Emergency Building Coordinators

Emergency Building Coordinators, or EBC's, are appointed by the College President (or designee) as the primary point of contact for each building during an emergency. Each EBC will help coordinate the campus response to major incidents that may occur on or near campus.

EBC Primary Responsibilities

1. Serve as a safety resource for building occupants; providing information on evacuation procedures, and the location of safety devices.
2. Maintain a copy of the contact list for employees who have an office in the building.
3. Participate in emergency training and drills.
4. When appropriate, provide first aid to building occupants.
5. Report issues using the "**Make a Report (lowercolumbia.edu/students/make-a-report/)** " webpage, or direct others to do so.
6. Communicate building status to Campus Services at **360) 442-2260,**

EBC Training and Other Requirements

1. Complete CPR/First Aid/AED training.
2. Complete Fire Extinguisher training.
3. Complete Incident Command System, ICS training.
4. Complete Blood Borne Pathogen Prevention training.
5. Be familiar with their building evacuation routes.
6. Ensure emergency exits are clear at all times.
7. Ensure that an emergency evacuation plan is in place for their building.
8. Explain basic evacuation procedures for their building to all new employees.
9. Know the location of basic safety devices within their building (e.g. fire extinguishers, evacuation chairs, first aid kits, and AEDs).
10. Know location of emergency backpack and booklet (provided by Safety & Security).
11. Coordinate as necessary with the designated alternate EBC who will act in their absence.

For Employees Only - Find Your EBC!

Please review the **Emergency Building Coordinators list (docs.google.com/a/lowercolumbia.edu/document/d/1hJQ1u9ckV59_mNLIqjz3zYOcnj5oaq1Mh_0ndpIHAck/edit?usp=sharing)** to find your EBC (access restricted to LCC employees with @lowercolumbia.edu email addresses).