



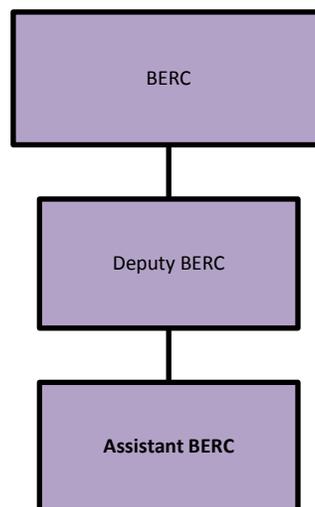
# **Assistant Building Emergency Response Coordinator**

**Reports To: Deputy Building Emergency Response Coordinator**

## **Responsibilities**

During an emergency or disaster Assistant Building Emergency Response Coordinators (Assistant BERC) serve as additional personnel to aid Deputy BERCs in building response operations on their particular floor. Each Deputy BERC may appoint up to 7 Assistant BERCs for their perspective floor in the building. Assistant BERCs facilitate evacuation of their prospective floors, provide critical information to Deputy BERCs regarding damage on their floors, and provide detailed organizational knowledge.

During times of non-emergency, Assistant BERCs are responsible for participating/assisting in the development, training, and exercising of building specific emergency plans. Assistant BERCs report regular staffing updates to their Deputy BERCs and ensure they are prepared to perform their perspective roles during an emergency.





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

- If prompted or it is necessary, help facilitate evacuation of your building to the nearest evacuation point listed on the campus emergency evacuation point map or shelter in place.
- If sent, follow instructions given in Poly Alert.
- As an Assistant BERC, know who is on your floor and facilitate their evacuation if needed.
- Once prompted by the Deputy BERC, help facilitate a head count of building personnel from your floor. Check with personnel to determine if anyone is missing.
- As soon as possible assist Deputy BERC with gathering information regarding accountability and initial damage assessments.
- If situation requires, facilitate the movement of all building personnel to their appropriate Campus Assembly Zone.
- Aid in all other requests from the EOC or emergency services personnel given through the BERC.