The following list describes the responsibilities and duties of each Building Supervisor within West Virginia University. Each duty listed should be handled by the Building Supervisor themselves. If any assigned Building Supervisor relocates to a different building or resigns from the University, a new Building Supervisor should be reassigned by the Director/Dean of that Building.

1. Organize and chair the Building Safety Committee, if one does not already exist.

2. Work with the Building Administrator(s) to develop the individual Building Emergency Plan (BEP), to train occupants of the building in the relevant sections of the plan and to update it regularly.

3. Work with the Building Administrator(s) to develop and implement an access control policy for the building, whereby a formal approval/sign out process is implemented before keys are given out and/or electronic access is awarded.

4. Function as the primary contact between the building occupants and the West Virginia University Police Department.

5. Function as liaison with first responders to building emergencies.

6. Ensure that each area of the building has evacuation routes posted and that all building occupants know evacuation procedures for their area and the location of their assembly areas for roll call following an evacuation. Pay particular attention to evacuation procedures for the disabled.

7. Execute at least two evacuation drills annually. If the building is occupied outside regular business hours, hold drills during these shifts also.

8. Ensure that each area of the building has a primary and several backup people designated to take roll call for the area following an evacuation.

9. Establish, update and disseminate a call-down list (phone tree) for the building, to be used in an emergency when evacuation and/or use of the fire alarm is not appropriate.

10. Ensure that building occupants are aware of the location of fire extinguishers, pull alarms and first aid kits.

11. Ensure that building occupants are aware of whom to call when there are emergencies in the building or work area. (9-911 off campus or from a cell phone; 3-COPS on campus)

12. Be aware of hazardous and critical operations in the building and to communicate this information to first emergency responders by providing small scale drawings with hazardous and critical areas of the building(s) clearly marked. These drawings are public safety sensitive and must be secured at all times, to be shared only with authorized personnel and emergency (fire, police) personnel.

13. Ensure that faculty, including visiting instructors, are provided with information for their classes on evacuation and how to contact University Police.

14. Handle all work orders for the building and ensuring they are reported to Facilities Management in a timely manner and work with Environmental Health and Safety as needed.