NOT expected to do:
 - Use the elevators
 - Fight fires
 - Building searches
 - Do not go back into buildings unless cleared by emergency responders
 - Allow others to go back in buildings, report any problems immediately

Please contact the Office of Campus Safety and Security for more information or if interested in becoming an Emergency Coordinator for the University!
973-618-3259