San Francisco State University

Building Emergency Response Coordinator (BERC)

Training Reference Guide

**2023**

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More information about Emergency Procedures can be found on OES website:

[oes.sfsu.edu/emergency-procedures](file:///C%3A%5CUsers%5C918845257%5CDesktop%5CEOPs%2C%20SOPs%5CBERCs%5Coes.sfsu.edu%5Cemergency-procedures)

Or by using this QR code:



**Program Objectives**

## **BERC Programs Objectives & Training**

* Maintain active, trained, equipped, engaged Building Emergency Response Coordinators.
* Maintain control of emergency situations while awaiting the arrival of first responders and aid

them in the execution of the duties, as directed, until excused.

* Assist in evacuation of buildings in a safe, orderly manner while accounting for students, staff, and faculty.

The BERC Program is designed to participate and aid in the facilitation of campus building evacuation drills and emergency exercises at the start of each semester, as well as facilitate emergency evacuations as needed during the year and act as point of contact for the EOC during campus-wide emergencies.

**Training**

There are two components to the BERC training program. Initial training provided by this Reference Guide will be reviewed in a group training annually.

To supplement this Reference Guide, training will be provided throughout on the year on topics such as:

* First Aid/ CPR,
* How to Use an AED,
* Active Threat,
* How to Use a Fire Extinguisher,
* Personal Preparedness,
* and other emergency-related classes as they become available

BERCs are expected to participate in the annual refresher training, review this Reference Guide, and share this Reference Guide with their designated Building Floor Wardens. BERCs are encouraged to attend as many additional trainings as feasible and are expected to stay current on First Aid / CPR / AED certifications at minimum.

**BERC Emergency Equipment**

All emergency equipment provided to the BERCs will be issued by the Office of Emergency Services. It is the responsibility of each BERC to maintain their equipment and make sure it is in working order. BERC equipment should be kept at their workstation and readily available for use in a campus emergency.

A secondary cache of emergency equipment will be stored in a location accessible to Backup BERC and/or Floor Warden(s) in the event that Primary BERC is offsite during building emergency.

BERCs are also responsible for the return of all equipment issued (or transferred to new BERC) upon separation from employment or a change in responsibility in emergency response duties.

**University issued equipment includes:**

* Hard Hat
* BERC Branded Safety Vest
* Whistle
* Flashlight
* Headlamp
* Pen / Notepad / Clipboard
* Mini Megaphone
* Gloves (L) & (M)
* Batteries - C & AAA
* First Aid Kit
* CPR Kit
* Caution Tape

## **SFSU Emergency Notification Systems**

As a BERC, it is your responsibility to gather information accurately and effectively to respond and make decisions to the best of your ability and training during an emergency. SFSU utilizes multiple methods for reaching faculty, staff, and students through phones, SMS/text, messaging app, and email. Any or all of communication methods listed below may be used to gather and disseminate information. Be aware that emergency notifications or directives may come from one or more of the following channels:

* SF Alert – mass notification - capable of sending voice, email and text messages to all faculty, staff and students.
* SF City & County – mass notification – capable of sending text messages to any members of the public who have signed up for service; Outdoor public address system.
* Desk phones – alerts in the form of recorded voice messages.
* Blast emails via SFSU email servers.
* SFSU website and social media:
	+ SFSU Home Page: [www.sfsu.edu](http://www.sfsu.edu/)
	+ Facebook: <https://www.facebook.com/SFSTATEPD/>
	+ Instagram: <https://www.instagram.com/sfstatepd>
	+ Twitter: <https://twitter.com/sfstatepd> and <https://twitter.com/SFSU>
* Directory Assistance Number (for campus status) (415) 338 - 1111

Remember, there will be updates from the Office of Emergency Services and the University Police Department. Maintain a periodic schedule of checking the various resources for updated information to make informed emergency management decisions.

