



**Building Security  
Coordinator's  
Manual**

September 2006

**AUSTIN PEAY STATE UNIVERSITY  
Building Security Coordinator's Manual**

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**Preface**

Building Security Coordinators and Assistant Building Coordinators are an essential part of the Austin Peay campus and an integral factor in protecting the operational safety and health of the University community. This manual defines the role, responsibilities and authority of the Building Security Coordinators.

Austin Peay State University has various types of structures from office buildings to laboratories and other facilities housing technical operations to hazardous materials. Because of this diversity, this manual only serves as a basic guide. Building Security Coordinator's may expand this manual to meet the unique needs of their individual structure(s).

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**CHAPTER: 1 – Role of Building Security Coordinators**

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**1-1 Overview**

Under operating and emergency conditions, Building Security Coordinators serve as facilitators, problem solvers and as conduits for environment, life safety, and health policies and procedures. Building Security Coordinators promote a safe, secure, and orderly environment for occupants and visitors in their facilities. They also provide oversight and coordination of all activities required to protect the physical and functional integrity of the facility.

Emergency response functions of Building Security Coordinators are identified in the individual buildings emergency preparedness plan and APSU Policy 4:006.

**1-2 Appointment**

Building Security Coordinators are appointed by the Vice President of Finance and Administrations in accordance with the appropriate senior administrator, (4:006) for each particular building. When facilities are occupied by more than one division, multiple Building Security Coordinators may be assigned. The Building Security Coordinators are usually appointed from within the division with major interest in the facility.

When Building Security Coordinators appointments require change, the VP for Finance and Administrations must be notified.

**1-3 Qualifications**

The level of training for Building Security Coordinators should be consistent with the complexity of the operations conducted within their facilities. Buildings that house technical operations, research or laboratories require persons who understand the nature and magnitude of hazards within their facilities. Should be able to distinguish what constitutes an "EMERGENCY" and what does not.

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#### **1-4 Supervision**

The title of Building Security Coordinator is assigned concurrently with the employee's regular job description. The percentage of the employee's time allocated to Building Security Coordinator responsibilities will depend on the nature and size of the facility. In rare instances and at certain times, the execution of these responsibilities may require a significant amount of time.

Annual performance evaluations of individual Building Security Coordinators should include the fulfillment of their responsibilities as Building Security Coordinator as well as their other duties. Building Security Coordinators are encouraged to work directly with their supervisors to resolve any and all conflicts between their Building Security Coordinator role and their regular functions.

#### **1-5 Delegation of Authority**

With the agreement of their administrative officer, and depending on the size and extend of the facilities, Building Security Coordinators may require one or more assistants who report directly to the Building Security Coordinator on matters concerning their facilities. The qualifications and training of assistants should be determined by the Building Security Coordinator they assist.

#### **1-6 Training**

Fire prevention and emergency preparedness workshops will be presented to Building Security Coordinators and assistants by the Campus Safety Inspector and Public Safety upon request. Other specific training, when required, on operational issues of building systems, e.g., elevator, HVAC, etc., should be requested from the Physical Plant.

When the facility includes unique hazardous conditions, e.g., laboratories, theaters, large congregational areas, etc., the Building Security Coordinator's training should be adequate to ensure that the building staff and occupants are prepared to respond to various potential emergencies.

Building Security Coordinators should ensure that their assistant(s) are aware of any special requirements within their building and are prepared to assume their role during absences.

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**CHAPTER: 2 – RESPONSIBILITIES**

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**2-1 References**

[APSU Policy 3:001 Use of Facilities](#)  
[APSU Policy 4:003 - Work Orders](#)  
[APSU Policy 4:005 TOSHA Handbook](#)  
[APSU Policy 4:006 - Major Disturbances, Disaster Control, and Inclement Weather](#)  
[APSU Policy 4:007 - Security of Facilities](#)  
[APSU Policy 99:021 - Hazardous Materials](#)  
[Worker's Compensation - Department Incident Report Form](#)

**2-2 Overview**

The Building Security Coordinator's responsibilities include the oversight of safety and security for workers and visitors during normal operations and during emergency conditions; maintenance, repairs and upgrades of the structure. Responsibilities also include monitoring compliance with environment, safety and health policies and procedures related to the facilities operations.

**2-3 Conservatorship**

- a. The conservatorship responsibilities of Building Security Coordinators typically direct them to
- b. Ensure that emergency exits, evacuation routes, and emergency equipment are not obstructed and are clearly designated
- c. Promote physical integrity of the building by requesting, through work orders, that the Physical Plant correct noted deficiencies.
- d. Oversee and coordinate all activities required to protect the physical and functional integrity of the facility during normal operating and emergency conditions.
- e. Ensure that activities in the building do not interfere with the operations of other building occupants.
- f. Inform building occupants of scheduled electrical, water and other service outages.
- g. Communicate with building occupants by keeping them aware of conditions that affect their environment and by providing them with procedural information about access to APSU's various departments for maintenance, repairs, safety and security.

