Building Coordinator Pre-Evacuation Drill Meeting Agenda

Building Coordinators should work with the identified Points of Contact (POC) per suite (or other organizational unit) to complete the action items recommended below.

- Distribute and review any updates or changes to the facility’s Emergency Action Plan (EAP).
- Review building evacuation routes and recommended assembly areas.
- Distribute any safety equipment, such as vests or ear plugs (if utilized).
- Distribute Guidance Documents to POC and request internal distribution (within suite or organizational unit): (select link below)
  - EAP EMPLOYEE GUIDANCE document to all staff
  - EAP MANAGEMENT GUIDANCE and EAP WARDEN GUIDANCE to appropriate staff
- Discuss how POC or occupants will be notified of “all clear” or continued building closure.
- Building Coordinator will complete a Building Coordinator Evaluation Form as noted in the evacuation drill schedule agenda. Notify POCs if any information will be required from them to complete the Evaluation Form.

For items needing repair call 602-542-4594 or submit Work Orders online at https://gsd.az.gov/content/work-order-request

For further information regarding EAPs or emergency planning, contact State Risk Management at (602) 542-2381 or Erik.Lohman@azdoa.gov.