## **SFSU Emergency Operations Center**

In the event of an emergency the SFSU Emergency Operations Center (EOC) is activated to manage and coordinate resources and personnel to make decisions, and to coordinate the flow of information and strategy required to deal effectively with an emergency. The EOC is where campus emergency management staff are deployed to coordinate the response to an emergency event impacting the campus, the deployment of campus emergency response teams, and any requests from or to the City/County EOCs, if needed. The EOC is the central command and coordination point for disaster response.

The BERC Program utilizes a hierarchal system of management to accurately disseminate information up and down stream:

* BERC Coordinator (communicating directly with the EOC under Situation Status)
* BERCs (Primary and Backups as needed)
* Floor Wardens

EOC Locations:

1. **Primary Location:** Online with Zoom and Veoci
2. **Secondary Location:** Administration Building, 2nd Floor
3. **Tertiary Location**: UPD, North State Drive

## **SFSU Office of Emergency Services Coordinator**

The SFSU Office of Emergency Services Coordinator is charged with maintaining the BERC program’s readiness for the University.

Throughout the Year:

The BERC should:

* Join regularly-scheduled meetings with OES Coordinator and OES Director to remain current on emergency procedure best practices and safety concerns on campus.
* Review updates and training materials as shared by the Office of Emergency Services, and share with Floor Wardens as appropriate during regularly scheduled meetings (recommend quarterly)
* Update OES on any roster or contact information changes regarding themselves, backup BERCs, and/or Floor Wardens on their team.
* Recruit and train Floor Wardens and their backups.
* Develop building-specific communications plans to contact Floor Wardens when there is no audible alarm.
* Define building-specific procedures for evacuating people with mobility challenges e.g. wheelchair-bound employees and responding to bomb threats.
* Maintain BERC emergency response supplies (Red Backpack).
* Be familiar with building floor plans, pull station locations, escape routes, dead ends, hidden rooms, and the locations of potentially hazardous materials.
* Distribute floor plans to Floor Wardens.

Before a Drill

The BERC should:

* Hold planning meeting(s) with Floor Wardens as appropriate prior to a planned drill
* Email UPD (upd@sfsu.edu) and OES (oes@sfsu.edu) in advance of any planned drill to inform them of date and time that drill will be held.

During a Drill *(or Emergency)*

The BERC should:

* Evacuate with assigned emergency response supplies (Red Backpack) to the predetermined primary evacuation location.
	+ Determine if the primary location is obstructed or otherwise unsafe. If unsafe, lead evacuees to an alternate location.
* Collect status updates from the Floor Wardens as to whether each floor has been cleared.
* Collect information from the Floor Wardens and building occupants pertaining to the nature of the incident,
* *During emergency, also: report all information to BERC Coordinator and/or emergency responders arriving on scene (evacuation status/location, status of each floor, and any information gathered from Floor Warden(s) and/or building occupants). Use form at back of handbook to take notes.*

After an Emergency or Drill:

The BERC should:

* Complete evacuation evaluation form (if evacuation occurred) and submit to oes@sfsu.edu and David Abordo at dabordo@sfsu.edu.
* Meet with OES and/or BERC Coordinator as appropriate to assess and troubleshoot any challenges that arose in the execution of building emergency plans.

## **BERC Duties When Responding to Evacuations**

Building evacuations will occur:

* When a building evacuation alarm is sounded.
* When ordered by the President of the University or Emergency Operations Center (EOC).
* Upon instructions from a uniformed emergency responder such as a University Police Department Officer.
* When the BERC determines the situation warrants an evacuation.

Follow these steps when one of the above situations has occurred:

* Grab your assigned emergency response supplies (Red Backpack).
* On your way out of the building, verbally instruct building occupants you evacuate with you.
* If applicable, communicate to floor wardens that you are evacuating, you are monitoring the radio, and that they should sweep their assigned floors and report to you once clear of the building and/or if they encounter any hazards.
* If the building alarm has not been sounded, activate the pull station.
* If the alarm does not function, BERC will communicate to floor wardens by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Go to your building’s primary emergency assembly point and assess whether the primary

emergency assembly point is safe, or if an alternate emergency assembly point is to be used.

