

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 43)

14 September 2021

**BUILDING COORDINATOR RESPONSIBILITY POLICY**

1. **Purpose:** The purpose of this policy is to identify and establish the Building Coordinators' standard responsibilities.
2. Building Coordinators will:
  - a. Act as the primary point of contact within the building including coordinating and disseminating information to occupants pertaining to the facility such as VMI policies and procedures involving building safety, building security requirements, and occupant roles and responsibilities.
  - b. Coordinate with Physical Plant for repairs and upkeep of building and coordinate the cleanliness and overall appearance of the building. Coordination includes initiating work order requests by contacting the Physical Plant Customer Service via email ([PhysicalPlantHelp@vmi.edu](mailto:PhysicalPlantHelp@vmi.edu)) or phone (464-7357). It is essential that the Building Coordinator take pride and a sense of ownership in the appearance and maintenance of the building. Maintaining the standards of cleanliness and appearance should be the responsibility of every employee and cadet, not just the housekeeping staff.
  - c. Assign a back-up building coordinator, hall monitors, and assistants for individuals with accessibility concerns in emergencies.
  - d. Coordinate recycling collection points with Physical Plant housekeeping staff.
  - e. Coordinate Energy Demand Response events and back-up emergency generator issues with Physical Plant's Energy Manager.
  - f. Coordinate key control IAW General Order 56, Physical Access Control Policy.
  - g. Assist the SCHEV Facilities Inventory process to verify the accuracy of all rooms in their building(s). The Physical Plant and the Registrar's Office must be notified when rooms are added/deleted or physical characteristics changed. Building and room information will be checked annually, and data must be entered or updated and pass all edit checks and communicated to Institutional Research by 3 October each year.
  - h. Supervise the safe evacuation of all personnel from the building in the event of an emergency. If the Building Coordinator is absent, the Back-Up Building Coordinator will assume this responsibility. Building Coordinators will be responsible for disseminating information to all building occupants regarding building evacuation plans

to enhance safe evacuation in the event of an emergency. When appropriate, Building Coordinators will work with the Department/Activity Heads to account for building occupants during a time of emergency. Primarily, Building Coordinators will determine the number of individuals needed for each of the positions described below based on the size of the building and notify the appropriate individuals of their responsibilities.

1) Hall Monitors: These individuals will be responsible for clearing a designated area of the building, checking to make sure all spaces are emptied and closing doors, as needed, and turning off lights as they go through the area. Note: Assign a primary and an alternate for each position.

2) Assistants for individuals with accessibility concerns: Each individual with a disability who needs assistance will be assigned two individuals to assist with their evacuation. These assistants will coordinate with the individual with a disability to determine a prearranged evacuation point where they will meet to provide assistance.

3) Back-Up for the Building Coordinator: This individual should be someone whose primary duties require them to be in the building most of the time during working hours. Note: If a Building Coordinator is also a Department/Activity Head, he/she will appoint an Alternate Department Head for Evacuation and Accountability Team purposes as the Building Coordinator responsibilities will be his/her primary responsibility during an emergency evacuation.

i. **Annually**, during the first two weeks of the Academic Year, Building Coordinators will:

- 1) Review applicable building evacuation plans with faculty, staff, and Cadets. This review will include:
  - a) Identification of the evacuation routes from the building. This information is also posted throughout each building. Physical Plant is responsible for development of this information.
  - b) Disseminate the names of individuals assigned specific evacuation duties to all faculty, staff, and cadets.
  - c) Provide appropriate training to the individuals assigned specific evaluation duties to ensure proficiency during exercises and emergencies.
- 2) Conduct fire drills in accordance with the VMI Fire Safety Plan. (Note: Individuals who work in more than one building on a regular basis will have to attend sessions in each building in which they work.)
- 3) Ensure occupants of the building understand proper procedures for reporting building and grounds issues to the Physical Plant Customer Service Center.

j. **During Times of Emergency**

- 1) The Building Coordinator will remain accessible immediately outside the building until all Hall Monitors have exited the building. They will advise all building occupants to move to their assigned muster areas. Guests to the building will be advised to muster with the Department they are visiting. (Note: The assigned muster area for cadets is a Parade Formation by company on the Parade Ground; the Cameron Hall muster location is as indicated on the Cameron Hall Assignment Sheet. Annex I. Once the building is empty, the Building Coordinator will move to his/her spot on the Parade Ground or Cameron Hall.
- 2) Building Coordinators will hold all personnel at the muster point until released by the Emergency Command Post or required to relocate. The Incident Commander will provide guidance as to any needed follow-on actions.
- 3) The Building Coordinators, once an initial accountability has been completed, will release any First Responders in their groups to the Institute Physician to enable them to assist with the response. All Tactical Officers (TACS) and Assistant Tactical Officers (ATACS) will be released to report to the Commandant's Staff area of the Parade Ground or in Cameron Hall.

