

BUILDING EMERGENCY COORDINATOR (BEC) FACT SHEET



What is the BEC program?

- The BEC coordinates the formal awareness of hazards and emergency procedures for employees and visiting members of the public.
- The BEP provides written preparedness forethought for the safety of building occupants and the continuity of operations.

Where is a BEC required?

- County-owned or leased buildings. In buildings occupied by more than one county department, the department with the largest on-site workforce typically assumes the lead.

Who is involved?

- The *Department Emergency Coordinator (DEC)* selects the on-site *Building Emergency Coordinator (BEC)* for each county owned or leased facility.
- The BEC selects on-site personnel to assist with the building evacuation procedures.

What is the BEC role?

- **PLANNING ROLE:** - Create and annually updates the *Building Emergency Plan (BEP)*, if the worksite has 10 or more employees.
- **EMERGENCY ROLE:** - Promptly notify their DEC and the *Office of Emergency Management (OEM)* when a building is physically damaged, evacuated or closed.
- **LIAISON ROLE:** - Serve as the primary point-of-contact for building related emergencies.

When are BEC duties performed?

- **ONGOING:**
 - Ensure an "onsite" Alternate BEC can perform well in your absence.
 - Ensure an adequate Emergency Response Team is created, staffed, trained, and exercised (Floor Wardens, Mobility Assistants, etc.).
 - Complete and submit an Initial Damage Assessment Report in the event of an earthquake or an event threatens "normal" building status.
 - Serve as the principal contact for law enforcement, fire personnel, utility companies, etc. in the event of an emergency.
- **ANNUAL:**
 - Review and update the BEP to ensure its accuracy (changes in contact information, on-site hazards, building layout, etc.)
 - Conduct a building evacuation drill.

How does this work?

- The BEC should seek direction from their DEC and attend BEC training from OEM.
- The BEP is an adaptation of the emergency plan required in the Fire Code for all high rise buildings.