* Put on your provided BERC vest.
* Assist in keeping building occupants a safe distance from the building, and prevent from re-entering.
* BERC will contact floor wardens by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to get their initial reports.
* Take note of hazards, injured, and people unable to evacuate.
* Make contact with the BERC Coordinator and/or uniformed emergency responders and report your findings.
* Make sure there is a plan to evacuate anyone left in the building.
* Arrange for medical assistance for those that need it.
* Assist the BERC Coordinator, Uniformed First Responders, and other emergency personnel as directed until given the All Clear, or informed that you may give the All Clear to building occupants.

## **BERC Duties When Responding to Reports of Medical Emergencies**

If a serious injury or illness occurs, remain calm and proceed as follows:

1. Call University Police Department: Dial 911 from a campus phone, dial 415.338.2222 from a cell phone, or go to the nearest Blue Emergency Phones located around campus.
2. Give your name
3. Describe the nature and severity of the medical problem
4. Location of the patient
5. Estimated age and gender of the patient
6. Describe whether or not the patient is conscious and breathing
7. Look for emergency medical ID
8. Get volunteers to help direct emergency services to the patient’s location
9. Have first aid supplies and an AED brought to the patient’s location as a precaution
10. Administer first aid to the extent possible based on your level of training
11. **DO NOT LEAVE PATIENT**.

**NOTE:** All SF State University Police Officers are trained in basic first aid, CPR and AED. During normal working hours (8-5) Monday through Friday, a nurse and/or a doctor from the Student Health Center may also be on duty.

In case of minor injury or illness, an injured student may go to the Student Health Center. If in doubt, contact the University Police. All injuries must be reported to supervisors or instructors.

BERC’s shall ensure that an SFSU Injury /Illness form is completed and sent to Campus ERM (Enterprise Risk Management) within 8 hours for all employee injuries.

The form may be found on the SFSU Enterprise Risk Management website: <https://erm.sfsu.edu/sites/default/files/documents/Employees_Report_of_Work-Related_Incident_Injury_or_Illness_3.2014.pdf>

Or you can access the Incident, Injury, or Illness form by scanning the QR code below:



## **BERC Duties When Responding to Reports of Fires or Explosions**

At the first sign of fire, evacuate the building or area, activate the fire alarm as you leave and notify campus police immediately.

1. Dial 911 from a campus phone
2. Dial 415.338.2222 from a cell phone
3. Go directly to a Blue Light emergency phone

Identify yourself and report the following:

1. Building name and address
2. Room/location of fire
3. Type of fire
4. Smoke or flame
5. Smoke odor

For reports of a smoky smell, or a burning odor: Bring a fire extinguisher with you as you try to identify and locate the source. The extinguisher is for your protection. You are not expected to fight the fire.

Fire Extinguisher Instructions (PASS):

1. **PULL** safety pin from handle.
2. **AIM** nozzle at base of fire.
3. **SQUEEZE** the trigger handle.
4. **SWEEP** from side to side.

If you are the last person out of a room, turn off lights and close the door behind you.

***NOTE: DO NOT LOCK DOORS BEHIND YOU unless personnel are so concerns for the security of their property that they are refusing to evacuate.***

If you become trapped inside a building during a fire:

* Call 911 from a campus phone or 415.338.2222 from a cell phone. Advise the dispatch officer of your location and that you need help to get out.
* Close (do not lock) any doors between you and the fire if you can do so safely.
* Stay near a window and close to the floor.
* If possible, signal for help.

## **BERC Duties When Responding to Reports of Hazardous Materials**

In case of a hazardous material spill, remain calm, and proceed as follows:

If immediate hazard exists or medical assistance is required, call 911 from a campus phone or 415.338.2222 from a cell phone.