FOR THE SUPERINTENDENT:

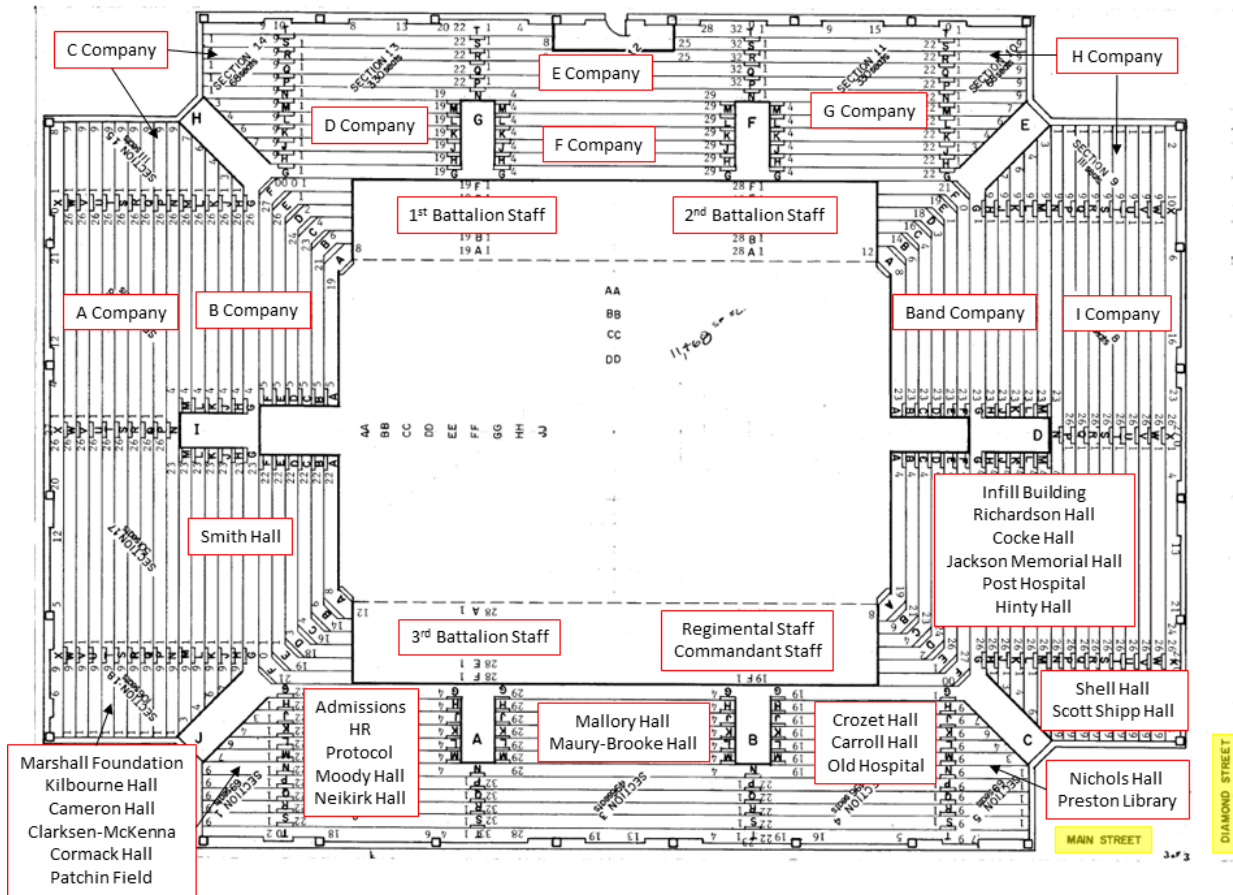
Gary A. Bissell, '89  
Colonel, USAR (Ret.)  
Acting Chief of Staff

