



Building Emergency Coordinators

Emergency Response Notification Plan Questionnaire

General Information:

1. What is the name of your building?
2. What is the official address of your building?
3. Where is the building on the TCU Map (IE. Bass Building, 5-B)?
4. Who is the designated Primary Building Emergency Coordinator for your building?
5. Who are the other Building Emergency Coordinators for your building?
6. Does every department have a designated Building Emergency Coordinator?
7. How many public entrances into your building?
8. How many floors are in your building?
9. Are all Building Emergency Coordinators able to **group text** each other during an emergency?
10. Have all of the Building Emergency Coordinators downloaded “**FROGSHIELD**”?

Response #1:

“Lockdown”

11. Does each of your departments know where they would hide during a “Lockdown” activation?
12. Does each of your departments know what to do if outside when a “Lockdown” is activated?
13. Does each of your departments know what to do if they are not yet on campus and a “Lockdown” is activated?

Suggested Viewing: “L.E.S.S. is More” Video: <https://publicsafety.tcu.edu/less-is-more/>

Response #2

“Evacuation”

14. Where is the “Evacuation Rally Point” for your building?
15. Have your Building Emergency Coordinators been instructed to always use the nearest exit when evacuating from your building?
16. Who is responsible for the Building Emergency “Go Bag”?
17. Have your Building Emergency Coordinators been instructed to know where the nearest fire extinguishers are?
18. Who are those who will need assistance relocating to the “Evacuation Rally Point”?
19. Who will relocate the disabled or those in need of assistance and how will they be moved?
20. Does your building have an EvacuTrac chair and if so, where is it located?

Suggested Viewing: “L.E.S.S. is More” Rally Point Map:

<https://publicsafety.tcu.edu/wp-content/uploads/2020/01/TCU-Rally-Point-Map.pdf>

Response #3

“Seek Shelter”

21. Which is the **lowest floor** of your building?
22. What area on the lowest floor is the furthest away from exterior windows?
23. Who are the disabled persons or those who will need assistance to relocate to the “Seek Shelter” location?
24. Who is responsible for relocating the disabled or those in need of assistance and how will they be moved?
25. Is your building map located on the *FrogShield* App and is it accurate?

Suggested Viewing: “L.E.S.S. is More” Building Safety Maps: <https://publicsafety.tcu.edu/less-is-more/>