**Personal Exposure to Chemical Spills:**

If a chemical spill comes in contact with the body or clothing, get yourself or the victim to the nearest deluge shower / eyewash station, activate the shower / eyewash and flush the affected area for 15 minutes while removing contaminated clothing. If there is no shower / eyewash available, use lukewarm tap water instead. *Note: Do not use water for water-reactive substance or if unknown. Consult with EHS and/or First Responders.*

Unless immediate medical attention is needed, all persons who have been potentially exposed should report to their respective BERC and notify EHS that they may have been exposed.

For small liquid or solid spills not involving immediate danger to lives or property (classroom, hallway, contained area outdoors, etc.):

* Immediately evacuate and limit access to the affected area.
* All evacuations should be upwind and uphill from the release location.
* Eliminate open flames and spark-creating operations.
* Evacuate and secure the immediate area, limit access to authorized personnel. Identify yourself and report the information.
* Be as specific as possible about the type, amount and location of material released.

For gas leaks or gas odor:

* Immediately evacuate and limit access to the affected area.
* All evacuations should be upwind from the release location.
* Extinguish open flames and spark-creating operations.
* Continue to move away from the source while trying to find a place to shelter –in –place (indoors).
* Listen for further instructions. Do not return to the area of the release, until the incident commander gives the “all clear” signal.

## **BERC Duties When Responding to Reports of Bomb Threats or Suspicious Objects**

Follow building-specific procedures for responding to bomb threats:

Report **ALL** bomb threat calls to the University Police at 911 from a campus phone, dialing 415.338.2222 from a cell phone, or going to the nearest Blue Emergency Phones located across campus.

SF State University Police Officers will coordinate with SFPD to conduct a detailed bomb search. Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:

* When is the bomb going to explode?
* Where is the bomb located?
* What kind of bomb is it?
* What does it look like?
* Why did you place the bomb?

Keep the caller on the phone as long as possible. Listen carefully to the caller and try to determine and record the following:

* Date and time of the call
* Exact words of the caller
* Age and sex of the caller
* Speech pattern and/or accent
* Emotional State
* Background noises (i.e. traffic)
* Clear the area immediately
* Dial 911 from a campus phone or 415.338.2222 from a cell phone as soon as possible

***NOTE:******IF YOU FIND A SUSPICIOUS OBJECT, DO NOT TOUCH THE OBJECT— REPORT THE LOCATION TO THE UNIVERSITY POLICE IMMEDIATELY!***

## **BERC Duties When Responding to Earthquakes**

Should an earthquake strike while you are at an indoor work location, do the following:

* **Drop** - Drop down on the floor.
* **Cover** - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
* **Hold** - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.
* If you are in a hallway, drop to the floor against an interior wall—protect your head and neck with your arms.
* If you are with students, shout “Earthquake! Drop, Cover and Hold!”
* Do not use the elevators.
* Do not move until shaking stops.
* When the shaking has stopped, evacuate the building in an orderly fashion, being careful to avoid being struck by falling debris from the building’s façade.
* If you are outdoors, find a spot away from buildings, trees, streetlights and power lines. Drop to the ground and stay there until the shaking stops. Do not return to your building until authorized.
* In a car—stop in the safest place away from underpasses/ overpasses, bridges, etc. and pull emergency brake. Stay in the vehicle until the shaking stops.