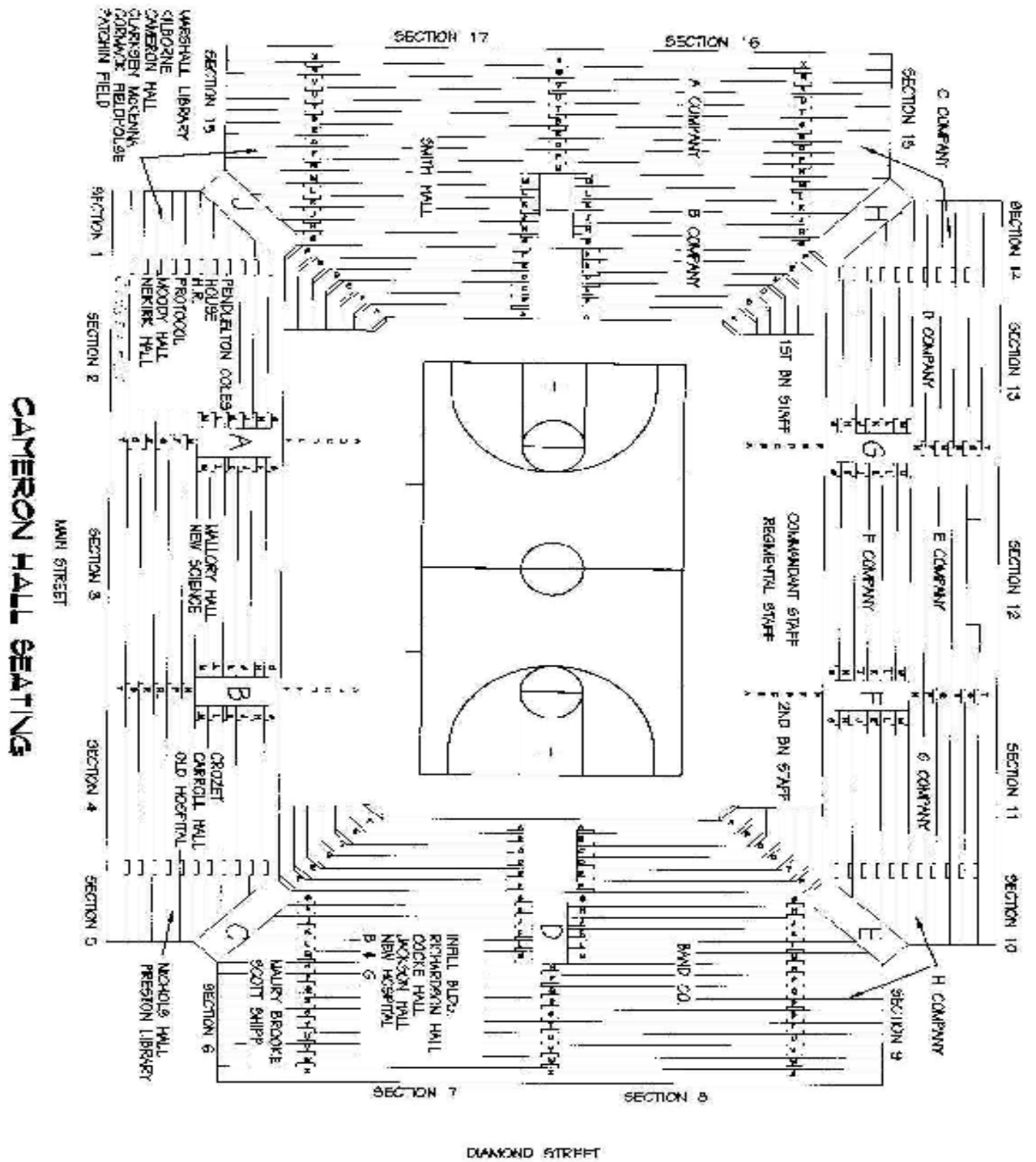
Dist: E, Cadets

Annex I: Cameron Hall Muster Locations

Attachment – Current list of Building Coordinators

# Annex I – Cameron Hall Muster Locations





## Building Coordinators Listing

(2021-2022)

