



## **Building Emergency Response Coordinator Policy**

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### **I. Purpose**

This Directive provides department-level, campus-wide emergency management policy for the administration, implementation, and oversight of the Cal Poly Building Emergency Response Coordinator Program.

### **II. Scope**

This Directive is generally applicable to all Cal Poly Building Emergency Response Coordinators and subordinate staff.

### **III. Authorities**

The following authorities provide the foundation for the Cal Poly Building Emergency Response Coordinator Program:

- A. California State University Chancellor's Office Executive Order 1056
- B. California Standardized Emergency Management System (SEMS)
- C. National Incident Management System (NIMS)

### **IV. Definitions**

- A. Initial Damage Assessment – A quick visual inspection performed by building staff that utilizes the Building Emergency Response Coordinator Damage Assessment Checklist Form.
- B. Poly Alert – The Emergency Notification System (ENS) utilized by California Polytechnic University to deliver critical information to students, faculty, and staff during emergencies or disasters.

### **V. Responsibilities**

- A. Department of Emergency Management – Provides overall programmatic development, implementation, and coordination of the Cal Poly Building Emergency Response Coordinator Program to include the following:
  - 1) Developing and implementing program policy.
  - 2) Maintaining a current up to date roster of all building emergency response coordinators.
  - 3) Developing a training and exercise program for building emergency response coordinators.

- 4) Activating and utilizing building emergency response coordinators during times of emergencies or disaster.
  - 5) Establish, maintain, and activate, when necessary, the conference call line for building emergency response coordinators to contact during an emergency.
- B. EHS – Responsible for all non-disaster building and fire evacuations.
- C. Building Emergency Response Coordinators (BERC) – Oversee building specific emergency preparedness planning efforts and facilitate building emergency functions such as evacuations, shelter in place, personnel accountability, and damage assessments. In an emergency, facilitate evacuations of building personnel with subordinate staff and contact DEM through the pre-established conference call line.
- D. Deputy Emergency Response Coordinator – Provide additional depth to support BERCs in buildings that have multiple floors. Deputy BERCs are responsible for assisting BERCs with their emergency functions.
- E. Assistant Emergency Response Coordinator – Provide additional depth to support Deputy BERCs in large or heavily populated buildings. Assistant BERCs are responsible for assisting Deputy BERCs with their emergency functions.

## VI. Policy

### Program Overview

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. For larger buildings with multiple floors, large populations, or other complexities, BERCs may identify up to two Deputy BERCs per floor. If the need exists, additional personnel may be identified as Assistant BERCs to provide another layer of support under the Deputy BERC. However, for buildings that have identified all positions listed above, BERCs should be sure not to exceed the recommended span of control of seven subordinates reporting to one supervisor.

During emergencies or disasters that require evacuation of campus facilities, BERCs are responsible for the following:

- 1) Facilitating evacuation of all personnel within their building to the nearest evacuation point listed on the campus emergency evacuation point map.
- 2) Accounting for building personnel once arriving at their respective evacuation point.
- 3) Conducting a visual damage assessment of their respective building using the Cal Poly BERC Damage Assessment form.
- 4) Reporting personnel accountability and building damage assessment to the EOC via a teleconference that will be typically be initiated through a Poly Alert that contains

call-in details for all BERCs. (If only a single building is impacted information can be communicated to University Police Dispatch at 805-756-2281 and/or DEM@calpoly.edu).

- 5) Serve as the liaison between building staff and the EOC or emergency services personnel.
- 6) Aid in all other request from the EOC or emergency services personnel.

During steady state times of non-emergency, BERCs are responsible for the following:

- 1) Maintain a current roster of all respective building BERCs, Deputy BERCs, & Assistant BERCs and provide current roster to the Cal Poly Department of Emergency Management (DEM).
- 2) Develop, train, & exercise building specific emergency plans.
- 3) Coordinate training and exercises for respective BERCs, Deputy BERCs, & Assistant BERCs with DEM as necessary.

#### Response Operations

In addition to department specific emergency plans, BERCs shall follow the various program position checklists provided by the Cal Poly Department of Emergency Management. These checklists provide the critical steps BERCs, Deputy BERCs, and Assistant BERCs must take during times of emergency or disaster.

#### **VII. Program Resources**

All Building Emergency Response Coordinator Program resources to include, position checklists, damage assessment forms, emergency maps, and more can be found on the Cal Poly Department of Emergency Management website at [emergency.calpoly.edu](http://emergency.calpoly.edu). These resources will also be available via request to [DEM@calpoly.edu](mailto:DEM@calpoly.edu).

#### **VIII. Questions**

Please direct questions or comments regarding this policy to the Director of Emergency Management, via [DEM@calpoly.edu](mailto:DEM@calpoly.edu).

  
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