



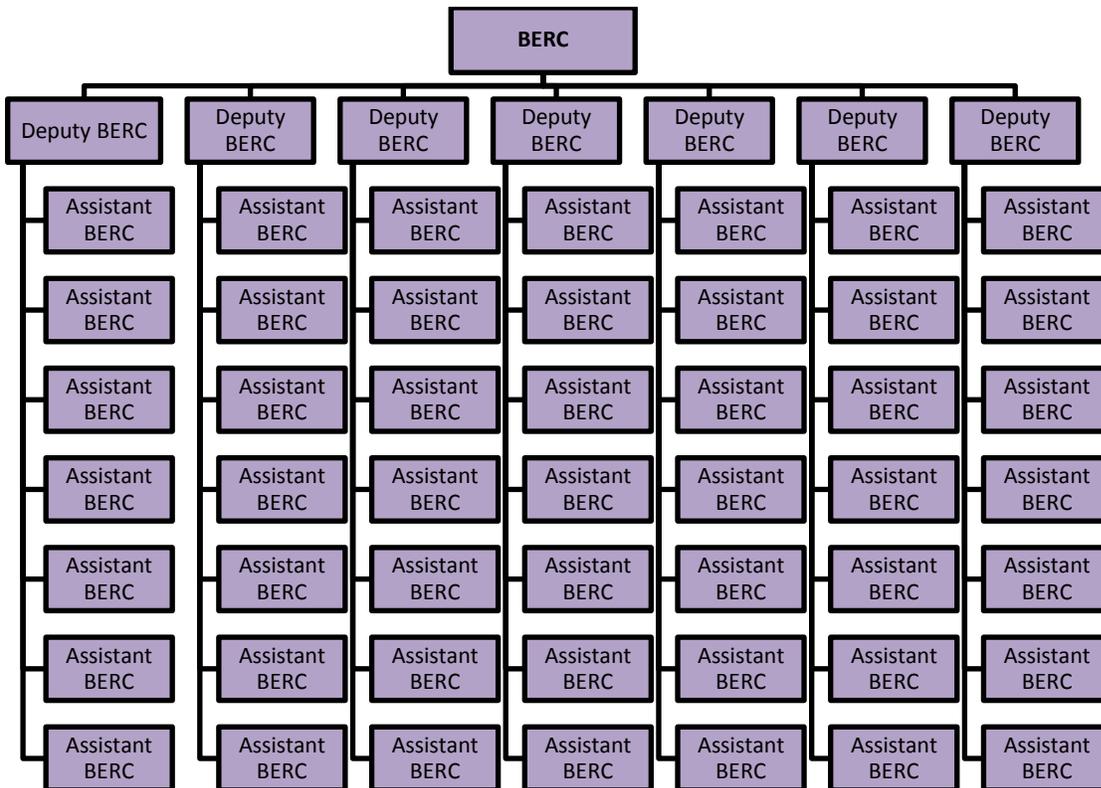
# Building Emergency Response Coordinator

Reports To: EOC Damage Assessment Unit when EOC is activated.

## Responsibilities

During an emergency or disaster Building Emergency Response Coordinators (BERC) are the front line responders for each building on campus. Each building on campus should have two individuals identified as BERCs, one as the primary and one backup. BERCs facilitate evacuation of buildings, provide initial damage assessments of their buildings, and oversee up to seven Deputy BERCs.

During times of non-emergency, BERCs are responsible for the development, training, and exercising of building specific emergency plans. BERCs are the critical component that ensures each building response organization is adequately prepared to perform their perspective roles during an emergency.





**Upon Discovery or Notification of an Incident :**

If prompted or it is necessary, facilitate evacuation of your building to the nearest evacuation point listed on the campus emergency evacuation point map or shelter in place if appropriate.

If sent, follow instructions given in Poly Alert.

Once evacuated, facilitate a head count of building personnel and record number of personnel.

Conduct a damage assessment using the provided damage assessment form.

As soon as possible provide an email update to DEM@calpoly.edu with an accountability report and initial damage assessment.

If required, a Poly Alert notification initiating a BERC conference call will be sent to all BERCs. The conference call can be accessed via the following options:

- Join from PC, Mac, Linux, iOS or Android:  
<https://calpoly.zoom.us/j/8057566658>
- Or iPhone one-tap (US Toll): +14086380968,8057566658# or +16465588656,8057566658#
- Or Telephone:  
Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)  
Meeting ID: 805 756 6658

If situation requires, facilitate the movement of all building personnel to their appropriate Campus Assembly Zone.

Serve as the liaison between building staff and the EOC Damage Assessment Unit Leader (if activated) or emergency services personnel.

In general, aid in all other requests from the EOC or emergency services personnel.