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**2-4 Inspections**

Building Security Coordinators and their assistants promote safe and orderly operating conditions by conducting inspections to verify that all buildings and facilities are in compliance. Some of the most important conditions to inspect include the following

- a. Emergency exits are marked, visible and accessible.
- b. Aisles have required clearances and are not obstructed.
- c. All stairwells are free and clear of any materials or equipment.
- d. Clearances to electrical panels and sprinklers are maintained.
- e. The presence of combustible or flammable materials is minimized.
- f. No electrical hazards are present.
- g. Hazardous substances are properly stored. (Coordinate with the Campus Safety Inspector)
- h. Schedule annual drills for fire, emergency evacuations and coordinate these events Public Safety and the Campus Safety Inspector.
- i. Insure that all hazardous material located in buildings are listed on the Hazardous Material Inventory. (Coordinate with the Campus Safety Inspector)
- j. Should make sure that all corridor doors (Fire Doors) are kept closed at all times.

Building Security Coordinators are responsible for monitoring compliance to corrective actions.

**2-5 Emergency Preparedness**

- a. Evacuation Plans - Building Security Coordinators will develop evacuation plans and procedures in conjunction with the Campus Safety Inspector, Public Safety and other emergency preparedness staff. Building Security Coordinators will conduct an annual evacuation drill. Building occupants will be evacuated to areas listed in APSU Policy 4:006. For each facility, selected personnel should be designated to primary or secondary responsibilities during emergencies, e.g.' floor supervisor, bathroom monitor, elevator monitor, stairwell monitor, accountability monitor. Assignment of the responsibilities and their initiation during rehearsals will help to ensure that all personnel can be safely evacuated during real emergencies.

- b. Injuries, Spills and Accidents – When injuries, spills or other accidents occur, Building Security Coordinators support the response of the department in whose area the mishap occurred by ensuring access to the accident by emergency responders and by taking steps to protect personnel and minimize property damage.

In case of a hazardous spill, department personnel are responsible for cordoning off the effected area and initiating other emergency response procedures to include notifying Public Safety and OSHA Safety Inspector.

## **2-6 Facility Management**

- a. Space Utilization - Building Security Coordinators will be kept informed about changes within the assigned space of their facilities. When changes occur, departments must advise Building Security Coordinators about the new utilization of space so that they know the needs and potential hazards associated with those changes.
- b. Security – In cooperation with Public Safety, Building Security Coordinators oversee building security. Public Safety will provide each Building Security Coordinator a daily report listing doors/windows found unsecured and any potential problem observed in their respective area.

Keys to buildings and specific areas within them are issued by the Physical plant upon authorization from the responsible Department Chair. In order to have emergency access to all areas in their facilities, Building Security Coordinator are issued master keys for their buildings.

Theft of APSU property must be reported to Public Safety for incident report preparation. If forced entry has occurred, nothing should be touched or removed until the area has been processed by Public Safety.

Outside door readers have been installed on all academic buildings and will require an ID card to enter the buildings after normal hours. Access to the building will be limited to faculty and staff assigned to that building. Building Security Coordinators will be responsible for permitting access to their building after hours.

c. Maintenance and Repairs

The Building Security Coordinator may choose to consolidate routine maintenance and repair requests (lighting, heating, etc.) and coordinate and schedule maintenance and repairs with appropriate departments. Alternatively, the Building Security Coordinator should select which method will be used and notify occupants of the correct procedure. The term "EMERGENCY" shall not be used when requesting general services.

What constitutes an 'EMERGENCY'?

- a. Fire
- b. Person being stuck in elevator
- c. Flood or water on floor
- d. Broken Glass
- e. Power failure to building
- f. Property damaged that may affect Health and Safety
- g. No Air Conditioning or Heat in Building

**2-7 Exits and Corridors**

All buildings must have continuously unobstructed exits and corridors (free of open storage) and appropriate lighting to permit prompt evacuation and immediate emergency egress.

Do not store combustible or flammable items in lockers or cabinets in corridors or near exits. Temporary or permanent storage of combustible or flammable items in corridors or near exits is not permitted.

All stairwells must be free and clear of any materials or equipment.

**2-8 Fire Safety Inspections**

The Campus Safety Inspector conducts semiannual fire safety inspections. After the inspection, a report of all violations is issued to the Building Security Coordinators and the appropriate administrative officer. Building Security Coordinators monitor the implementation of corrective actions in response to any reported violations. Public Safety will assist the Building Security Coordinator and the Campus Safety Inspector in conducting and evaluating scheduled fire and evacuation drills.