***NOTE: BE PREPARED FOR AFTERSHOCKS! These can occur at any time.***

## **BERC Duties When Responding to Reports of Active Threat**

In general, how one responds to an active threat will be dictated by the specific circumstances of the encounter. BERCs are advised to use their best judgement in applying the following measures to the situation they are faced with:

* If the location of imminent threat (e.g. active shooter) is known and there is a safe route to get away from the area, evacuate to a safe location, **RUN.**
* If you cannot safely get away, or the location of the threat is unknown, **HIDE.**

**HIDE = Lockdown**

* Get into a room that can be locked. Lock it and use furniture to block/ barricade the door(s) if you can do so quickly. Wedge something between the door and the door frame or floor to prevent the door from opening, if possible. If you must physically hold the door shut, do so low to the ground. Take cover behind something that will stop a bullet.
* Turn off lights, pull down shades/blinds, curtains; make the room look unoccupied.
* Keep your phone on silent (vibration makes noise) so you do not alert suspect to your location.
* If safe to do so, dial 911 from a campus phone or 415.338.2222 from your cell phone and report to the police Quietly!

Advise the dispatcher of the situation, and:

* Inform him/her of your location, and if there are others with you.
* Remain in place until the police, or a campus administrator known to you, gives the all clear.
* Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
* If you cannot hide and are confronted by the shooter, **FIGHT** for your life as a last resort. Improvise weapons to blind, disorient and bludgeon the shooter. Use surprise and sheer numbers to overwhelm the attacker.

## **BERC Duties When Responding to Flooding and/or Power Outages**

When flooding and/or a power outage occur, BERCs may be utilized to help determine the scope of the issue and its effects.

How widespread is the event?

* Reach out to floor wardens and others in your building to get status updates on the building
	+ Is all your building or only part of your building affected?
	+ What is the status of special areas in your building such as labs and research facilities?

Common building systems that can be affected and what to do about them:

* Elevators - Check to see if each of the elevators in the building is working, and if anyone is stuck in a non-working elevator.
	+ Contact the Facilities Work Desk @ 415-338-1568 to report a stalled elevator. Elevators have phones and emergency alarms.
	+ If someone is stuck in an elevator, Contact UPD via 911 or 415.338.2222 from your cell phone
	+ Place signage on non-working elevators
* Communications Systems - Contact the IT Help Desk at service@sfsu.edu or (415) 338-1420 for problems with cell phone service or wifi access on campus.
* Exhaust Ventilation Systems - Check to see if fume hoods are operating properly and no hood alarms are sounding. If safe to do so, close the sash on any hood that is not operating properly and evacuate the lab. Do not re-enter without EHS approval.
* Plumbing Leaks / Flooding – Stop using and shut down any electrical equipment that can come in contact with the flood. If possible, to do so safely, try to control the leakage by directing it into a container. If the leak is from an unknown source, avoid contact and vacate the area as needed. Contact the Facilities Work Desk @ 415-338-1568 to report the problems.
* Loss of Drinking Water Pressure or Flow - If drinking water is compromised (pressure or flow is reduced, or water is polluted) emergency eyewash and/or deluge showers cannot be used safely. When this happens lab work in all labs that have emergency eyewash and/or deluge showers must cease immediately until the problem is corrected and EHS has approved the re-starting of lab work. Contact the Facilities Work Desk @ 415-338-1568 to report the problems.
* Loss of Water Pressure or Flow In The Fire Sprinkler System - If there is a loss of water pressure in the fire sprinkler system, all “hot work”, (spark- producing work, or work involving an open flame), and work involving flammable materials, must cease immediately until the fire sprinkler system is back on line.

**Electrical Power**

* Assess lighting in rooms, labs, hallways, exit staircases, and restrooms.
* Assess whether emergency lights are operating.
* Assess the status of emergency alarms, smoke detectors, evacuation alarms, and public address systems.

**Chemical Hazards**

* Without electricity, critical heating, cooling, pumping, pressure and vacuum systems may not operate. Assess lab experiments in progress for hazards.
* Check chemical storage areas for problems. Pay particular attention to water-reactive and energetic (explosive) materials.
* Communicate building status to BERC Coordinator (if EOC activated), or EHS if EOC not activated.

**Chemical Exposures**

* Provide appropriate emergency assistance to anyone exposed to hazardous chemicals, (e.g. emergency eye wash/shower) while preventing the spread of the exposure and calling for emergency medical assistance.
* Report any exposures to UPD and EHS after arranging for appropriate emergency medical care.
* Report any unplanned releases of chemicals to the environment to UPD, EOC, and EHS immediately after evacuating the affected areas.