Location	Building Coordinator
Admissions Annex (307 Letcher Ave)	COL Tom Mortenson
Admissions (309 Letcher Ave)	COL Tom Mortenson
Building 46 (539 N Main)	Mr. Jim Hudson
Cameron Hall (401 N Main)	Mr. Lenny Brown
Carroll Hall (508 Letcher Ave)	Ms. Kaye Taylor
Clarkson-McKenna (508 Brooke Lane)	Mr. Sam Rice
Cocke Hall (501 Letcher Ave)	CDR Charles Barber
Cormack Field House (541 N Main)	COL Jack Johnson
Corps Physical Training Facility (CPTF) (329 N Main)	MAJ Isaac Slone
Crozet Hall (520 Letcher Ave)	Ms. Mary Davis
Davidson Tucker House (10 E Washington St)	MAJ Grace Abele
Foster Memorial Stadium	Mr. Lenny Brown
Freeland House (320 Engineering Dr)	COL Keith Jarvis
Gray-Minor Stadium (450 Anderson Dr)	Mr. Sam Rice
Grounds Building (107 Leadership Reaction Lane)	Mr. Larry Camper
Heat Plant (530 Burma Rd)	Mr. Scottie Swisher
Hinty Hall / Physical Plant (110 Hines Lane)	Mr. Steve LeBlanc
Human Resources (305 Letcher Ave)	LTC Eleanor Kania
Memorial Hall (415 Letcher Ave)	COL Keith Gibson
Kilbourne Hall (535 N Main)	LtCol Ryan Braman
Kilbourne Hall QMD (Bldg 45) (535 N Main)	Mr. Jim Hudson
King Hall Annex & Pool Area (415 Letcher Ave)	CDR Charles Barber
Lejeune Hall Visitor Center (418 VMI Parade)	COL Kevin Faust
Mallory Hall (409 Letcher Ave)	COL George "Mercede" Brooke
Marshall Hall / CLE (500 Anderson Dr)	COL Dave Gray
Marshall Library / Fdn (340 VMI Parade)	Ms. Kathryn Garvin
Maury Brooke g Hall (401 Letcher Ave)	COL Wade Bell
McKethan Park (190 McKethan Park Lane)	Mr. Larry Camper
MLFTG Firing Range (575 Maury Cliffs Trail)	LTC William Bither
Morgan Hall (403 Engineering Dr)	CAPT Robert McMasters
Moody Hall (308 Letcher Ave)	Mr. Sam Sorrells
Neikirk Hall (304 Letcher Ave)	Ms. Jackie Flint
New Barracks (422 VMI Parade)	SgtMaj William "Tom" Sowers
Nichols Engineering Bldg (413 Letcher Ave)	CAPT Robert McMasters
Observatory (355 McKethan Park Lane)	COL Greg Topasna
Old Barracks (424 VMI Parade)	SgtMaj William "Tom" Sowers
Paulette Hall (300 Anderson Dr)	Mr. Sam Rice
Post Hospital (430 Stono Lane)	Dr. David Copeland
Post Police HQ (301 Letcher Ave)	Chief Michael Marshall
Preston Library (411 Letcher Ave)	LTC Tom Panko
Protocol (303 Letcher Ave)	Mrs. Teresa Thompson
Richardson Hall / Infill Bldg (500 Burma Rd)	Lt. Col. Mike Friski

Scott Shipp Hall (503 Letcher Ave)  
Shell Hall (506 Letcher Ave)  
Smith Hall (330 VMI Parade)  
Stonewall Jackson House (8 E Washington St)  
Third Barracks (418 VMI Parade)  
VMI Book Store (418 VMI Parade)  
VMI PX (418 VMI Parade)  
VMI Museum (415 Letcher Ave)  
VMI Old Hospital (510 Letcher Ave)  
Virginia Museum of the Civil War  
(8869 George Collins Parkway, New Market)

LTC Patrick Rhamey  
COL John Brodie  
LTC Kevin Ryan  
MAJ Grace Abele  
SgtMaj William "Tom" Sowers  
LTC Howard "Lee" Clark  
LTC Howard "Lee" Clark  
COL Keith Gibson  
Chaplain Robert Phillips  
Mr. Chad Phillips