



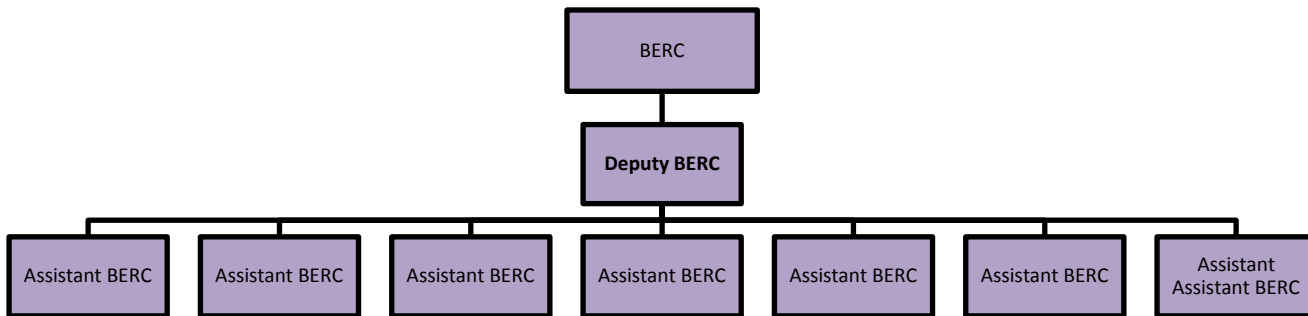
Deputy Building Emergency Response Coordinator

Reports To: Building Emergency Response Coordinator.

Responsibilities

During an emergency or disaster Deputy Building Emergency Response Coordinators (Deputy BERC) serve as additional personnel to aid Building Emergency Response Coordinators (BERC) in building response operations. Each BERC may appoint one primary and one backup Deputy BERC for each floor in their building. Deputy BERCs facilitate evacuation of their prospective floors, provide critical information to BERCs regarding damage on their floors, and oversee up to seven Assistant BERCs.

During times of non-emergency, Deputy BERCs are responsible for participating/assisting in the development, training, and exercising of building specific emergency plans. Deputy BERCs provide regular staffing updates to their BERCs and ensure their staff 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 a Deputy BERC, know who is on your floor and facilitate their evacuation if needed.
- Once prompted by 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 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.