## **BERC Duties When Responding to Shelter in Place Incidents**

Some emergencies may require you to take shelter indoors to escape from things like tornadoes, tear gas, heavy smoke, flammable, or toxic gases. BERC’s are to communicate with Floor Wardens/Evacuation Teams. If you are in fact notified to shelter-in-place, follow the steps below:

* Move to an interior room or building space away from as many windows as possible.
* Avoid the first-floor areas which have doors that open to the outside.
* Do not use elevators.
* Bring everyone into rooms.
* If available, take a radio or television with you to monitor the news.
* Shut all windows and doors.

If appropriate to the hazard, make the room as airtight as possible by sealing doors and ventilation ducts with whatever is handy. Avoid creating sparks that could ignite flammable vapor.

* Take attendance and call University Police (or BERC Coordinator) to report who is in the room with you.
* Try to remain calm and review evacuation procedures with the group.
* Check all methods of communication for messages giving you further instructions.
* Stay where you are until otherwise notified to move. Wait for a police officer or further directions.

*Important note regarding phones during any type of emergency: during a widespread emergency, the large number of people calling and texting at the same time can overload telephone and cell phone services and make calls difficult, impossible, or delayed.*

## **Personal Emergency Preparedness for BERCs**

Emergency preparedness begins at home. How well you and your family survive in an emergency often depends upon how well you prepare beforehand. The information provided below can be applied to emergency planning at home as well as in the workplace.

Before an Emergency:

* Conduct an office and home hazard hunt — know the safe and danger spots.
* Know how to shut off utilities.
* Secure and anchor furniture.
* Know where fire extinguishers are and how to use them.
* Have smoke and carbon monoxide detectors.
* Create and practice an emergency plan with your family that includes:
	+ A Communications plan. How will family members communicate with one another if separated?
	+ An evacuation plan (i.e., where would you go to meet one another if separated?)
	+ An emergency financial plan.
	+ Alternate transportation plans.
* Create an emergency supplies kit of food, water and supplies for your home, car, and your workplace.
* Know the emergency plans at your children’s school, childcare, etc.
* Learn first aid, Heimlich maneuver, CPR and how to use an AED

## **Personal Emergency Supply Checklist**

* Keys - extra set of car and house keys
* Water - 3 days to 1 week supply - 1 gallon/person/day
* Food - 3 days to 1 week supply of non-perishable food, manual can opener, utensils
* Mess Kits- cups, plates and plastic utensils, paper towels
* Matches-/Lighter in a waterproof container
* First Aid Kit - with manual and medical supplies
* Hand Crank Radio/Flashlights - with phone charger
* Medications - over the counter, prescriptions and prescription lists, glasses, etc.
* Cash and Copies of Important Documents - small bills, coins, deeds, insurance papers, medical cards, etc.
* Personal Identification Documents - driver’s license, copy of birth certificate, passport, etc.
* Clothing - sturdy shoes and socks, bedding, foul weather gear, boots
* Tools - adjustable wrench, sturdy gloves, whistle, small mirror, prybar, etc.
* Sanitation - and hygiene supplies - moist towelettes, garbage bags and plastic ties, toilet paper
* Special Needs - supplies for kids, pets, seniors, and people with disabilities.
* Local Maps
* Fire Extinguisher
* Books, Games, Puzzles - and other activities.

## **Evacuation Notes for BERCS**

Date / Time Evacuation Started: \_\_\_\_\_\_\_\_\_\_\_\_\_ Evacuation Complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cause of Evacuation (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_

Assembly Point / Evacuation Location: \_\_\_\_\_\_\_\_\_\_\_

Floor Reports:

1st Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4th Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5th Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6th Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7th Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Additional floors:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional observations or reports:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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